



**Report and Financial Statements  
For the Year Ended 31 July 2018**

# St Francis Xavier 6th Form College

## Year Ended 31 July 2018

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# St Francis Xavier 6th Form College For the Year Ended 31 July 2018 Report of the Board of Governors

## **NATURE, OBJECTIVES AND STRATEGIES**

The Board of Governors presents its report and the audited financial statements for the year ended 31 July 2018.

### **Legal status**

The Board of Governors is a corporate body established under the Further and Higher Education Act 1992 for the purpose of conducting the activities of St Francis Xavier 6th Form College. The Board of Governors together with the College is an exempt charity for the purposes of the Charities Act 2011.

The College was formed as St Francis Xavier 6th Form College.

### **Mission**

The College's mission, as approved by its Board of Governors in July 2005, is:

We at St Francis Xavier 6th Form College aim to provide for the educational needs of our students in a Catholic environment that proclaims Jesus Christ, the Way, the Truth and the Life. We are committed to a community based on mutual respect where we recognise our responsibilities to ourselves and others.

### **Public benefit**

St Francis Xavier 6th Form College is an exempt charity under Part 3 of the Charities Act 2011 and following the Machinery of Government changes in July 2016 is regulated by the Secretary of State for Education. The members of the Governing Body, who are trustees of the charity, are disclosed on pages 16 and 17.

In setting and reviewing the College's strategic objectives, the Governing Body has had due regard for the Charity Commission's guidance on public benefit and particularly upon its supplementary guidance on the advancement of education. The guidance sets out the requirement that all organisations wishing to be recognised as charities must demonstrate, explicitly, that their aims are for the public benefit.

In delivering its mission, the College provides the following identifiable public benefit for the advancement of education:

- ◆ High-quality teaching and learning;
- ◆ Widening participation and tackling social exclusion;
- ◆ Excellent university progression and employment rates for students;
- ◆ Strong student support systems;
- ◆ Good links with employers, industry and commerce, including a commitment to Apprenticeship and 'T' Level development; and
- ◆ Links with Local Enterprise Partnerships (LEPs).

# St Francis Xavier 6th Form College For the Year Ended 31 July 2018 Report of the Board of Governors

## NATURE, OBJECTIVES AND STRATEGIES (continued)

### Implementation of Strategic Plan

In July 2017 the College moved into the third year of a strategic plan which covers the period 1 August 2015 to 31 July 2018. This strategic plan includes property and financial plans. The Governing Body monitors the performance of the College against these plans. The plans are reviewed and updated each year. The College's continuing strategic objectives are to maintain a high quality teaching and learning environment, whilst ensuring long term financial sustainability for the institution. The specific objectives for 2017 - 2018 are set out below.

1. Maintenance of financial health and income generation (Living within our means)
  - To ensure that the College remains financially sustainable (with at least good financial health) for the long term.
  - To ensure that the curriculum offered by the College remains both effective and efficient and addresses the needs of Catholic/other stakeholders and the local community and addresses the wider skills gaps and issues identified across London.
  - To ensure that the College continues to manage on-going cuts to ESFA funding budgets, without compromising the resources available for teaching and learning provision. (This has required and will continue to necessitate an active commitment to cutting overall staffing levels, primarily in back-office and support services and a willingness to adapt the shared services agenda).
  - To ensure that the College retains an on-going commitment to the generation of non – ESFA income streams, which have grown significantly in recent years.
2. Development of curriculum provision and enhancement of student 'targets' for attendance
  - To support the development of 'T' Level industrial placements by participation in the 'pilot' programme.
  - To support the development of students through improving attendance strategies.
3. Improved retention and examination results
  - Improved outcomes at A and AS Level.
  - Sustaining strong outcomes in vocational courses.
  - Development of progressive feedback for students and a commitment to 'Teach each other' for staff.
4. Preparation in all areas for a strong re-inspection under the Ofsted CIF.

# St Francis Xavier 6th Form College For the Year Ended 31 July 2018 Report of the Board of Governors

## **NATURE, OBJECTIVES AND STRATEGIES (continued)**

### **Performance Indicators**

The College has continued to monitor the following as key performance indicators in 2017-2018.

- Achievement rates, retention rates, pass rates and value added measures;
- Self-assessment / inspection and curriculum external moderation;
- Learner destinations and satisfaction surveys; and
- Financial health measures.

The College is committed to observing the importance of sector measures and indicators and uses the Ofsted national benchmarks for Sixth Form Colleges and all institutions' as well as SFCA/AOC data in order to measure comparative achievement rates.

The financial indicators (Financial Health and Financial Management and Control) will continue to be graded and will be reported to providers directly by the relevant funding body.

The College is required to complete the annual Finance Record for the Education and Skills Funding Agency ("ESFA"). The Finance Record produces a financial health grading. The College is assessed by the ESFA as having an "outstanding" financial health grading, which the College has moderated to "good". The current rating is considered an acceptable outcome.

## **FINANCIAL POSITION**

### **Financial results**

The College incurred an operating deficit in the year of £407,000 (2016/17 – £520,000).

The operational surplus for 2017/18 was £388,000 (2016/17 - £171,000) after adjustments for FRS 102 pension movements, depreciation and deferred capital grants.

At 31 July 2018, the College has accumulated unrestricted reserves before deduction of the pension reserve of £11,971,000 (2016/17 - £11,954,000) and a cash balance of £2,253,000 (2016/17 - £2,030,000).

Tangible fixed asset additions during the year amounted to £333,000 (2016/17 - £374,000). This was split between land and buildings additions of £179,000 (2016/17 - £192,000) and equipment purchases of £154,000 (2016/17 - £182,000). In the main, this related to the works on an extension to the HR department and IT improvements to the infrastructure, including new computers, as well as roof works.

The College still has significant reliance on the ESFA for its principal funding source, largely from funding body grants. In 2018 the ESFA provided 92% of the College's total income (2016/17 – 92%).

# St Francis Xavier 6th Form College For the Year Ended 31 July 2018 Report of the Board of Governors

## FINANCIAL POSITION (continued)

### Investments

The College has one subsidiary company, SFX Corporate Services Limited. The principal activity of SFX Corporate Services Limited is to provide senior management, commercial and consultancy services in all areas of educational leadership and management. These areas include curriculum, administration, IT, MIS, estates and communication technology. Any taxable surpluses generated by the subsidiary are transferred to the College under deed of covenant. In the current year, the overall surplus generated was £26,977 (2016/17 - £31,562).

### Treasury policies and objectives

Treasury management is the management of the College's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

All major transactions are authorised by the Governors through the Finance and Resources Committee and the adherence to the College's Treasury Management Policy. Such arrangements are restricted by limits in the College's Conditions of Funding Agreement agreed with the ESFA. All other borrowing requires the authorisation of the College and shall comply with the requirements of the Conditions of Funding Agreement.

Short term borrowing for temporary revenue purposes is authorised by the Accounting Officer. All other borrowing requires the authorisation of the Corporation and shall comply with the requirements of the Conditions of Funding Agreement.

### Cash flows

There was an operating cash inflow of £660,000 (2016/17 – outflow of £27,000), and there was an overall increase in cash of £223,000 in the year (2016/17 – decrease of £426,000).

### Liquidity

During 2017/18 a decision was taken by the Governing Body to repay the existing bank loan of £105,000. As a consequence, the College no longer has any outstanding debt liability.

### Reserves Policy

The College needs to have sufficient reserves to enable it to meet its obligations should there be an unexpected revenue shortfall. The existence of unrestricted reserves also offers the College flexibility to plan and fund major projects to develop and maintain its buildings and facilities.

By their very nature, the availability of the restricted funds for the general operation of the College is limited. Accordingly, it is the unrestricted funds (or general purpose reserve) which are expendable at the discretion of the Board of Governors in the furtherance of the objectives of the College. General purpose reserve increased by £481,000 during 2017/18, with the balance being £9m at 31 July 2018 (2016/17 - £8.5m). General purpose reserves are represented by net current assets of the College with the Governors requiring a minimum cash balance of £1m to be held. There were restricted reserves of £1,000 available for prizes (2016/17 - £1,000).

# St Francis Xavier 6th Form College For the Year Ended 31 July 2018 Report of the Board of Governors

## CURRENT AND FUTURE DEVELOPMENT AND PERFORMANCE

### Financial health

According to the ESFA Financial Health grades, the College is 'Good' and we expect this to continue for the foreseeable future. However, to maintain this the College will have to continue with its staff restructuring process as well as moving forward with a shared services agenda.

### Student Numbers

The College is funded according to the number of students enrolled (on a lagged basis). In 2017/18, the College recruited 1,297 (2016/17 - 1,416) students against a target of 1,415. All learners were either 16-18 students or fell within the 19+ continuing learners' categories. There were no 19+ learners or part time students.

### Student Achievements

The College underwent a full Ofsted inspection in January 2018. A four-point scale is used to summarise judgements about achievement and standards.

#### *Overall Effectiveness – Good (2)*

Outcomes for Learners – Requires improvement (3)  
Personal development, behaviour and welfare - Good (2)  
Quality of Teaching, Learning and Assessment – Good (2)  
Leadership and Management – Good (2)  
16-19 Study Programmes – Good (2)

### Curriculum Developments

The College's core business is the delivery of a range of full time 16-19 courses, primarily but not exclusively, at Level 3. The College offers a mixture of academic A level linear qualifications and AS standalone qualifications as well as Vocational Extended Diploma and Diploma qualifications. At Level 2 Vocational Diplomas are supplemented by GCSE provision in English and Maths. Level 1 Learners follow a Foundation Learning Programme centred on a Business core complemented by functional skills and PSD qualifications. In 2017/18 the College has also been involved in 'T' Level industrial placements pilots, which are further enhancing the options available for Level 3 students.

### Payment Performance

The Late Payment of Commercial Debts (Interest) Act 1998, which came into force on 1 November 1998, requires colleges, in the absence of agreement to the contrary, to make payments to suppliers within 30 days of either the provision of goods or services or the date on which the invoice was received. During the accounting period from 1 August 2017 to 31 July 2018, the College paid 96% of its invoices within 30 days (2016/17 – 96%). The College incurred no interest charge in respect of late payment for this period (2016/17 – none).

### Staff and Student Involvement

The College considers good communication with its staff to be very important and to this end it publishes regular newsletters and daily bulletins, which are available to all staff. In addition, a full staff briefing is held on a weekly basis, and all key information is available in the staff area of the College website/Moodle. Furthermore, the SMT holds regular meetings with the teaching associations and unions and the institution is accredited with Investors In People.

# St Francis Xavier 6th Form College For the Year Ended 31 July 2018 Report of the Board of Governors

## CURRENT AND FUTURE DEVELOPMENT AND PERFORMANCE (continued)

### Staff and Student Involvement (continued)

The College also encourages staff and student involvement through membership of formal committees. In order to ensure the College is responsive to the 'learner voice' a member of staff has been given responsibility for this area to ensure it is audited and monitored.

### Taxation

The majority of the College's activities are outside the scope of corporation tax.

### Future developments

The College strategic plan for 2018-19 concentrates on the following themes:

- maintaining the progress made with the Ofsted agenda, particularly improving 'outcomes for learners';
- financial sustainability – Living within our means;
- improving student attendance punctuality and engagement with learning (VESPA);
- preparing for curriculum change (Applied General to 'T' Levels);
- staff growth and development including maintaining and enhancing the college ethos and the commitment to exchange and share; and
- continuing development of the estate/premises.

## RESOURCES

The College continues to invest in its building and facilities to ensure students have the most up to date learning environment. Nevertheless, the College's most valuable resource remains its teaching and support staff. The College's policy is to ensure that they are of the highest quality so that our students receive the very best post 16 education. However, this does mean (even allowing for the fact that the College does not outsource activities such as cleaning or payroll) that our staff costs are above average for the sector. We are mindful therefore of the need to gradually downsize the staffing complement (primarily in support staff functions) to make appropriate savings. This is a strategy that has been underway for some time (see below) and which will need to be continued in the light of the emerging risks for 2018/19 (see page 9).

2014/15 135 FTE staff (72 teaching FTE)  
2015/16 131 FTE staff (74 teaching FTE)  
2016/17 126 FTE Staff (70 teaching FTE)  
2017/18 119 FTE Staff (66 teaching FTE)  
2018/19 113 FTE Staff (64 teaching FTE)

### *Financial*

The College has £9m (2016/17 - £8.5m) of net assets (after deducting the £3m pension liability (2016/17 - £3.5m)).

### *People*

The College employs 119 people (expressed as full time equivalents), of whom 66 are teaching staff.

### *Reputation*

The College retains a good reputation locally and nationally, which is confirmed by the January 2018 Ofsted grade. Maintaining a quality brand is essential for the College's success in attracting students and sustaining external relationships.

# St Francis Xavier 6th Form College

## For the Year Ended 31 July 2018

### Report of the Board of Governors

#### **PRINCIPAL RISKS AND UNCERTAINTIES**

The College has undertaken further work in 2017/18 to develop and embed the system of internal control, including financial, operational and risk management which is designed to protect the College's assets and reputation.

Based on the strategic plan and Board Assurance Framework, the Risk Management Group undertakes a comprehensive review of the risks to which the College is exposed. They identify systems and procedures, including specific preventable actions which should mitigate any potential impact on the College. The internal controls are then implemented and the subsequent year's appraisal will review their effectiveness and progress against risk mitigation actions. In addition to the annual review, the Risk Management Group will also consider any risks which may arise as a result of a new area of work being undertaken by the College.

A risk register is maintained at the College level which is reviewed at every meeting by the Governors' Audit Committee and more frequently where necessary. Each committee of the Governing Body has a standing agenda item to identify new / emerging risks. The risk register identifies the key risks, the likelihood of those risks occurring, their potential impact on the College and the actions being taken to reduce and mitigate the risks. Risks are prioritised using a consistent scoring system.

This process is supported by strategies to raise awareness of risk throughout the College.

Outlined below is a description of the principal risk factors that may affect the College. Not all the factors are within the College's control. Other factors besides those listed below may also adversely affect the College.

#### **1. Changes in levels of student recruitment**

The College operates in an increasingly competitive market place and is always conscious to maintain effective recruitment and marketing strategies. Prior to September 2017, the College had always met its student recruitment targets and had followed a steady pathway of growth. In 2017/18 and in 2018/19 however, 16-19 recruitment numbers show that targets have not been met and consequently the College is having to operate with a shortfall of funding. Moving forward, although there will be no in year reconciliation for 2017/18, there will need to be significant changes to the College financial plan for 2019/20 onwards to cope with this unplanned downsizing in learner numbers over two successive years.

#### **2. Changes to levels of Government funding**

The changes in funding methodology (and changes to 18+ Funding) have continued to impact on the level of ESFA grants and recurrent funding. In the past, the College has pursued a variety of strategies to mitigate these reductions including growth in lagged numbers, curriculum re-organisation and the development of alternative income streams and in the light of the recruitment shortfall in 2017/18 and 2018/19 is now re-examining these strategies once more. The College is aware of the current government agenda to look at all aspects of structural efficiencies and was actively engaged in the Area Review London Central process. Although the final outcome of this process, which suggested that SFX could remain a 'standalone' institution was pleasing, the College remains realistic about the significant challenges it continues to face in this area, particularly whilst the option of 'academisation' remains closed.

#### **3. Ofsted Inspection Outcome**

The College was pleased to obtain an overall effectiveness grade of 2 'Good' in January 2018, however it remains mindful that the significant progress made in 2017/18, particularly regarding 'outcomes for learners' needs to be sustained.

# St Francis Xavier 6th Form College For the Year Ended 31 July 2018 Report of the Board of Governors

## PRINCIPAL RISKS AND UNCERTAINTIES (continued)

### 4. Changes regarding the funding of pension liabilities

In financial terms, there always remains a risk to the College from potential increases in pension liabilities. Although such a scenario did not take place in 2017/18, significant changes to employer contributions for teaching staff and support staff are now likely for 2019/20 and, the College is engaging with SFCA/AOC/DfE (and others) to try and mitigate the exact nature of this risk, should it be realised in the future.

### 5. Teacher salaries

There is an emerging risk from higher than planned teacher pay awards in 2018/19 onwards, particularly if Sixth Form Colleges are not afforded the same DfE guarantees as those now available to 16 – 19 academies.

In terms of the principal risks and uncertainties set out above, whilst the College does not underestimate the challenges it continues to face, it does not believe that these risks currently threaten the College's ability to function as a going concern.

## STAKEHOLDER RELATIONSHIPS

In line with other colleges St Francis Xavier 6th Form College has many stakeholders. These include:

- ◆ Students
- ◆ Parents/Guardians
- ◆ ESFA (DFE)
- ◆ Sixth Form /FE Commissioner
- ◆ Staff
- ◆ Partner schools
- ◆ Other Schools from which SFX recruits students
- ◆ Universities/ Higher education bodies
- ◆ Employers
- ◆ Local Authorities
- ◆ Government Offices/ Regional Development Agencies; and
- ◆ The Archdiocese of Southwark.

The College recognises the importance of these relationships and engages in regular communication with them through the College website, written communications and by meetings.

### Equal Opportunities and Employment of Persons with a Disability

The College considers all applications for employment from applicants with a disability, bearing in mind the aptitudes of the individuals concerned. Where an existing employee becomes disabled, every effort is made to ensure that employment with the College continues. The College's policy is to provide training, career development and opportunities for promotion for such staff members that are, as far as possible, identical to those for other employees.

### Disability Statement

The College seeks to achieve the objectives set down in the Equality Act 2010.

- i. The College has a close link with Oak Lodge School for the deaf whereby students from there undertake full-time mainstream courses at the College;

# St Francis Xavier 6th Form College For the Year Ended 31 July 2018 Report of the Board of Governors

## STAKEHOLDER RELATIONSHIPS (continued)

### Disability Statement (continued)

- ii. As part of the redevelopment of the buildings the College has installed lifts and ramps so that most of the facilities allow access to people with a disability;
- iii. There is a list of specialist equipment, such as lighting for audio facilities, electronic readers for examinations, which the College can make available for use by students with specific needs. All of this material as well as educational support for students is co-ordinated by the Learning Support department.
- iv. The College was reaccredited with 'Investors in Diversity' status in 2018.
- v. The admissions policy for all students is described in the College prospectus and in a policy published on the College website. Appeals against a decision not to offer a place are dealt with under the complaints process policy;
- vi. The College has made a significant investment in the appointment of specialist tutors to support students with learning difficulties and/or disabilities. There are a number of student support assistants who can provide a variety of support for learning. There is a continuing programme of staff development to ensure the provision of a high level of appropriate support for students who have learning difficulties and/or disabilities. The College works with representatives of the 14 local authorities from which learners are drawn in terms of securing appropriate levels of ALS funding for high needs learners;
- vii. Specialist programmes are described in programme information guides, and achievements and destinations are recorded and published in the standard College format; and
- viii. Counselling and welfare services are described in the College charter and student handbook.

### Trade union facility time

The Trade Union (Facility Time Publication Requirements) Regulations 2017 require the College to publish information on facility time arrangements for trade union officials at the College.

#### Relevant union officials

Number of employees who were relevant union officials during the period	Full-time equivalent employee number
5	119.76

#### Percentage of time spent on facility time

Percentage of time	Number of employees
0%	0
1% - 50%	5
51% - 99%	0
100%	0

# St Francis Xavier 6th Form College For the Year Ended 31 July 2018 Report of the Board of Governors

## STAKEHOLDER RELATIONSHIPS (continued)

### Trade union facility time (continued)

*Percentage of pay bill spent on facility time*

Total cost of facility time	£3,680
Total pay bill	£6,396,818
Percentage of the total pay bill spent on facility time, calculated as: (total cost of facility time ÷ total pay bill) x 100	0.06%

### *Paid trade union activities*

Time spent on paid trade union activities as a percentage of total paid facility time hours calculated as:  (total hours spent on paid trade union activities by relevant union officials during the relevant period ÷ total paid facility time hours) x 100	None
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## St Francis Xavier 6th Form College Equality Plan (now contained within SFX Single Equality Scheme)

### *Our Commitment*

St Francis Xavier 6th Form College affirms that individuals from minority ethnic groups are entitled to the same equal rights, responsibilities and opportunities as the majority population. The College strives to ensure that, whatever the heritage and origins of the members of the College community, everyone is equally valued and treats one another with respect. This commitment is an essential expression of "the Christian values that are the inspiration of the College".

This policy statement reflects our equal opportunities policy and reminds us that diversity in our society is a strength and we must ensure equality and equity having regard to issues of gender, age, race, religion, disability and culture.

We will work towards the elimination of racism whether overt, covert or by omission, and we will ensure that individuals and communities have equal access to the curriculum and College facilities.

The College believes that its profile of learners and staff is testimony to the fulfilment of these objectives.

The Ethnic breakdown for 2017/18 is as follows:

# St Francis Xavier 6th Form College For the Year Ended 31 July 2018 Report of the Board of Governors

## STAKEHOLDER RELATIONSHIPS (continued)

### Student Population 2017/18

Ethnicity	Students	Total
Asian	5.24%	68
Black African	38.55%	500
Black Caribbean	23.05%	299
Black Other	3.62%	47
Chinese	0.46%	6
Mixed	10.18%	132
White	12.96%	168
Other	5.94%	77
<b>Total</b>	<b>100%</b>	<b>1,297</b>

The figures given in this table cover the whole student body (year 12 – year 14). The pattern of ethnic diversity is similar across both new students (year 12) and returning students (year 13 & year 14).

### Staff Recruitment 2017/18 (including internal appointments)

Ethnicity	Overall No's	% of total	2016/17 Recruitment	% of new
White	80	60%	106	42%
Mixed	6	5%	7	3%
Asian or Asian British	20	15%	22	9%
Other Asian	3	2%	0	0%
Black & Black British	16	12%	48	19%
Chinese or Other Ethnic Group	2	1%	5	1%
Not known *	6	5%	65	26%
<b>Total Black &amp; Ethnic Minorities</b>	<b>41</b>	<b>31%</b>	<b>82</b>	<b>32%</b>
<b>Overall Total</b>	<b>133</b>	<b>100</b>	<b>253</b>	<b>100</b>

\* Applicants from Agencies where ethnicity not given.

## DISCLOSURE OF INFORMATION TO AUDITOR

The Governors who held office at the date of approval of this report confirm that, so far as they are each aware, there is no relevant audit information of which the College's auditor is unaware; and each Governor has taken all the steps that he or she ought to have taken to be aware of any relevant audit information and to establish that the College's auditor is aware of that information.

Approved by order of the Board of Governors on 6 December 2018 and signed on its behalf by:

Chair



# St Francis Xavier 6th Form College For the Year Ended 31 July 2018 Reference Information

## **Key Management Personnel, Board of Governors and Professional advisers**

### **Key management personnel**

Key management personnel are defined as members of the College Leadership Team and were represented by the following in 2017/18:

Stella Flannery Principal and CEO; Accounting Officer  
Andy Taylor; Strategic Director Financial and Physical Resources  
Ciaran Graham; Associate Principal Ethos & Student Welfare  
Graham Thompson; Associate Principal Curriculum

### **Board of Governors**

A full list of Governors is given on pages 16 and 17 of these financial statements.

Eleanor Lewis acted as Clerk to the Governing Body throughout the period.

### **Professional Advisers**

#### ***Financial Statements and Regularity***

##### ***Auditor:***

Buzzacott LLP  
130 Wood Street  
London  
EC2V 6DL

##### ***Internal Auditors:***

RSM Risk Assurance Services  
25 Farringdon Street  
London  
EC4A 4AB

##### ***Bankers:***

Allied Irish Bank  
Direct Banking  
P.O Box 73306  
London  
W5 9PB

##### ***Solicitors:***

Irwin Mitchell  
40 Holborn Viaduct  
London  
EC1N 2PZ

# St Francis Xavier 6th Form College

## Year Ended 31 July 2018

### Statement of Corporate Governance and Internal Control

#### **Corporate Governance**

The following statement is provided to enable readers of the annual report and accounts of the College to obtain a better understanding of its governance and legal structure.

The College endeavours to conduct its business:

- i) in accordance with the seven principals identified by the Committee on Standards in Public Life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership);
- ii) having due regard to the UK Corporate Governance Code ("the Code") insofar as it is applicable to the further education sector.

The College is committed to exhibiting best practice in all aspects of corporate governance. We have not adopted and therefore do not apply the UK Corporate Governance Code. However, we have reported on our Corporate Governance arrangements by drawing upon the best practice available, including those aspects of the UK Corporate Governance Code we consider to be relevant to the further education sector and best practice.

The College is an exempt charity within the meaning of Part 3 of the Charities Act 2011. The Governors, who are also the Trustees for the purposes of the Charities Act 2011, confirm that they have due regard for the Charity Commission's guidance on public benefit and that the required statements appear elsewhere in these financial statements.

# St Francis Xavier 6th Form College

## Year Ended 31 July 2018

### Statement of Corporate Governance and Internal Control

#### The Board of Governors

The Governors who served on the Board during the year and up to the date of signature of this report were as follows:

	<i>Date of appointment</i>	<i>Term of office</i>	<i>Date of resignation</i>	<i>Status of appointment</i>	<i>Committees Served</i>	<i>Full Board Attendance</i>
Mr K Bonsu	26/09/2017	1 academic year	31/07/2018	Student Governor	n/a	33% (1/3)
Mr E Siwoku	26/09/2017	1 academic year	31/07/2018	Student Governor	n/a	33% (1/3)
tba	06/12/2018	1 academic year	31/07/2019	Student Governor		n/a
tba	06/12/2018	1 academic year	31/07/2019	Student Governor		n/a
Ms S Bannister	08/12/2016	2 years	17/09/2018	Parent Governor		nil
Mr P Barber	01/07/2000	4 years Re-appointed 19/09/2016		Foundation Governor		66% (2/3)
Mr M Belfour	10/06/2009	4 years Re-appointed 09/06/2017		Foundation Governor	Chair, Finance & Resources (F&R) Governance  Vice-Chair of Governors	66% (2/3)
Ms P Cummings	24/01/2014	4 years	23/01/2018	Foundation Governor	Finance & Resources (F&R) Remuneration	100% (1/1)
Mr S Ebele	15/01/2018	4 years		Foundation Governor	Curriculum Standards & Quality (CSQ) Audit	50% (1/2)
Miss C Ezekwe	24/06/2016	4 years		Foundation Governor	Curriculum, Standards & Quality (CSQ)	66% (2/3)
Mrs S Flannery	01/09/2009	Ex officio		Principal	Finance & Resources (F&R) Curriculum Standards & Quality (CSQ) Governance	100% (3/3)
Mr C Garvey	08/06/2006	4 years Re-appointed 19/09/2016		Foundation Governor	Chair, Remuneration. Co-Chair, Curriculum Standards & Quality (CSQ)  Finance & Resources (F&R) Governance	100% (3/3)

# St Francis Xavier 6th Form College

## Year Ended 31 July 2018

### Statement of Corporate Governance and Internal Control

#### The Board of Governors (continued)

	<i>Date of appointment</i>	<i>Term of office</i>	<i>Date of resignation</i>	<i>Status of appointment</i>	<i>Committees Served</i>	<i>Full Board Attendance</i>
					Chair of Governors from 1/08/2015	
Ms S Jones	10/07/2006	4 years Re-appointed 11/07/2017		Co-opted Governor	Safeguarding  Curriculum, Standards & Quality (CSQ)	33% (1/3)
Mrs S Long	09/12/2015	4 years		Staff Governor (non-teaching)		100% (3/3)
Mr J Opara	01/04/1997	4 years Re-appointed 19/09/2016		Foundation Governor	Finance & Resources (F&R)	66% (2/3)
Fr G O'Shaughnessy	03/02/2017	4 years		Foundation Governor	Curriculum Standards & Quality (CSQ)	66% (2/3)
Ms P Rowe	08/12/2011	4 years Re-appointed 09/12/2015		Co-opted (LA nomination) Governor	Co-chair Curriculum Standards & Quality (CSQ)  Remuneration  Governance	100% (3/3)
Mr N Sheta	17/05/2016	4 years		Foundation Governors	Chair of Audit  Remuneration  Governance	66% (2/3)
Mrs S Spazzini	11/03/2015	4 years	08/05/2018	Foundation Governor	Audit	100% (2/2)
Ms J Town	14/12/2017	4 years		Staff Governor (teaching)	Vice Chair of Finance & Resources (F&R)	100% (3/3)
Mr R Vianello	28/10/2010	4 years Re-appointed 28/10/2014	Re-appointment pending	Foundation Governor	Vice Chair of Audit  Curriculum Standards & Quality (CSQ)	66% (2/3)

Mrs E Lewis acts as Clerk to the Board of Governors.

It is the Board of Governors' responsibility to bring independent judgement to bear on issues of strategy, performance, resources and standards of conduct.

The Board of Governors is provided with regular and timely information on the overall financial performance of the College together with other information such as performance against funding targets, proposed capital expenditure, quality matters and personnel related matters such as health and safety and environmental issues. The Board of Governors meets on a termly basis.

The Board of Governors conducts its business through a number of committees. Each committee has terms of reference, which have been approved by the Board of Governors. These committees are Audit, Finance and Resources (F&R), Remuneration, Curriculum Standards and Quality (CSQ), Governance and Appeals.

# St Francis Xavier 6th Form College

## Year Ended 31 July 2018

### Statement of Corporate Governance and Internal Control

#### **The Board of Governors** (continued)

Full minutes of all meetings are available to download from the College website [www.sfx.ac.uk](http://www.sfx.ac.uk) or from the Clerk to the Governors at:

St Francis Xavier 6th Form College  
10 Malwood Road  
London  
SW12 8EN

The Clerk to the Board of Governors maintains a register of financial and personal interests of the Governors. The register is available for inspection at the above address.

All Governors are able to take independent professional advice in furtherance of their duties at the College's expense and have access to the Clerk to the Governors, who is responsible to the Board for ensuring compliance with all applicable procedures and regulations. The appointment, evaluation and removal of the Clerk are matters for the Board of Governors as a whole.

Formal agendas, papers and reports are supplied to Governors in a timely manner, prior to Board meetings. Briefings are also provided on an ad-hoc basis.

The Board of Governors has a strong and independent non-executive element and no individual or group (although Foundation Governors are always in the majority by three governors) dominates its decision making process. The Board of Governors considers that each of its non-executive members is independent of management and free from any business or other relationship, which could materially interfere with the exercise of their independent judgement.

There is a clear division of responsibility in that the roles of the Chair and Accounting Officer are separate.

#### **Appointments to the Board of Governors**

Any new appointments and re-appointments to the Board of Foundation Governors are a matter for the consideration of the Archbishop of Southwark. All administration is carried out by the Education Commission serving the Roman Catholic Archdiocese of Southwark. The Board of Governors is responsible for ensuring that appropriate training is provided as required.

The Governors are appointed for a term of office not exceeding four years.

#### **Corporation performance**

Reflective self-evaluation for the year 2017/18 took place on 13 October 2018 at a focus morning for all Governors. At the direction of the Governing Body, the effectiveness of financial planning and internal control has been evaluated for 2017/18 using an FMCE Questionnaire template provided by the SFCA (Sixth Form College's Association) based on the pro-forma which had previously been an annual mandatory requirement of the funding body. That self-assessment exercise produced a good grade for financial management and control.

# St Francis Xavier 6th Form College

## Year Ended 31 July 2018

### Statement of Corporate Governance and Internal Control

#### **Remuneration Committee**

Throughout the year ended 31 July 2018, the College's Remuneration Committee comprised three Governors. The committee's responsibilities are to make recommendations to the Board on the remuneration and benefits of the Accounting Officer the Clerk to the Governors and other senior post holders based on report and review of performance.

Details of senior post holders' remuneration for the year ended 31 July 2018 are set out in note 6 to the financial statements.

#### **Audit Committee**

The Audit Committee comprises a Chair and up to four other members with a minimum of three (the majority of whom should be members of the Board of Governors). The committee operates in accordance with written terms of reference approved by the Board of Governors.

The Audit Committee meets three times a year and provides a forum for reporting by the College's internal and financial statements auditors, who have access to the Committee for independent discussion, without the presence of College management. The Committee also receives and considers reports from the main FE funding bodies as they affect the College's business.

The Audit Committee is now guided by the agreed Board Assurance Framework in terms of the approach it takes to internal audit.

The College's internal auditors review the systems of internal control, risk management controls and governance processes in accordance with an agreed plan of input and report their findings to management and the Audit Committee.

Management is responsible for the implementation of agreed recommendations and the internal auditors undertake periodic follow up reviews to ensure that such recommendations have been implemented.

Based upon reports made to it, the Audit Committee monitors the adequacy and the effectiveness of the internal control system and reports to the Board of Governors. The Audit Committee also advises the Board of Governors on the appointment of internal, regularity and financial statements auditors and their remuneration for both audit and non-audit work as well as reporting annually to the Board of Governors.

#### **Internal Control**

##### *Scope of responsibility*

The Board of Governors is ultimately responsible for the College's system of internal control and for reviewing its effectiveness. However, such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives, and can provide only reasonable, not absolute assurance, against material misstatement or loss.

The Board of Governors has delegated the day-to-day responsibility to the Principal, as Accounting Officer, for maintaining a sound system of internal control that supports the achievement of the College's policies, aims and objectives, whilst safeguarding the public funds and assets for which she is personally responsible, in accordance with the responsibilities assigned to her in Conditions of Funding Agreement between St Francis Xavier 6th Form College and the ESFA. She is also responsible for reporting to the Board of Governors any material weaknesses, or breakdowns in internal control.

# St Francis Xavier 6th Form College

## Year Ended 31 July 2018

### Statement of Corporate Governance and Internal Control

#### Internal Control (continued)

##### *The purpose of the system of internal control*

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on the agreed Board Assurance framework which is an ongoing process designed to identify and prioritise the risks to achievement of College policies, aims and objectives. It considers the likelihood of those risks being realised, impact should they be realised, and looks at ways to manage them efficiently, effectively and economically. The system of internal control has been in place in St Francis Xavier 6th Form College for the year ended 31 July 2018 and up to the date of approval of the annual report and financial statements.

##### *Capacity to handle risk*

The Board of Governors has reviewed the risks to which the College is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Board of Governors is of the view that there is a formal ongoing process for identifying, evaluating and managing the College's significant risks that has been in place for the period ended 31 July 2018 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Board of Governors.

##### *The risk and control framework*

The system of internal control is based on a framework of regular management information and administrative procedures including the segregation of duties, and a system of delegation and accountability. In particular, it includes:

- ◆ comprehensive budgeting systems with an annual budget, which is reviewed and agreed by the Board of Governors;
- ◆ regular reviews by the Board of Governors of periodic and annual financial reports which indicate financial performance against forecasts;
- ◆ setting targets to measure financial and other performance;
- ◆ clearly defined capital investment control guidelines; and
- ◆ the adoption of formal project management disciplines, where appropriate.

St Francis Xavier 6th Form College engaged an internal audit service, which operates in accordance with the requirements of the ESFA's *Post 16 Audit Code of Practice*. The work of the internal audit service is informed by an analysis of the risks to which the College is exposed, and annual internal audit plans are designed based on this analysis and the assurance framework agreed with the Board of Governors. The analysis of risks and the internal audit plans are endorsed by the College's Board of Governors on the advice and recommendation of the Audit Committee. As a minimum annually, the Head of Internal Audit (HIA) provides the Board of Governors with a report on internal audit activity in the College. The report includes the HIA's independent opinion on the adequacy and effectiveness of the College's system of internal control, risk management controls and governance processes and covers several of those risk and internal control areas which would formerly have been an integral part of overall assurance and the annual opinion of the audit service.

# St Francis Xavier 6th Form College

## Year Ended 31 July 2018

### Statement of Corporate Governance and Internal Control

#### Internal Control (continued)

##### *Review of effectiveness*

As Accounting Officer, the Principal has responsibility for reviewing the effectiveness of the system of internal control. Her review of the effectiveness of the system of internal control is informed by:

- ◆ the work of the internal auditors;
- ◆ the work of the executive managers within the College who have responsibility for the development and maintenance of the internal control framework; and
- ◆ comments made by the College's external auditors in their management letters and other reports.

The Accounting Officer has been advised on the implications of the result of the review of the effectiveness of the system of internal control by the Audit Committee, which oversees the work of the internal auditor and other sources of assurance, and a plan to address weaknesses and ensure continuous improvement of the system is in place.

The senior management team receives reports setting out key performance and risk indicators and considers possible control issues brought to their attention by early warning mechanisms, which are embedded within the departments and reinforced by risk awareness training. The senior management team and the Audit Committee also receive regular reports from the internal auditors, which include recommendations for improvement. The Audit Committee's role in this area is confined to a high-level review of the arrangements for internal control. The Board of Governors' agenda includes a regular item for consideration of risk and control and receives reports therein from the senior management team and the Audit Committee. The emphasis is on obtaining the relevant degree of assurance and not merely reporting by exception. At its autumn term meeting on 6 December 2018 the Board of Governors carried out the annual assessment for the year ended 31 July 2018 by considering documentation from the senior management team and internal audit, and taking account of events since 31 July 2018.

Based on the advice of the Audit Committee and the Accounting Officer, the Governing Body is of the opinion that the College has an adequate and effective framework for governance, risk management and control, and has fulfilled its statutory responsibility for "*the effective and efficient use of resources, the solvency of the College and safeguarding of its assets*".

#### Going Concern

After making appropriate enquiries, the Board of Governors considers that the College has adequate resources to continue in operational existence for the foreseeable future. For this reason, it continues to adopt the going concern basis in preparing the financial statements.

The College is now undertaking a further staff restructuring process to reflect the reduction in funding due to lower than expected student recruitment in September 2018. This will have a significant impact for 2019/20. The College will continue to monitor its financial health closely and is committed to maintaining its long term financial health as 'Good' in light of the funding issues that it is currently facing.

Approved by order of the Board of Governors on 6 December 2018 and signed on its behalf by:

Chair



Accounting Officer



**St Francis Xavier 6th Form College**  
**Year Ended 31 July 2018**  
**Statement of Regularity, Propriety and Compliance**

The Governing Body has considered its responsibility to notify the Education and Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance terms and conditions of funding, under the College's funding agreement. As part of our consideration we have had due regard to the requirements of the Conditions of Funding Agreement.

We confirm, on behalf of the Governing Body, that after due enquiry, and to the best of our knowledge, we are able to identify any material irregular or improper use of funds by the College, or material non-compliance with the terms and conditions of funding under the College's funding agreement.

We confirm that no instances of material irregularity, impropriety or funding non-compliance have been discovered to date. If any instances are identified after the date of this statement, these will be notified to the ESFA.

Approved by order of the Board of Governors on 6 December 2018 and signed on its behalf by:

Chair



Accounting Officer



# St Francis Xavier 6th Form College

## Year Ended 31 July 2018

### Statement of Responsibilities of the Board of Governors

The Board of Governors is required to present audited financial statements for each financial year.

Within the terms and conditions of the College's funding agreement with the ESFA, the Corporation, through its Accounting Officer, is required to prepare financial statements for each financial year in accordance with the *2015 Statement of Recommended Practice – Accounting for Further and Higher Education* and with the *College Accounts Direction 2017 to 2018* issued by the ESFA, and which give a true and fair view of the state of affairs of the College and the result for that year.

In preparing the financial statements, the Board of Governors is required to:

- ◆ select suitable accounting policies and apply them consistently;
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ◆ prepare financial statements on the going concern basis, unless it is inappropriate to assume that the College will continue in operation.

The Board of Governors is also required to prepare a Governors' Report which describes what it is trying to do and how it is going about it, including the legal and administrative status of the College.

The Board of Governors is responsible for keeping proper accounting records, which disclose with reasonable accuracy, at any time, the financial position of the College, and which enable it to ensure that the financial statements are prepared in accordance with the relevant legislation and other relevant accounting standards. It is responsible for taking steps that are reasonably open to it in order to safeguard the assets of the College and to prevent and detect fraud and other irregularities.

The maintenance and integrity of the College website is the responsibility of the Board of Governors of the College; the work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Governors are responsible for ensuring that expenditure and income are applied for the purposes intended by Parliament and that the financial transactions conform to the authorities that govern them. In addition, they are responsible for ensuring that funds from the ESFA are used only in accordance with the Conditions of Funding Agreement with the ESFA and any other conditions that may be prescribed from time to time. Governors must ensure that there are appropriate financial and management controls in place in order to safeguard public and other funds and to ensure they are used properly. In addition, the Board of Governors is responsible for securing economical, efficient and effective management of the College's resources and expenditure, so that the benefits that should be derived from the application of public funds by the ESFA are not put at risk.

Approved by order of the Board of Governors on 6 December 2018 and signed on its behalf by:

Chair



Accounting Officer



# St Francis Xavier 6th Form College

## Year Ended 31 July 2018

### Independent Auditor's Report to the Board of Governors of St Francis Xavier 6th Form College

#### **Opinion**

We have audited the financial statements of St Francis Xavier 6<sup>th</sup> Form College (the 'parent college') and its subsidiaries (the 'group') for the year ended 31 July 2018 which comprise the group statement of comprehensive income, the group and parent college statement of changes in reserves and balance sheets, the group statement of cash flows, the principal accounting policies, and the notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the group's and the parent college's affairs as at 31 July 2018 and of the group's deficit of income over expenditure for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Governing Body's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Governing Body has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's and the parent college's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### **Other information**

The Governing Body is responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

# St Francis Xavier 6th Form College

## Year Ended 31 July 2018

### Independent Auditor's Report to the Board of Governors of St Francis Xavier 6th Form College

#### **Other information** (continued)

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Post 16 Code of Practice issued by the Education and Skills Funding Agency requires us to report to you if, in our opinion:

- proper accounting records have not been kept by the parent college; or
- the parent college financial statements are not in agreement with the accounting records and returns;  
or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of the Governing Body**

As explained more fully in the statement of responsibilities of members of the Governing Body, the Governing Body is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Governing Body determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Governing Body is responsible for assessing the group's and the parent college's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Governing Body either intends to liquidate the group or the parent college or to cease operations, or has no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**St Francis Xavier 6th Form College**  
**Year Ended 31 July 2018**  
**Independent Auditor's Report to the Board of Governors of St**  
**Francis Xavier 6th Form College**

**Use of our report**

This report is made solely to the Governing Body, in accordance with the College's Articles of Government. Our audit work has been undertaken so that we might state to the Governing Body those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the college and the Governing Body, for our audit work, for this report, or for the opinions we have formed.

*Buzzacott LLP*

Buzzacott LLP  
Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL

*13 December 2018*

# St Francis Xavier 6th Form College Year Ended 31 July 2018 Reporting Accountant's Assurance Report on Regularity

**To: the Board of Governors of St Francis Xavier 6th Form College and the Secretary of State for Education acting through the Department for Education ("the Department")**

In accordance with the terms of our engagement letter dated 26 September 2017, and further to the requirements of the funding agreement with Education and Skills Funding Agency, we have carried out an engagement to obtain limited assurance about whether anything has come to our attention that would suggest that in all material respects the expenditure disbursed and income received by St Francis Xavier 6<sup>th</sup> Form College during the period 1 August 2017 to 31 July 2018 have not been applied to the purposes identified by Parliament and the financial transactions do not conform to the authorities which govern them.

The framework that has been applied is set out in the Post 16 Audit Code of Practice ("the Code") issued by the Department. In line with this framework, our work has specifically not considered income received from the main funding grants generated through the Individualised Learner Record (ILR) returns, for which the Department has other assurance arrangements in place.

This report is made solely to the Board of Governors of St Francis Xavier 6<sup>th</sup> Form College and the Department in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to the Board of Governors of St Francis Xavier 6<sup>th</sup> Form College and the Department matters we are required to state in a report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Board of Governors of St Francis Xavier 6<sup>th</sup> Form College and Department for our work, for this report, or for the conclusion we have formed.

## *Respective responsibilities of St Francis Xavier 6th Form College and the reporting accountant*

The Board of Governors of St Francis Xavier 6<sup>th</sup> Form College is responsible, under the requirements of the Further & Higher Education Act 1992, subsequent legislation and related regulations and guidance, for ensuring that expenditure disbursed and income received is applied for the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

Our responsibilities for this engagement are established in the United Kingdom by our profession's ethical guidance and are to obtain limited assurance and report in accordance with our engagement letter and the requirements of the Code. We report to you whether anything has come to our attention in carrying out our work which suggests that in all material respects, expenditure disbursed and income received during the period 1 August 2017 to 31 July 2018 have not been applied to purposes intended by Parliament or that the financial transactions do not conform to the authorities which govern them.

## *Approach*

We conducted our engagement in accordance with the Code issued by the Department. We performed a limited assurance engagement as defined in that framework.

The objective of a limited assurance engagement is to perform such procedures as to obtain information and explanations in order to provide us with sufficient appropriate evidence to express a negative conclusion on regularity.

A limited assurance engagement is more limited in scope than a reasonable assurance engagement and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in a reasonable assurance engagement. Accordingly, we do not express a positive opinion.

**St Francis Xavier 6th Form College**  
**Year Ended 31 July 2018**  
**Reporting Accountant's Assurance Report on Regularity**

*Approach (continued)*

Our engagement includes examination, on a test basis, of evidence relevant to the regularity of the college's income and expenditure.

The work undertaken to draw to our conclusion includes:

- ◆ An assessment of the risk of material irregularity and impropriety across all of the College's activities;
- ◆ Further testing and review of self-assessment questionnaire including enquiry, identification of control processes and examination of supporting evidence across all areas identified as well as additional verification work where considered necessary; and
- ◆ Consideration of evidence obtained through the work detailed above and the work completed as part of our financial statements audit in order to support the regularity conclusion.

*Conclusion*

In the course of our work, nothing has come to our attention which suggests that in all material respects the expenditure disbursed and income received during the period 1 August 2017 to 31 July 2018 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.



Buzzacott LLP  
Reporting Accountants  
130 Wood Street  
London  
EC2V 6DL

13 December 2018

St Francis Xavier 6th Form College  
Year Ended 31 July 2018  
Consolidated and College Statements of Comprehensive  
Income and Expenditure

	Notes	Year ended 31 July 2018		Year ended 31 July 2017	
		Group £000	College £000	Group £000	College £000
<b>Income</b>					
Funding body grants	2	8,088	8,088	8,081	8,081
Tuition fees and education contracts	3	57	57	80	80
Other income	4	539	452	531	445
Donations		-	27	-	32
Investment income	5	5	5	10	10
<b>Total income</b>		<b>8,689</b>	<b>8,629</b>	<b>8,702</b>	<b>8,648</b>
<b>Expenditure</b>					
Staff costs	6	6,715	6,689	6,836	6,798
Other operating expenses	7	1,868	1,834	1,875	1,859
Depreciation	9	513	513	510	510
<b>Total expenditure</b>		<b>9,096</b>	<b>9,036</b>	<b>9,221</b>	<b>9,167</b>
<b>Deficit before other gains and losses</b>		<b>(407)</b>	<b>(407)</b>	<b>(519)</b>	<b>(519)</b>
<b>Loss on disposal of assets</b>		<b>-</b>	<b>-</b>	<b>(1)</b>	<b>(1)</b>
<b>Deficit before tax</b>		<b>(407)</b>	<b>(407)</b>	<b>(520)</b>	<b>(520)</b>
Taxation	8	-	-	-	-
<b>Deficit for the year</b>		<b>(407)</b>	<b>(407)</b>	<b>(520)</b>	<b>(520)</b>
Actuarial gain in respect of pensions schemes	18	888	888	1,189	1,189
<b>Total Comprehensive Income for the year</b>		<b>481</b>	<b>481</b>	<b>669</b>	<b>669</b>
<b>Represented by:</b>					
Restricted comprehensive income		-	-	-	-
<b>Unrestricted comprehensive income</b>		<b>481</b>	<b>481</b>	<b>669</b>	<b>669</b>

St Francis Xavier 6th Form College  
Year Ended 31 July 2018  
Consolidated and College Statements of Changes in Reserves

	Restricted reserves	Income and expenditure account	Total
	£000	£000	£000
<b>Group</b>			
<b>Balance at 1 August 2016</b>	<u>1</u>	<u>7,816</u>	<u>7,817</u>
Deficit from the income and expenditure account	-	(520)	(520)
Other comprehensive income	-	1,189	1,189
<b>Total comprehensive income for the year</b>	<u>-</u>	<u>669</u>	<u>669</u>
<b>Balance at 31 July 2017</b>	1	8,485	8,486
Deficit from the income and expenditure account	-	(407)	(407)
Other comprehensive income	-	888	888
<b>Total comprehensive income for the year</b>	<u>-</u>	<u>481</u>	<u>481</u>
<b>Balance at 31 July 2018</b>	<u><u>1</u></u>	<u><u>8,966</u></u>	<u><u>8,967</u></u>
<b>College</b>			
<b>Balance at 1 August 2016</b>	<u>1</u>	<u>7,816</u>	<u>7,817</u>
Deficit from the income and expenditure account	-	(520)	(520)
Other comprehensive income	-	1,189	1,189
<b>Total comprehensive income for the year</b>	<u>-</u>	<u>669</u>	<u>669</u>
<b>Balance at 31 July 2017</b>	1	8,485	8,486
Deficit from the income and expenditure account	-	(407)	(407)
Other comprehensive income	-	888	888
<b>Total comprehensive income for the year</b>	<u>-</u>	<u>481</u>	<u>481</u>
<b>Balance at 31 July 2018</b>	<u><u>1</u></u>	<u><u>8,966</u></u>	<u><u>8,967</u></u>

St Francis Xavier 6th Form College  
Year Ended 31 July 2018  
Consolidated and College Balance Sheets as at 31 July 2018

	Notes	Group	College	Group	College
		2018	2018	2017	2017
		£000	£000	£000	£000
<b>Non current assets</b>					
Tangible fixed assets	9	13,967	13,967	14,147	14,147
		<b>13,967</b>	<b>13,967</b>	<b>14,147</b>	<b>14,147</b>
<b>Current assets</b>					
Trade and other receivables	11	391	438	362	430
Short term deposits		813	813	813	813
Cash and cash equivalents		1,440	1,386	1,217	1,145
		<b>2,644</b>	<b>2,637</b>	<b>2,392</b>	<b>2,388</b>
<b>Creditors – amounts falling due within one year</b>	12	(543)	(536)	(436)	(432)
<b>Net current assets</b>		<b>2,101</b>	<b>2,101</b>	<b>1,956</b>	<b>1,956</b>
<b>Total assets less current liabilities</b>		16,068	16,068	16,103	16,103
Creditors: amounts falling due after one year	13	(4,087)	(4,087)	(4,138)	(4,138)
<b>Provisions</b>					
Defined benefit obligations	14	(3,005)	(3,005)	(3,469)	(3,469)
Other provisions	14	(9)	(9)	(10)	(10)
<b>Total Net Assets</b>		<b>8,967</b>	<b>8,967</b>	<b>8,486</b>	<b>8,486</b>
<b>Restricted Reserves</b>					
		1	1	1	1
<b>Unrestricted Reserves</b>					
Income and expenditure account		8,966	8,966	8,485	8,485
<b>Total Reserves</b>		<b>8,967</b>	<b>8,967</b>	<b>8,486</b>	<b>8,486</b>

The financial statements on pages 27 to 50 were approved by the Board of Governors on

C Garvey - Chair



S Flannery - Accounting Officer



St Francis Xavier 6th Form College  
Year Ended 31 July 2018  
Consolidated Statement of Cash Flows

	Notes	Group 2018 £'000	Group 2017 £'000
<b>Cash flow from operating activities</b>			
Deficit for the year		(407)	(520)
<b>Adjustment for non-cash items</b>			
Depreciation		513	510
(Increase) in debtors		(29)	(92)
Increase/(decrease) in creditors due within one year		131	(41)
Increase/(decrease) in creditors due after one year		30	(112)
(Decrease) in provisions		(1)	(74)
Pension costs less contributions payable		332	197
Net interest cost on pension scheme		92	110
<b>Adjustment for investing or financing activities</b>			
Investment income		(5)	(10)
Interest payable		4	4
Loss on sale of fixed assets		-	1
<b>Net cash provided by (used in) from operating activities</b>		<u>660</u>	<u>(27)</u>
<b>Cash flows from investing activities</b>			
Investment income		5	10
Payments made to acquire fixed assets		<u>(333)</u>	<u>(374)</u>
		<u>(328)</u>	<u>(364)</u>
<b>Cash flows from financing activities</b>			
Interest paid		(4)	(4)
Repayments of amounts borrowed		<u>(105)</u>	<u>(31)</u>
		<u>(109)</u>	<u>(35)</u>
<b>Increase / (decrease) in cash and cash equivalents in the year</b>		<u>223</u>	<u>(426)</u>
Cash and cash equivalents at beginning of the year	15	2,030	2,456
Cash and cash equivalents at end of the year	15	<u>2,253</u>	<u>2,030</u>

# St Francis Xavier 6th Form College

## Year Ended 31 July 2018

### Notes to the Financial Statements

#### 1 Accounting Policies

##### ***Statement of accounting policies***

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements.

##### ***Basis of preparation***

These financial statements have been prepared in accordance with the *Statement of Recommended Practice: Accounting for Further and Higher Education 2015* (the 2015 FE HE SORP), the *College Accounts Direction for 2017 to 2018* and in accordance with Financial Reporting Standard 102 – “*The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland*” (FRS 102). The College is a public benefit entity and has therefore applied the relevant public benefit requirements of FRS 102.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the College's accounting policies.

##### ***Basis of accounting***

The financial statements are prepared in accordance with the historical cost convention modified by the revaluation of certain fixed assets and in accordance with applicable United Kingdom Accounting Standards.

##### ***Basis of consolidation***

The consolidated financial statements include the College and its subsidiary, SFX Corporate Services Limited (Company registration number 09413077). Control is achieved where the Group has the power to govern the financial and operating policies of an entity so as to obtain benefits from its activities. All financial statements are made up to 31 July 2018.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires to exercise judgement in applying the College's accounting policies.

##### ***Going Concern***

The activities of the College, together with the factors likely to affect its future development and performance are set out in the Report of the Board of Governors. The financial position of the College, its cash flow, liquidity and borrowings are described in the financial statements and accompanying notes.

Accordingly the College has a reasonable expectation that it has adequate resources to continue in operational existence for the foreseeable future, and for this reason will continue to adopt the going concern basis in the preparation of its financial statements.

##### ***Recognition of income***

###### ***Revenue grant funding***

Government revenue grants include funding body recurrent grants and other grants and are accounted for under the accrual model as permitted by FRS 102.

# St Francis Xavier 6th Form College

## Year Ended 31 July 2018

### Notes to the Financial Statements

#### 1 Accounting Policies (continued)

##### **Recognition of income** (continued)

###### *Revenue grant funding* (continued)

Funding body recurrent grants are recognised in line with best estimates for the period of what is receivable and depend on the particular income stream involved. Any under or over achievement for the adult learner responsive funding element is normally adjusted for in year and reflected in the level of recurrent grant recognised in the income and expenditure account. The final grant income is normally determined with the conclusion of the year end reconciliation process with the funding body at the end of November following the year end. 16-18 learner-responsive funding is not normally subject to a reconciliation and is therefore not subject to contract adjustments.

Income from grants, contracts and other services rendered is included to the extent the conditions of the funding have been met or the extent of the completion of the contract or service concerned. All income from short-term deposits is credited to the income and expenditure account in the period in which it is earned.

Grants from non-government sources are recognised in income when the College is entitled to the income and performance related conditions have been met. Income received in advance of performance related conditions being met is recognised as deferred income within creditors on the balance sheet and released to income as the conditions are met.

###### *Capital grant funding*

Government capital grants are capitalised, held as deferred income and recognised in income over the expected useful life of the asset, under the accrual model as permitted by FRS 102. Other, non-governmental, capital grants are recognised in income when the College is entitled to the funds subject to any performance related conditions being met.

###### *Fee income*

Income from tuition fees is recognised in the period for which it is received and includes all fees payable by students or their sponsors.

##### **Accounting for post-employment benefits**

Post-employment benefits to employees of the College are principally provided by the Teachers' Pension Scheme (TPS) and the Local Government Pension Scheme (LGPS). These are defined benefit plans, which are externally funded and contracted out of the State Second Pension.

###### *Teachers' Pension Scheme (TPS)*

The TPS is an unfunded scheme. Contributions to the TPS are calculated so as to spread the cost of pensions over employees' working lives with the College in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by qualified actuaries on the basis of valuations using a prospective benefit method.

The TPS is a multi-employer scheme and there is insufficient information available to use defined benefit accounting. The TPS is therefore treated as a defined contribution plan and the contributions recognised as an expense in the income statement in the periods during which services are rendered by employees.

# St Francis Xavier 6th Form College

## Year Ended 31 July 2018

### Notes to the Financial Statements

#### 1 Accounting Policies (continued)

##### **Accounting for post-employment benefits (continued)**

###### *Local Government Pension Scheme (LGPS)*

The LGPS is a funded scheme. The assets of the LGPS are measured using closing fair values. LGPS liabilities are measured using the projected unit credit method and discounted at the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least triennially and are updated at each balance sheet date. The amounts charged to operating surplus are the current service costs and the costs of scheme introductions, benefit changes, settlements and curtailments. They are included as part of staff costs as incurred.

Net interest on the net defined benefit liability/asset is also recognised in the Statement of Comprehensive Income and comprises the interest cost on the defined benefit obligation and interest income on the scheme assets, calculated by multiplying the fair value of the scheme assets at the beginning of the period by the rate used to discount the benefit obligations. The difference between the interest income on the scheme assets and the actual return on the scheme assets is recognised in interest and other finance costs.

Actuarial gains and losses are recognised immediately in actuarial gains and losses.

##### **Enhanced Pensions**

The actual cost of any enhanced ongoing pension to a former member of staff is paid by the College annually. An estimate of the expected future cost of any enhancement to the ongoing pension of a former member of staff is charged in full to the College's income and expenditure account in the year that the member of staff retires. In subsequent years a charge is made to provisions in the balance sheet using the enhanced pension spreadsheet provided by the funding bodies.

##### **Non-current assets – Tangible fixed assets**

Tangible fixed assets are stated at deemed cost less accumulated depreciation and accumulated impairment losses

###### *Land and buildings*

Where land and buildings are acquired with the aid of specific grants, they are capitalised and depreciated over their expected useful economic life to the College of between 20 and 50 years. The related grants are credited to a deferred income account with creditors, and are released to the income and expenditure account over the expected useful economic life of the related asset on a basis consistent with the depreciation policy.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying amount of any fixed asset may not be recoverable.

On adoption of FRS 102, the College followed the transitional provision to retain the book value of land and buildings as deemed cost but not to adopt a policy of revaluations of these properties in the future.

###### *Subsequent expenditure on existing fixed assets*

Where significant expenditure is incurred on tangible fixed assets it is charged to the income and expenditure account in the period it is incurred, unless it increases the future benefits to the College, in which case it is capitalised and depreciated on the relevant basis.

# St Francis Xavier 6th Form College

## Year Ended 31 July 2018

### Notes to the Financial Statements

#### 1 Accounting Policies (continued)

##### **Non-current assets – Tangible fixed assets (continued)**

###### *Land and buildings owned by third parties*

Where the College enjoys the use of an asset which it does not own and for which no rental or a nominal rental is paid, if practicable, a value is attributed to this benefit and capitalised, with a corresponding credit to the general reserve for the land element and deferred capital grants for the building element which are subsequently released to the income and expenditure account over the useful economic life of the asset at the same rate as the depreciation charge on the related assets.

###### *Equipment*

Equipment costing less than £1,000 per individual item is written off to the income and expenditure account in the period of acquisition. All other equipment is capitalised at cost.

Equipment is depreciated over its useful economic life as follows:

Furniture, catering equipment, office equipment	10% per year
General education equipment	12% per year
Audio-visual equipment, major building adaptation	12% to 20% per year
Computer and ancillary equipment	33% per year

###### *Assets under construction*

Assets under construction are capitalised at cost but are not depreciated until they are brought into use, at which point they are transferred to the appropriate asset class and depreciated at the applicable rate.

##### **Prepayment construction costs**

Construction costs are accounted for at cost, based on the value of architects' certificates and other direct costs, incurred to 31 July. They are transferred from debtors to fixed assets when they are brought in to use and then depreciated.

##### **Borrowing costs**

Borrowing costs are recognised as expenditure in the period in which they are incurred.

##### **Leased assets**

Costs in respect of operating leases are charged on a straight-line basis over the lease term. Any lease premiums or incentives relating to leases signed after 1 August 2014 are spread over the minimum lease term. The College has taken advantage of the transitional exemptions in FRS 102 and has retained the policy of spreading lease premiums and incentives to the date of the first market rent review for leases signed before 1 August 2014.

Leasing agreements which transfer to the College substantially all the benefits and risks of ownership of an asset are treated as finance leases.

Assets held under finance leases are recognised initially at the fair value of the leased asset (or, if lower, the present value of minimum lease payments) at the inception of the lease. The corresponding liability to the lessor is included in the balance sheet as a finance lease obligation. Assets held under finance leases are included in tangible fixed assets and depreciated and assessed for impairment losses in the same way as owned assets.

# St Francis Xavier 6th Form College

## Year Ended 31 July 2018

### Notes to the Financial Statements

#### 1 Accounting Policies (continued)

##### ***Leased assets (continued)***

Minimum lease payments are apportioned between the finance charge and the reduction of the outstanding liability. The finance charges are allocated over the period of the lease in proportion to the capital element outstanding

##### ***Cash and cash equivalents***

Cash includes cash in hand, deposits repayable on demand and overdrafts. Deposits are repayable on demand if they are in practice available within 24 hours without penalty.

Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash with insignificant risk of change in value. An investment qualifies as a cash equivalent when it has maturity of 3 months or less from the date of acquisition.

##### ***Financial liabilities and equity***

Financial liabilities and equity are classified according to the substance of the financial instrument's contractual obligations, rather than the financial instrument's legal form.

All loans, investments and short term deposits held by the Group are classified as basic financial instruments in accordance with FRS 102. These instruments are initially recorded at the transaction price less any transaction costs (historical cost). FRS 102 requires that basic financial instruments are subsequently measured at amortised cost, however the College has calculated that the difference between the historical cost and amortised cost basis is not material and so these financial instruments are stated on the balance sheet at historical cost. Loans and investments that are payable or receivable within one year are not discounted.

##### ***Taxation***

The College is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the College is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

The College receives no similar exemption in respect of Value Added Tax.

##### ***Provisions and contingent liabilities***

Provisions are recognised when

- the College has a present legal or constructive obligation as a result of a past event
- it is probable that a transfer of economic benefit will be required to settle the obligation, and
- a reliable estimate can be made of the amount of the obligation.

Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value using a pre-tax discount rate. The unwinding of the discount is recognised as a finance cost in the statement of comprehensive income in the period it arises.

# St Francis Xavier 6th Form College

## Year Ended 31 July 2018

### Notes to the Financial Statements

#### 1 Accounting Policies (continued)

##### *Provisions and contingent liabilities (continued)*

A contingent liability arises from a past event that gives the College a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the College. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably.

Contingent liabilities are not recognised in the balance sheet but are disclosed in the notes to the financial statements.

##### *Judgements in applying accounting policies and key sources of estimation uncertainty*

In preparing these financial statements, management have made the following judgements:

- ◆ Determine whether leases entered into by the College either as a lessor or a lessee are operating or finance leases. These decisions depend on an assessment of whether the risks and rewards of ownership have been transferred from the lessor to the lessee on a lease by lease basis.
- ◆ Determine whether there are indicators of impairment of the College's tangible fixed assets. Factors taken into consideration in reaching such a decision include the economic viability and expected future financial performance of the asset and where it is a component of a larger cash-generating unit, the viability and expected future performance of that unit.

##### *Other key sources of estimation uncertainty*

- ◆ Tangible fixed assets

Tangible fixed assets are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors. In re-assessing asset lives, factors such as technological innovation and maintenance programmes are taken into account. Residual value assessments consider issues such as future market conditions, the remaining life of the asset and projected disposal values.

- ◆ Local Government Pension Scheme

The present value of the Local Government Pension Scheme defined benefit liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost (income) for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 18, will impact the carrying amount of the pension liability. Furthermore a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2016 has been used by the actuary in valuing the pensions liability at 31 July 2018. Any differences between the figures derived from the roll forward approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

**St Francis Xavier 6th Form College**  
**Year Ended 31 July 2018**  
**Notes to the Financial Statements**

**2 Funding body grants**

	Year ended 31 July		Year ended 31 July	
	2018	2018	2017	2017
	Group	College	Group	College
	£000	£000	£000	£000
<b>Recurrent grants</b>				
Education and Skills Funding Agency - 16-18	7,810	7,810	7,816	7,816
SEN Funding	137	137	141	141
<b>Specific grants</b>				
Releases of government capital grants	141	141	124	124
	<u>8,088</u>	<u>8,088</u>	<u>8,081</u>	<u>8,081</u>

**3 Tuition Fees and Education Contracts**

	Year ended 31 July		Year ended 31 July	
	2018	2018	2017	2017
	Group	College	Group	College
	£000	£000	£000	£000
Adult education fees	57	57	80	80
	<u>57</u>	<u>57</u>	<u>80</u>	<u>80</u>

**4 Other Income**

	Year ended 31 July		Year ended 31 July	
	2018	2018	2017	2017
	Group	College	Group	College
	£000	£000	£000	£000
Other income generating activities	320	233	318	232
Other income	219	219	213	213
	<u>539</u>	<u>452</u>	<u>531</u>	<u>445</u>

**5 Investment Income**

	Year ended 31 July		Year ended 31 July	
	2018	2018	2017	2017
	Group	College	Group	College
	£000	£000	£000	£000
Bank interest receivable	5	5	10	10
	<u>5</u>	<u>5</u>	<u>10</u>	<u>10</u>

**St Francis Xavier 6th Form College**  
**Year Ended 31 July 2018**  
**Notes to the Financial Statements**

**6 Staff Costs - Group and College**

The average number of persons (including senior post-holders) employed by the Group and College during the year, expressed as full-time equivalents, was:

	2018 Number	2017 Number
Teaching staff	66	70
Non teaching staff	53	56
	<u>119</u>	<u>126</u>

Staff costs for the above persons:	Year ended 31 July 2018		Year ended 31 July 2017	
	Group £000	College £000	Group £000	College £000
Wages and salaries	5,027	5,001	5,267	5,229
Social security costs	606	606	523	523
Other pension costs (note 18)	1,011	1,011	975	975
<b>Payroll sub total</b>	<b>6,644</b>	<b>6,618</b>	<b>6,765</b>	<b>6,727</b>
Severance payments - contractual	-	-	51	51
- non-contractual	71	71	20	20
<b>Total staff costs</b>	<b>6,715</b>	<b>6,689</b>	<b>6,836</b>	<b>6,798</b>

Severance payments made in the year were approved by the Board of Governors.

**Key management personnel**

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the College and are represented by the College Leadership Team which comprises the Principal, the Associate Principals and the Strategic Director.

**Emoluments of key management personnel, Accounting Officer and other higher paid staff**

	2018 No.	2017 No.
The number of key management personnel including the Accounting Officer was:	<u>4</u>	<u>4</u>

The number of key management personnel and other staff who received annual emoluments, excluding pension contributions and employer's national insurance but including benefits in kind, in the following ranges was:

	Key management personnel		Other Staff	
	2018 No.	2017 No.	2018 No.	2017 No.
£ 60,001 to £ 70,000	-	1	2	3
£ 70,001 to £ 80,000	3	1	1	1
£ 80,001 to £ 90,000	-	1	-	-
£ 120,001 to £ 130,000	-	1	-	-
£ 130,001 to £ 140,000	1	-	-	-
	<u>4</u>	<u>4</u>	<u>3</u>	<u>4</u>

**St Francis Xavier 6th Form College**  
**Year Ended 31 July 2018**  
**Notes to the Financial Statements**

**6 Staff Costs - Group and College (continued)**

Key management personnel emoluments are made up as follows:

	2018 £000	2017 £000
Salaries	356	353
National Insurance	45	44
Benefits in kind	3	2
	<u>404</u>	<u>399</u>
Pension contributions	59	58
<b>Total emoluments</b>	<b><u>463</u></b>	<b><u>457</u></b>

There were no amounts due to key management personnel that were waived in the year, nor any salary sacrifice arrangements in place.

The above emoluments include amounts payable to the Accounting Officer (who is also the highest paid officer) of:

	2018 £000	2017 £000
Salary	133	130
Benefits in kind	3	2
	<u>136</u>	<u>132</u>
Pension contributions	<u>22</u>	<u>21</u>

The pension contributions in respect of the Accounting Officer and key management personnel are in respect of employer's contributions to the Teachers' Pension Scheme and the Local Government Pension Scheme and are paid at the same rate as for other employees.

The Governors of the Board other than the Accounting Officer and the staff governors did not receive any payment from the College other than the reimbursement of travel and subsistence expenses incurred in the course of their duties.

Key management personnel, including the Accounting Officer and other higher paid staff received around a 1% pay increase as agreed by the Remuneration Committee. No bonuses or other salary enhancements were awarded to senior post holders or other higher paid staff.

**St Francis Xavier 6th Form College**  
**Year Ended 31 July 2018**  
**Notes to the Financial Statements**

**7 Other Operating Expenses**

	2018 Group £'000	2018 College £'000	2017 Group £'000	2017 College £'000
Teaching costs	400	400	416	416
Non teaching costs	1,107	1,073	1,131	1,115
Premises costs	269	269	218	218
Pension finance costs (note 18)	92	92	110	110
<b>Total</b>	<b>1,868</b>	<b>1,834</b>	<b>1,875</b>	<b>1,859</b>

Other operating expenses include:

	2018 £000	2017 £000
Auditors' remuneration:		
- financial statements audit (including regularity and TPA audit) *	19	18
- internal audit **	7	7
- other services	2	2
Operating leases	27	27

\* includes £17,000 in respect of the College (2016/17 £17,000)

\*\* includes £7,000 in respect of the College (2016/17 £7,000)

**8. Taxation - Group only**

	2018 £'000	2017 £'000
United Kingdom corporation tax at 20 per cent	-	-
Provision for deferred corporation tax in the accounts of the subsidiary company	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

St Francis Xavier 6th Form College  
Year Ended 31 July 2018  
Notes to the Financial Statements

9 Tangible Fixed Assets (Group and College)

	Land and Buildings					Total
	Freehold	Long Leasehold	Owned by third party	Equipment	Assets under construction	
	£000	£000	£000	£000	£000	
<b>Cost</b>						
At 1 August 2017	10,956	16	7,000	2,900	-	20,872
Additions	68	-	-	154	111	333
Disposals	-	-	-	(216)	-	(216)
<b>At 31 July 2018</b>	<b>11,024</b>	<b>16</b>	<b>7,000</b>	<b>2,838</b>	<b>111</b>	<b>20,989</b>
<b>Depreciation</b>						
At 1 August 2017	3,102	13	1,105	2,505	-	6,725
Charge for year	269	2	65	177	-	513
Eliminated in respect of disposals	-	-	-	(216)	-	(216)
<b>At 31 July 2018</b>	<b>3,371</b>	<b>15</b>	<b>1,170</b>	<b>2,466</b>	<b>-</b>	<b>7,022</b>
<b>Net book value</b>						
<b>At 31 July 2018</b>	<b>7,653</b>	<b>1</b>	<b>5,830</b>	<b>372</b>	<b>111</b>	<b>13,967</b>
<i>Net book value</i>						
<i>At 31 July 2017</i>	<i>7,854</i>	<i>3</i>	<i>5,895</i>	<i>395</i>	<i>-</i>	<i>14,147</i>

*Freehold and long leasehold land and buildings*

Land and buildings were valued in 1996 at depreciated replacement cost by a firm of independent chartered surveyors. Other tangible fixed assets inherited from the LEA at incorporation have been valued by the College on a depreciated replacement cost basis with the assistance of independent professional advice.

*Land and buildings owned by a third party*

Land and buildings owned by the Diocese of Southwark were valued on a depreciated replacement cost basis as at 1 April 2001 by a firm of independent chartered surveyors.

On adoption of FRS 102, the College followed the transitional provision to retain the book value of land and buildings, which were valued at the aforementioned dates, as deemed cost but not to adopt a policy of revaluations of these properties in the future.

**St Francis Xavier 6th Form College**  
**Year Ended 31 July 2018**  
**Notes to the Financial Statements**

**10 Non current Investments**

	2018	2017
	£1	£1
Investments in subsidiary company	<u>                    </u>	<u>                    </u>

The College owns 100 per cent of the issued ordinary £1 shares in SFX Corporate Services Limited, which was incorporated on 29 January 2015 in England and Wales (company registration number: 09413077). The principal activity of SFX Corporate Services Limited is that of a service company.

**11 Trade and other receivables**

	Group	College	Group	College
	2018	2018	2017	2017
	£'000	£'000	£'000	£'000
<b>Amounts falling due within one year</b>				
Trade receivables	47	40	11	7
Prepayment construction costs	49	49	7	7
Amounts owed by subsidiary undertaking	-	54	-	72
Prepayments and accrued income	295	295	344	344
	<u>391</u>	<u>438</u>	<u>362</u>	<u>430</u>

**12 Creditors: Amounts Falling Due Within One Year**

	Group	College	Group	College
	2018	2018	2017	2017
	£'000	£'000	£'000	£'000
Bank loans (note 13b)	-	-	24	24
Payments received in advance	90	90	67	67
Trade creditors	101	101	114	114
Other creditors	4	4	10	10
Accruals	131	124	64	60
Deferred income - government capital grants	217	217	157	157
	<u>543</u>	<u>536</u>	<u>436</u>	<u>432</u>

**13a Creditors: Amounts Falling Due After More Than One Year**

	Group	College	Group	College
	2018	2018	2017	2017
	£'000	£'000	£'000	£'000
Bank loans (see below)	-	-	81	81
Deferred income - government capital grants	4,087	4,087	4,057	4,057
	<u>4,087</u>	<u>4,087</u>	<u>4,138</u>	<u>4,138</u>

**13b Bank Loan Maturity**

	Group	College	Group	College
	2018	2018	2017	2017
	£'000	£'000	£'000	£'000
Bank loans and overdrafts are repayable as follows:				
In one year or less	-	-	24	24
Between one and two years	-	-	24	24
Between two and five years	-	-	57	57
Total	<u>-</u>	<u>-</u>	<u>105</u>	<u>105</u>

The bank loan was repaid in full in May 2018.

**St Francis Xavier 6th Form College**  
**Year Ended 31 July 2018**  
**Notes to the Financial Statements**

**14 Provisions (Group and College)**

	Defined benefit obligations £000	Enhanced pensions £000	Total £000
At 1 August 2017	(3,469)	(10)	(3,479)
Expenditure in the period	(613)	-	(613)
Additions in the period	1,077	1	1,078
At 31 July 2018	<u>(3,005)</u>	<u>(9)</u>	<u>(3,014)</u>

Defined benefit obligations relate to the liabilities under the College's membership of the Local Government Pension Scheme. Further details are given in Note 18.

The enhanced pension provision relates to the cost of staff who have already left the College's employ and commitments for reorganisation costs from which the College cannot reasonably withdraw at the balance sheet date. This provision has been recalculated in accordance with guidance issued by the funding bodies.

**15 Cash and cash equivalents (Group)**

	At 1 August 2017 £'000	Cash flows £'000	At 31 July 2018 £'000
Cash and cash equivalents	2,030	223	2,253
Total	<u>2,030</u>	<u>223</u>	<u>2,253</u>

**16 Capital and other commitments**

	Group and College	
	2018 £'000	2017 £'000
Commitments contracted for at 31 July	<u>293</u>	<u>88</u>
	<u>293</u>	<u>88</u>

The commitments relate to planned roof repairs.

**St Francis Xavier 6th Form College**  
**Year Ended 31 July 2018**  
**Notes to the Financial Statements**

**17 Lease Obligations**

At 31 July the College had minimum lease payments under non-cancellable operating leases as follows:

	Group and College	
	2018	2017
	£'000	£'000
<b>Future minimum lease payments due</b>		
<b>Land and Buildings</b>		
Not later than one year	15	15
Later than one year and not later than five years	34	49
Later than five years	-	-
	<u>49</u>	<u>64</u>

**St Francis Xavier 6th Form College**  
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**18 Pension and similar obligations**

The College's employees belong to two principal pension schemes, the Teachers' Pension Scheme England and Wales (TPS) for academic and related staff; and the Local Government Pension Scheme (LGPS) for non-teaching staff, which is managed by Barnett Waddingham. Both are defined-benefit schemes.

Total pension cost for the year	2018 £000	2017 £000
Teachers Pension Scheme: contributions paid	484	534
Local Government Pension Scheme:		
Contributions paid	189	245
FRS102 (28) charge	338	196
Charge to the General Reserve (Staff costs)	527	441
<b>Total pension cost for the year</b>	<b>1,011</b>	<b>975</b>

The pension costs are assessed in accordance with the advice of independent qualified actuaries. The latest actuarial formal valuation of the TPS was 31 March 2012 and of the LGPS, 31 March 2016.

There were no outstanding or prepaid contributions at either the beginning or the end of the financial year.

***Teachers' Pension Scheme***

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pensions Regulations 2010, and, from 1 April 2014, by the Teachers' Pension Scheme Regulations 2014. These regulations apply to teachers in schools and other educational establishments, including academies, in England and Wales that are maintained by local authorities. In addition, teachers in many independent and voluntary-aided schools and teachers and lecturers in some establishments of further and higher education may be eligible for membership. Membership is automatic for full-time teachers and lecturers and, from 1 January 2007, automatic too for teachers and lecturers in part-time employment following appointment or a change of contract. Teachers and lecturers are able to opt out of the TPS.

***The Teachers' Pension Budgeting and Valuation Account***

Although members may be employed by various bodies, their retirement and other pension benefits are set out in regulations made under the Superannuation Act 1972 and are paid by public funds provided by Parliament. The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis – these contributions, along with those made by employers, are credited to the Exchequer under arrangements governed by the above Act. Retirement and other pension benefits are paid by public funds provided by Parliament.

The Teachers' Pensions Regulations 2010 require an annual account, the Teachers' Pension Budgeting and Valuation Account, to be kept of receipts and expenditure (including the cost of pensions' increases). From 1 April 2001, the Account has been credited with a real rate of return which is equivalent to assuming that the balance in the Account is invested in notional investments.

***Valuation of the Teachers' Pension Scheme***

The latest actuarial review of the TPS was carried out as at 31 March 2012 and in accordance with The Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014. The valuation report was published by the Department for Education (the Department) on 9 June 2014. The key results of the valuation are:

- employer contribution rates were set at 16.48% of pensionable pay;
- total scheme liabilities for service to the effective date of £191.5 billion, and notional assets of £176.6 billion, giving a notional past service deficit of £14.9 billion;
- an employer cost cap of 10.9% of pensionable pay.

# St Francis Xavier 6th Form College

## Year Ended 31 July 2018

### Notes to the Financial Statements

#### 18 Pension and similar obligations (continued)

##### *Teachers' Pension Scheme (continued)*

The new employer contribution rate for the TPS was implemented in September 2015.

A full copy of the valuation report and supporting documentation can be found on the Teachers' Pension Scheme website at the following location:

<https://www.teacherspensions.co.uk/news/employers/2014/06/publication-of-the-valuation-report.aspx>

##### *Scheme Changes*

Following the Hutton report in March 2011 and the subsequent consultations with trade unions and other representative bodies on reform of the TPS, the Department published a Proposed Final Agreement, setting out the design for a reformed TPS to be implemented from 1 April 2015.

The key provisions of the reformed scheme include: a pension based on career average earnings; an accrual rate of 1/57th; and a Normal Pension Age equal to State Pension Age, but with options to enable members to retire earlier or later than their Normal Pension Age. Importantly, pension benefits built up before 1 April 2015 will be fully protected.

In addition, the Proposed Final Agreement includes a Government commitment that those within 10 years of Normal Pension Age on 1 April 2012 will see no change to the age at which they can retire, and no decrease in the amount of pension they receive when they retire. There will also be further transitional protection, tapered over a three and a half year period, for people who would fall up to three and a half years outside of the 10 year protection.

Regulations giving effect to a reformed Teachers' Pension Scheme came into force on 1 April 2014 and the reformed scheme commenced on 1 April 2015.

The pension costs paid to TPS in the year amounted to £484,000 (2017: £534,000).

##### *FRS 102 (28)*

Under the definitions set out in FRS 102 (28.11), the TPS is a multi-employer pension plan. The College is unable to identify its share of the underlying assets and liabilities of the plan.

Accordingly, the College has taken advantage of the exemption in FRS 102 and has accounted for its contributions to the scheme as if it were a defined-contribution plan. The College has set out above the information available on the plan and the implications for the College in terms of the anticipated contribution rates.

**St Francis Xavier 6th Form College**  
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**18 Pension and similar obligations (continued)**

*Local Government Pension Scheme*

The LGPS is a funded defined benefit scheme, with the assets held in separate trustee administered funds. The total contribution made for the year ended 31 July 2018 was £271,000 (2017 - £272,000) of which employers' contributions totalled £189,000 (2017 - £245,000) plus £nil additional lump sum (2017 - £44,774) and employees' contributions totalled £82,000 (2017 - £78,000). The agreed contribution rates are 15.15% from April 2017, for employers and 5.5% - 7.2% for employees.

*Principle Actuarial Assumptions*

The following information is based upon a full actuarial valuation of the Fund at 31 March 2016 updated to 31 July 2018 by a qualified independent actuary.

	At 31 July 2018	At 31 July 2017
Inflation assumption (RPI)	3.35%	3.2%
Inflation assumption (CPI)	2.35%	2.7%
Rate of increase in salaries	3.85%	4.2%
Rate of increase for pensions in payment/inflation	2.35%	2.7%
Discount rate for liabilities	2.65%	2.7%

The current mortality assumptions include sufficient allowance for future improvements in mortality rates. The assumed life expectations at retirement age 65 are:

	At 31 July 2018	At 31 July 2017
Current pensioners		
. Males	21.1	21.0
. Females	24.2	24.1
Future pensioners		
. Males	23.5	23.3
. Females	26.5	26.4

The sensitivities regarding the principal assumptions used to measure the scheme liabilities are set out below:

	Approximate increase / (decrease) to to defined benefit obligation (%)	Approximate monetary amount £000
Discount rate -0.1%	2.1	209
Discount rate +0.1%	(2.1)	(204)
Long term salary increase -0.1%	(2.7)	(27)
Long term salary increase +0.1%	2.7	27
Pensions increases and deferred revaluation -0.1%	(1.8)	(178)
Pensions increases and deferred revaluation +0.1%	1.9	182
Life expectancy assumptions -1 year	(3.4)	(335)
Life expectancy assumptions +1 year	3.5	348

**St Francis Xavier 6th Form College**  
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**18 Pension and similar obligations (continued)**

*Local Government Pension Scheme (continued)*

The College's assets in the scheme were:

	Value at 31 July 2018 £000	Value at 31 July 2017 £000
Equities	4,141	3,870
Target Return Portfolio	1,512	1,309
Infrastructure	340	284
Property	524	411
Cash	313	438
<b>Total Market Value of assets</b>	<b>6,830</b>	<b>6,312</b>

The amount included in the balance sheet in respect of the defined benefit pension plan and enhanced pensions benefits is as follows:

	Year ended 31 July 2018 £000	Year ended 31 July 2017 £000
Estimated employer assets	6,830	6,312
Present value of scheme liabilities	(9,835)	(9,781)
<b>Net pensions liability</b>	<b>(3,005)</b>	<b>(3,469)</b>

Amounts recognised in the Statement of Comprehensive Income in respect of the plan are as follows:

	2018 £000	2017 £000
<b>Amounts included in staff costs</b>		
Current service costs	513	435
<b>Total</b>	<b>513</b>	<b>435</b>

**Amounts included in investment income**

Net interest income	(92)	(110)
	<b>(92)</b>	<b>(110)</b>

**Amount recognised in Other Comprehensive Income**

Return on pension plan assets	214	676
Other actuarial gains on assets	-	18
Changes in assumptions underlying the present value of plan liabilities	674	(597)
Changes in demographic assumptions	-	126
Experience gain on defined benefit obligation	-	966
<b>Amount recognised in Other Comprehensive Income</b>	<b>888</b>	<b>1,189</b>

**St Francis Xavier 6th Form College**  
**Year Ended 31 July 2018**  
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**18 Pension and similar obligations (continued)**

*Local Government Pension Scheme (continued)*

	2018	2017
	£000	£000
<b>Movement in net defined liability during year</b>		
<b>Net defined liability in scheme at 1 August 2017</b>	(3,469)	(4,351)
Movement in year:		
Current service cost	(513)	(435)
Employer contributions	189	245
Net interest on the defined liability	(92)	(110)
Administration expenses	(8)	(7)
Amount recognised in other comprehensive income	888	1,189
<b>Net defined liability in scheme at 31 July 2018</b>	<u>(3,005)</u>	<u>(3,469)</u>

**Asset and Liability Reconciliation**

	2018	2017
	£000	£000
<b>Changes in the present value of defined benefit obligations</b>		
Defined benefit obligation at 1 August 2017	9,781	9,631
Current service cost	496	435
Interest cost	264	250
Past service costs, including curtailments	17	-
Contributions by Scheme participants	82	78
Changes in financial assumptions	(674)	597
Changes in demographic assumptions	-	(126)
Experience gain on defined benefit obligation	-	(966)
Estimated benefits paid	(131)	(118)
<b>Defined benefit obligation at 31 July 2018</b>	<u>9,835</u>	<u>9,781</u>

	2018	2017
	£000	£000
<b>Reconciliation of assets</b>		
<b>Changes in fair value of plan assets at 1 August 2017</b>	6,312	5,280
Interest on plan assets	172	140
Return on plan assets	214	676
Other actuarial gains on assets	-	18
Administration expenses	(8)	(7)
Employer contributions	189	245
Contributions by Scheme participants	82	78
Estimated benefits paid	(131)	(118)
<b>Changes in fair value of plan assets at 31 July 2018</b>	<u>6,830</u>	<u>6,312</u>

**St Francis Xavier 6th Form College**  
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**19 Related Party Transactions**

Owing to the nature of the College's operations and the composition of the Board of Governors being drawn from local public and private sector organisations it is inevitable that transactions will take place with organisations in which a member of the Board of Governors may have an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the College's financial regulations and normal procurement procedures.

The total expenses paid to or on behalf of the Governors during the year was £nil (2017 : £24)  
For 2017 this represented travel and subsistence expenses and other out of pocket expenses incurred in attending Governors meetings or charity events in their official capacity.

No Governor received any remuneration or waived payments from the College or its subsidiary during the year (2017: none).