

BRIGIDINE SCHOOL WINDSOR
King's Road, Windsor, Berkshire

FINANCIAL STATEMENTS
YEAR ENDED
31 AUGUST 2008

Company Registration Number 5087059

Charity Registration Number 1104042

GARNERS
Chartered Accountants & Registered Auditors
Bermuda House
45 High Street, Hampton Wick
Kingston upon Thames
Surrey KT1 4 EH

MONDAY



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COMPANIES HOUSE

**BRIGIDINE SCHOOL WINDSOR
FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2008**

CONTENT

	<u>Page</u>
Officers and Professional Advisors	1
Trustees' Report	2 - 4
Independent Auditors' Report	5 - 6
Statement of Financial Activities	7
Balance Sheet	8
Notes to Financial Statements	9 - 14
Income and Expenditure Account	15 - 17

**BRIGIDINE SCHOOL WINDSOR
OFFICERS AND PROFESSIONAL ADVISORS**

COMPANY REGISTRATION NUMBER	5087059
CHARITY REGISTRATION NUMBER	1104042
DIRECTORS/TRUSTEES	Miss F E Doonan Mr P J Lock Sister M P Mulhall Mr M T Wyld Mr G Clarke Mrs A Bradberry Mrs E L F Quick (appointed 11 November 2008) Ms R Bailey (appointed 11 November 2008) Mr H F Salter (resigned 16 May 2008) Dr M L Cordeiro (resigned 11 November 2008)
COMPANY SECRETARY	Mrs E Bell
REGISTERED OFFICE	Brigidine School Windsor Queensmead, Kings Road Windsor Berkshire SL4 2AX
AUDITORS	Garners Chartered Accountants & Registered Auditors Bermuda House 45 High Street Hampton Wick Kingston upon Thames Surrey KT1 4EH
BANKERS	Bank of Ireland 20 Berkeley Square London W1J 6LL
ADMINISTRATION	
The Headmistress	Mrs E Robinson (from 1 September 2008) Mrs J Dunn (retired 31 August 2008)
The Bursar	Mrs E Bell

The Trustees who are also directors of the company submit their annual report and audited financial statements for the year ended 31 August 2008. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP 2005) Accounting and Reporting by Charities issued in March 2005 in preparing the annual report and financial statements of the Charity.

REFERENCE AND ADMINISTRATIVE INFORMATION

The company was incorporated on 29 March 2004 and registered as a charity on 28 May 2004. It remained dormant until 19 July 2004 when the charitable activity along with its assets, liabilities and funds were transferred from the unincorporated charity The Order of St Brigid (Registered Charity No. 2324631). The school trustees and principal addresses of the Charity and professional advisers are as listed on page 1.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The company is registered as a charity and incorporated as a company limited by guarantee. The governing instrument is the company's Memorandum & Articles of Association.

Trustees (Governors)

The subscribers to the Memorandum are the first Trustees of the charity. The Trustees may at any time co-opt any person duly qualified to be appointed as a Trustee to fill a vacancy until the next AGM and may be removed at any time by the Trustees.

There must be a minimum of six trustees and a maximum of twelve.

Organisational Management

The Trustees are legally responsible for the overall management and control of the charity and must meet at least three times a year.

The day to day running of the school is the responsibility of the Headmistress supported by the Senior Management Group, which includes the Bursar, Deputy Head and Head of Juniors.

The current Headmistress, Mrs Janet Dunn, has decided to take early retirement in August 2008. A new Headmistress, Mrs Elizabeth Robinson, has been appointed and will start on 1 September 2008.

Risk Management

The School has an active Risk Management and Health and Safety Working Party which normally meets at least once each term. It is chaired by the Bursar and contains both Trustees and members of staff. The school uses the services of a qualified Risk Consultant who is an employee of our Insurance Brokers and specialises in Risk Management in Schools. He attends the Working Party meetings. Appropriate Processes and Procedures are in place for all major areas of Health and Safety and Risk. The School maintains a Risk Register. These Procedures and Risk Register are reviewed on a regular basis.

**BRIGIDINE SCHOOL WINDSOR
TRUSTEES' REPORT continued
FOR THE YEAR ENDED 31 AUGUST 2008**

OBJECTIVES AND ACTIVITIES

Charitable Objects

The charity's objects are to provide an academic education and a sound Christian framework in which children can grow.

Brigidine School Windsor is an independent non-selective day school for girls from 2 to 18 years, with places for boys from 2 to 7. The school has a Roman Catholic foundation, but children of all denominations and faiths have always been welcome.

Review of activities

The purpose of the school is to provide the very best possible education for its pupils who have a wide range of abilities and talents. It gives support and opportunities for each to develop their full potential as a unique individual; so enabling them to become confident, compassionate and effective adult members of society.

PERFORMANCE FOR THE YEAR

The summer examination results were extremely pleasing, particularly at GCSE, with 100% pass rate and only one pupil not achieving 5 passes at A* to C (96%), which was well above the national averages. We also saw good performances in the A level examination results with all leavers gained places at the University of their choice to read the subject of their choice.

Pupil numbers continued to improve throughout the school year, and we ended with 95 pupils in junior school and 154 in seniors giving a total of 249.

We also saw various structural projects completed throughout the school.

In summary, the school continues to produce excellent academic results and our thanks and congratulations go to all pupils, staff and parents.

CHARITABLE STATUS

In line with the requirements of the Charities Commission, we continue to provide financial support to appropriate pupils and parents through bursaries and scholarships, particularly for children entering the school who would not otherwise be able to afford independent education.

During this financial year 79 pupils received discounted fees either as scholarships, bursaries or sibling discounts.

In association with the School Alumni Association, the school has also put in place a Scholarship Fund, with the joint objectives of providing scholarships to pupils of high ability, providing hardship bursaries to parents of Brigidine pupils whose circumstances have changed, and to provide support to daughters of local families, particularly those recommended by Alumni or Friends of the School, who are likely to benefit from a Brigidine education, but without financial assistance will not be able to afford it.

**BRIGIDINE SCHOOL WINDSOR
TRUSTEES' REPORT continued
FOR THE YEAR ENDED 31 AUGUST 2008**

RESERVE POLICY

The aim of the Trustees is to maintain revenue reserves of approximately three months expenditure.

COMMENTARY ON FINANCIAL STATEMENTS

The continued financial control of the School has resulted in a satisfactory period. We have further improved our facilities and added to our resources and so continue to offer quality education in an attractive environment.

TRUSTEES' RESPONSIBILITIES

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company at the end of the year and of the profit or loss for the year then ended.

In preparing those financial statements, the Trustees are required to select suitable accounting policies, as described on page 9, and then apply them on a consistent basis, making judgement and estimates that are prudent and reasonable. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

there is no relevant audit information of which the company's auditor is unaware; and

the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website

AUDITORS

A resolution to re-appoint Garners as auditors for the ensuing year will be proposed at the Annual General Meeting in accordance with Section 385 of the Companies Act 1985.

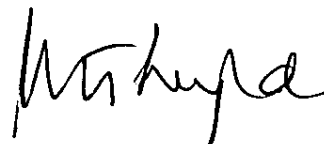
SMALL COMPANY EXEMPTIONS

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Signed on behalf of the Trustees

Approved by the Trustees on 20/05/09 2009

Trustee



**BRIGIDINE SCHOOL WINDSOR
INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES
YEAR ENDED 31 AUGUST 2008**

We have audited the financial statements of Brigidine School Windsor for the period ended 31 August 2008 on pages 7 to 14, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2007), under the historical cost convention and the accounting policies set out on page 9.

This report is made solely to the Trustees, as a body, in accordance with Section 43 of the Charities Act 1993. Our audit work has been undertaken so that we might state to the Trustees those matters we are required to state to them in an auditor's report and for no other purpose. In those circumstances, to the fullest extent permitted by law, we will not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for our audit work, for this report, or for the opinions we form.

RESPECTIVE RESPONSIBILITIES OF GOVERNORS AND AUDITORS

As described in the Statement of Trustees' Responsibilities, the Trustees are responsible for the preparation of the Trustees' Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Annual Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company are not disclosed.

We read other information contained in the Trustees' Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the judgements made by the Trustee in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**BRIGIDINE SCHOOL WINDSOR
INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES (continued)
YEAR ENDED 31 AUGUST 2008**

OPINION


In our opinion:

the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charitable company's affairs at 31 August 2008 and of its incoming resources and application of resources, in the year then ended: and

the financial statements have been properly prepared in accordance with the Companies Act 1985.

the information given in Trustees' Report is consistent with the financial statements.

Bermuda House
45 High Street
Hampton Wick
Kingston upon Thames
Surrey KT1 4EH



GARNERS
Chartered Accountants
& Registered Auditor

20/5/2009

**BRIGIDINE SCHOOL WINDSOR
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2008**

	Notes	Unrestricted Funds £	TOTAL 2008 £	TOTAL 2007 £
INCOMING RESOURCES				
Activities for generating funds				
Trading income		21,529	21,529	24,863
Fundraising		32,775	32,775	23,792
Investment income				
Bank interest		10,586	10,586	15,926
Incoming resources from Charitable activities				
School fees	2	<u>2,524,185</u>	<u>2,524,185</u>	<u>2,648,771</u>
TOTAL INCOMING RESOURCES		<u>2,589,075</u>	<u>2,589,075</u>	<u>2,713,352</u>
RESOURCES EXPENDED				
Fundraising trading: cost of goods sold and other costs				
Trading expenditure		678	678	2,004
Fundraising costs		11,482	11,482	2,654
Finance costs (including bad debts)		<u>3,605</u>	<u>3,605</u>	<u>43,320</u>
		<u>15,765</u>	<u>15,765</u>	<u>47,978</u>
NET INCOMING RESOURCES AVAILABLE FOR CHARITABLE APPLICATION				
		2,573,310	2,573,310	2,665,374
Charitable activities				
Teaching costs		1,868,995	1,868,995	1,817,982
School supplies		230,211	230,211	279,397
Premises costs		374,893	374,893	398,031
Administration costs		<u>260,307</u>	<u>260,307</u>	<u>243,120</u>
		<u>2,734,406</u>	<u>2,734,406</u>	<u>2,738,530</u>
Governance costs	3	<u>5,738</u>	<u>5,738</u>	<u>5,983</u>
TOTAL RESOURCES EXPENDED		<u>2,755,909</u>	<u>2,755,909</u>	<u>2,792,491</u>
Net outgoing resources		(166,834)	(166,834)	(79,139)
Fund balance at 1 September 2007		<u>557,989</u>	<u>557,989</u>	<u>637,128</u>
FUND BALANCES AT 31 AUGUST 2008		<u>391,155</u>	<u>391,155</u>	<u>557,989</u>

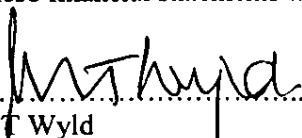
The notes on pages 9 to 14 form part of these financial statements

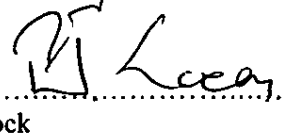
**BRIGIDINE SCHOOL WINDSOR
BALANCE SHEET
31 AUGUST 2008**

	Note	2008 £	2007 £
FIXED ASSETS	4	965,505	996,604
CURRENT ASSETS			
Debtors	5	49,278	51,929
Bank and cash in hand		394	113,728
		<u>49,672</u>	<u>165,657</u>
CREDITORS: Amounts falling due within one year	6	<u>455,777</u>	<u>421,777</u>
NET CURRENT LIABILITIES		<u>(406,105)</u>	<u>(256,120)</u>
		559,400	740,484
CREDITORS: Amounts falling due after more than one year	7	<u>168,245</u>	<u>182,495</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>391,155</u>	<u>557,989</u>
UNRESTRICTED FUNDS			
General reserve		390,870	557,989
Bursary reserve		<u>285</u>	<u>-</u>
TOTAL FUNDS		<u>391,155</u>	<u>557,989</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

These financial statements were approved by the Board on the 20/05/09. 2009.

 Trustee
M T Wyld

 Trustee
P J Lock

The notes on pages 9 to 14 form part of these financial statements

**BRIGIDINE SCHOOL WINDSOR
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2008**

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements are prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in (SORP 2005) issued in March 2005, and the Financial Reporting Standards for Smaller Entities (effective January 2007), and on a going concern basis which assumes the charity will continue to be supported by its loan creditors and will generate sufficient income to remain in operation.

School Fees

The school fees shown in the statement of financial activities represent amounts receivable in respect of the period, less bursaries and scholarships.

Trading Activities

The only trading activities of the charity are the sale of second hand school uniforms and other school supplies of which all profits go to the School.

Resources Expended

Resources expended are accounted for on an accruals basis, expenditure is allocated to expense headings on a direct cost basis. The irrecoverable element of VAT is included with the item of expense to which it relates.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, net of anticipated disposal proceeds, over the useful economic life of that asset as follows:

Leasehold property & lodge	In equal annual instalments over the remaining lease terms
Furnishings, equip & fittings	10% on net book value & 20% per annum on cost
Computers	20% per annum on cost
Mini bus	20% per annum on cost

Operating Lease Agreements

Rental applicable to operating leases, where substantially all of the benefits and risks of ownership remain with the lessor, are charged against profits as incurred.

BRIGIDINE SCHOOL WINDSOR
NOTES TO THE FINANCIAL STATEMENTS continued
FOR THE YEAR ENDED 31 AUGUST 2008

1. ACCOUNTING POLICIES (continued)

Pension Schemes

The Charity contributes to the Teachers' Superannuation Scheme at rates set by the Scheme and advised to the Board. The Charity also contributes to a defined contribution scheme for other staff.

Unrestricted Funds

This represents the free funds of the charity which are not designated for particular purposes. They are available to be applied to the running of Brigidine School Windsor as appropriate.

2 SCHOOL FEES

	Unrestricted 2008 £	Unrestricted 2007 £
Gross fees	2,578,372	2,703,679
Less bursaries & scholarships	<u>(206,552)</u>	<u>(234,594)</u>
	2,371,820	2,469,085
Extra curricular activities	84,822	92,846
Exam fees	15,775	17,860
Outings	<u>51,768</u>	<u>68,980</u>
	<u>2,524,185</u>	<u>2,648,771</u>

3 GOVERNANCE COSTS

Audit fees	<u>5,738</u>	<u>5,983</u>
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BRIGIDINE SCHOOL WINDSOR
NOTES TO THE FINANCIAL STATEMENTS continued
FOR THE YEAR ENDED 31 AUGUST 2008

4 TANGIBLE FIXED ASSETS

	Leasehold Property & Buildings £	Mini Bus £	Furnishings Equipment & Fittings £	Computers £	Total £
Cost:					
At 1 September 2007	749,448	8,176	283,866	157,294	1,198,784
Additions	-	-	19,455	23,578	43,033
Disposals	-	-	-	(5,946)	(5,946)
At 31 August 2008	<u>749,448</u>	<u>8,176</u>	<u>303,321</u>	<u>174,926</u>	<u>1,235,871</u>
Depreciation:					
At 1 September 2007	38,766	8,176	68,190	87,048	202,180
Disposals	-	-	-	(5,946)	(5,946)
Charge for year	<u>12,922</u>	<u>-</u>	<u>29,042</u>	<u>32,168</u>	<u>74,132</u>
At 31 August 2008	<u>51,688</u>	<u>8,176</u>	<u>97,232</u>	<u>113,270</u>	<u>270,366</u>
Net Book Value:					
At 31 August 2008	<u>697,760</u>	<u>-</u>	<u>206,089</u>	<u>161,656</u>	<u>965,505</u>
At 31 August 2007	<u>710,682</u>	<u>-</u>	<u>215,676</u>	<u>70,246</u>	<u>996,604</u>

5 DEBTORS

	2008 £	2007 £
Parents' balances	33,867	40,872
Other debtors	-	350
Prepayments	<u>15,411</u>	<u>10,707</u>
	<u>49,278</u>	<u>51,929</u>

BRIGIDINE SCHOOL WINDSOR
NOTES TO THE FINANCIAL STATEMENTS continued
FOR THE YEAR ENDED 31 AUGUST 2008

6 CREDITORS: Amounts Falling Due Within One Year

	2008 £	2007 £
Bank overdraft	26,933	-
Supplier creditors	99,059	111,392
PAYE, Social security and superannuation	61,238	60,248
School outings	18,068	15,813
Loans:-		
Holroyd Howe	14,250	11,000
Fees received in advance	178,804	206,839
Accruals and deferred income	<u>57,425</u>	<u>16,485</u>
	<u>455,777</u>	<u>421,777</u>

The bank overdraft is secured by a floating debenture dated 21 September 2005.

7 CREDITORS: Amounts Falling Due After More Than One Year

	2008 £	2007 £
Loans:-		
Holroyd Howe	21,578	35,828
Sisters of St Brigid	<u>146,667</u>	<u>146,667</u>
	<u>168,245</u>	<u>182,495</u>

Included within creditors falling due after more than one year is an amount of £46,667 in respect of the 10 year loan from the Sisters of St. Brigid payable by 2015 which fall due for payment after more than five years from the balance sheet date.

8 STAFF COSTS

	2008 £	2007 £
Wages and salaries	1,593,494	1,571,374
Social security costs	124,507	125,483
Pension contributions	<u>175,164</u>	<u>162,936</u>
	<u>1,893,165</u>	<u>1,859,793</u>

The average number of full time equivalent employees during the year were 49 (2007 - 47).

BRIGIDINE SCHOOL WINDSOR
NOTES TO THE FINANCIAL STATEMENTS continued
FOR THE YEAR ENDED 31 AUGUST 2008

	2008	2007
8 STAFF COSTS continued		
Number of employees whose emoluments fall within each band of £10,000 from £50,000 upwards:-		
£60,001 to £70,000	-	1
£70,001 to £80,000	1	-
	<u>==</u>	<u>==</u>
	£	£
Pension contributions on high paid staff	9,941	9,561
	<u>==</u>	<u>==</u>

Number of staff who are accruing benefits under pension schemes were as follows:

	2008 No	2007 No
Teachers superannuation scheme	34	36
Other defined contribution scheme	<u>7</u>	<u>11</u>
	<u>41</u>	<u>47</u>

No Trustee received remuneration or reimbursed expenses during the year.

9 PENSION SCHEMES

The teaching staff may be members of the Teachers' Superannuation Scheme which is a scheme of the Department for Education & Skills. The Department instructs the school as to the level of employees' contributions (currently 6.4%) and employers' contributions (currently 14.1%). The school does not have any commitment to make good any actuarial deficit nor is it entitled to any benefit from surplus funding.

The administrative staff may be members of the Norwich Union Stakeholders Scheme, a defined contribution scheme and the school makes contributions into this scheme for 7 members of staff, at a rate of 6% and 1 member at 13.5%.

The pension charge for the period payable by the school to the schemes amounted to £175,164

10 RELATED PARTY TRANSACTIONS

The school is under the control of the trustees.

No transactions with related parties were undertaken such as are required to be disclosed under Financial Reporting Standard 8.

BRIGIDINE SCHOOL WINDSOR
NOTES TO THE FINANCIAL STATEMENTS continued
FOR THE YEAR ENDED 31 AUGUST 2008

11 COMMITMENTS UNDER OPERATING LEASES

At 31 August 2008 the School had annual commitments under non-cancellable operating leases as set out below:-

	2008	2007
	£	£
Within 1 year	-	588
Within 2 to 5 years	14,083	1,358
	<u> </u>	<u> </u>