

**ST CHRISTOPHER SCHOOL  
(LETCWORTH) LIMITED  
DIRECTORS' REPORT  
AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2009**

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**ST CHRISTOPHER SCHOOL (LETCWORTH) LIMITED**  
**DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 AUGUST 2009**

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**REFERENCE & ADMINISTRATIVE INFORMATION**

St Christopher School (Letchworth) Limited is a charitable company formed in 1954, charity registration number 311062, company registration number 535836. The registered office and principal address of the Company is at Barrington Road, Letchworth Garden City, Hertfordshire SG6 3JZ.

**DIRECTORS**

The Directors of the Company, who are also the charity trustees, and the Governors of the School and who served during the year were

V McClure	Chairman
K L Jones	Vice-Chairman
W Armitage	
C D Brown	(resigned 31 December 2008)
I C Cotterill	
P McMeekin	(appointed 5 December 2008)
M Pocha	
A G Pollard	(resigned 31 December 2008)
C Smith	(resigned 3 September 2008)
H M Szirtes	
V Raymond	

The Board is a self-appointing body. Board members are appointed for terms of four or five years and can be re-elected although the practice in the case of the parent governor is not to do so.

The Governors can be contacted through the Chairman who can be written to at the School address. Governors can also be contacted through the Bursar, who is also Clerk to the Governors, by email at [bursar@stchris.co.uk](mailto:bursar@stchris.co.uk).

**KEY EXECUTIVES AND PROFESSIONAL ADVISERS**

<b>Head</b>	R Palmer
<b>Bursar, Clerk to the Governors and Company Secretary</b>	W S B Hawkes
<b>Auditors</b>	Horwath Clark Whitehill LLP St Bride's House 10 Salisbury Square London EC4Y 8EH
<b>Principal Bankers</b>	Barclays Bank plc Station Place Letchworth Garden City Hertfordshire
<b>Principal Solicitors</b>	Brignalls, Balderston and Warren Broadway Chambers Letchworth Garden City Hertfordshire

**ST CHRISTOPHER SCHOOL (LETCHWORTH) LIMITED**  
**DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 AUGUST 2009**

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The Board of Directors present their annual report for the year ended 31 August 2009 under the Companies Act 2006, together with the audited financial statements for the year, and confirm that the latter comply with the requirements of the Companies Act 2006, the Company's Memorandum & Articles of Association and the Charities SORP 2005

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**GOVERNING DOCUMENT**

The Company is governed by its Memorandum and Articles of Association, last amended on 9 December 1995

**GOVERNING BODY**

The Directors, who are also required under the Articles to serve as members of the Company, are elected at a full Directors' Meeting on the basis of the Board's specifications concerning eligibility, personal competence, specialist skills and local availability. The Governors include former pupils, a former staff member, former parents and a parent nominated by the Parents' Circle as well as both retired and serving Heads of other independent schools and a local resident.

**TRUSTEE TRAINING**

New Directors are inducted into the workings of the School, and also of the Company as a registered charity, including Board Policy and Procedures, by the Chairman and Bursar. Guidance information and courses are made available to all governors at the Company's expense, through the Independent Schools Council and the Association of Governing Bodies of Independent Schools.

**ORGANISATIONAL MANAGEMENT**

The Directors meet as a Board at least four times a year to determine the general policy of the Company and review its overall management and control, for which they are legally responsible. This includes the review of the budgets and annual accounts and reports. The day-to-day running of the School is delegated to the Head and the Bursar, supported by other teaching members of the Senior Management Team.

**GROUP STRUCTURE AND RELATIONSHIPS**

The Company has a wholly owned non-charitable subsidiary, St Christopher School Guilds Limited, with the School receiving any surpluses earned by the company as a covenanted donation. During the year ended 31 August 2009, the St Christopher School Guilds Limited provided facilities for external organisations to undertake educational, cultural and sporting activities.

St Christopher School is an active member of SHMIS (the Society of Headmasters and Headmistresses of Independent Schools) and the Boarding Schools Association for the promotion and maintenance of school standards generally.

As part of the School's commitment to providing benefit in the public interest, in addition to the core activity of educating school-age pupils, both fee-paying and supported by bursaries, the School conducts and supports a number of broader educational activities. The School operates extramural courses for members of the local community which are open to all. In addition, its swimming pool is regularly open to other organisations, as are the School's games fields, theatre and music facilities. There are also strong links with regional arts associations. A thriving community service programme makes up an integral part of pupils' activities.

The School is committed to an international approach. There are pupils from a wide range of social, cultural and national backgrounds. There is an extensive exchange programme with schools in France, Germany and Spain and links also with schools in Hungary, Slovenia, Kosovo and India.

**ST CHRISTOPHER SCHOOL (LETCWORTH) LIMITED**  
**DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 AUGUST 2009**

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There is a long-established School Council, which is chaired by an elected senior pupil. Motions passed by the Council have to be ratified by a meeting of the whole Senior School. While policies and rules can be created through the School Council, the Head has an overall veto, although in practice it is rarely necessary to exercise this. The School is committed to ensuring that self-government continues to be an important part of pupils' experience at the School.

The School also benefits from the generosity of a thriving network of Old Scholars whose close support we greatly appreciate and gladly acknowledge.

#### **RISK MANAGEMENT**

The Board and the Staff Senior Management Team continue to keep the School's activities under review, particularly with regard to any major risks that may arise from time to time as well as the systems and procedures established to manage them. They monitor the effectiveness of the system of internal controls and other viable means, including insurance cover where appropriate, by which those risks already identified can best be managed. A formal review of the School's risk management processes is undertaken on an annual basis. The School's risk management systems are based on the Charity Commission's guidance, "Charities and Risk Management" (July 2007).

The key controls used by the School include

- Formal agendas for all Board activity
- Comprehensive strategic planning, budgeting and management accounting
- Established organisational structure and lines of reporting
- Formal written policies
- Clear authorisation and approval levels, and
- Vetting procedures as required by law for the protection of the vulnerable

The Governors have reviewed the principal areas of the School's operations and considered the major risks faced in each area. The principal risks facing the School are a failure to protect our pupils, staff, facilities and systems, a failure to maintain the quality of our staff, and, the impact of adverse economic conditions. Through the risk management processes established for the School the Governors are satisfied that the major risks have been adequately managed where necessary. It is recognized that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

#### **OBJECTS, AIMS, OBJECTIVES AND PRINCIPAL ACTIVITIES**

The Object of the Company, in accordance with its Memorandum of Association, is the education of girls, boys or adults of either sex as an interdenominational school with religious and ethical teaching based on the broadest principles of national and inter-national fellowship and goodwill.

#### **PUBLIC BENEFIT AIMS AND INTENDED IMPACT**

The School's public benefit aim is to ensure that children leave having achieved their full potential, well equipped with the skills and self-confidence for their future life and work. The School aims to be a continuously developing community of children and adults working together in an open but informal atmosphere. We treat our young people as individuals and aim for them to develop competence and resourcefulness, social conscience and moral courage, the capacity for friendship and a true zest for life. St Christopher is committed to providing a first class education in a caring environment. We aim to ensure that all achieve the success they deserve without relying on contrived competition.

In the furtherance of these aims the Governors, as charity trustees, have complied with the duty in s. 4 of the Charities Act 2006 to have due regard to the Charity Commission's published general and relevant sub-sector guidance concerning the operation of the Public Benefit requirement in that Act.

**ST CHRISTOPHER SCHOOL (LETCHWORTH) LIMITED**  
**DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 AUGUST 2009**

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**OBJECTIVES FOR THE YEAR**

The governors and senior management team at the School set as the following objectives for the year

- 1 To maintain the School's bursary programme at the level at which it operated for the academic year 2007/08
- 2 To focus on Teaching and Learning, with an increased awareness of the need to celebrate academic achievement and to continue the professional and personal development of staff so they can best meet the needs of the School's beneficiaries
- 3 To continue to roll out the phased capital development plan to improve the facilities and services available to pupils, children and adults who benefit from the School's activities

During the year, the following achievements were made against these objectives

- 1 The School awarded bursaries to 48 pupils during the year ended 31 August 2009, 6 more pupils than in the previous academic year. These bursaries amounted to £373k for the year (2007/08 £293k) - an increase of 24%. Bursaries granted by the School in the academic year 2008/09 represented 5.3% of gross fee income.
- 2 A Deputy Head with specific responsibility for Teaching and Learning was appointed and took up her post in January 2009. A new staff development/appraisal scheme was launched and a Teaching and Learning working party, which includes pupil representation, was established. Levels of staff training were increased and the Head and Head of the Junior School were trained and appointed as Inspectors for the Independent Schools Inspectorate.
- 3 The School has progressed the plan for the development of its facilities as it approaches its centenary in 2015. Architects and consultant engineers have been appointed to develop plans for the expansion and improvement of the Senior School and Junior School teaching facilities. The Junior School playground has been refurbished and key services, particularly heating plant, in the Senior School have been upgraded.

**PRINCIPAL ACTIVITY**

The Company's principal activity continues to be the provision of education to boys and girls from the ages of 3 to 18 at its Montessori Nursery, Junior School and Senior School.

The Montessori Nursery currently has 15 children and has its own Nursery Manager who reports to the Head of the Junior School.

The Junior School's children are aged from 4 to 11 and nearly all of whom will proceed to the Senior School. Currently there are 141 pupils in the Junior School. The Head of the Junior School is responsible for the leadership and management of the Junior School on a day-to-day basis, under the overall direction of the Head of the School.

The Senior School has children from the age of 11 to 18. There is a three or four form entry in each year up to GCSE and 21 subjects are available at AS/A Level in the Sixth Form. There are currently 345 children in the Senior School of whom 77 are in the Sixth Form.

**ST CHRISTOPHER SCHOOL (LETCHWORTH) LIMITED**  
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#### **GRANT-MAKING**

The School offers bursaries to those parents whose income is such that they would not otherwise be able to pay the full fees. The awards are based on an assessment by the Head of how much a child will be able to benefit from the School and the degree of assistance required. The Bursary Committee meets once a term to consider bursary applications and review the progress of each bursary holder.

The bursaries continue for every year in which a child remains at the School, subject to an annual review of the financial circumstances and to the satisfaction of the Head and the Bursary Committee that the child is continuing to benefit from their time at the School and contribute fully to the life of the community. In the year ended 31 August 2009 48 pupils were awarded bursaries (2007/08 42).

The School encourages applications on behalf of young people who would benefit from a St Christopher education, regardless of their background or ability to pay. The School offers fee-assistance of up to 100% of the fees on a means-tested basis. The availability of all awards for fee-assistance, together with the terms and conditions of awards, are advertised on our website at [www.stchris.co.uk](http://www.stchris.co.uk)

The Robertson Bursary Trust funds a small number of pupils annually to attend the Sixth Form, to enable them to complete their A levels at St Christopher. The fund was set up by the Robertson family, who have played an important part in the St Christopher community as pupils, active Old Scholars and on the Board of Governors for many years. All awards are based on parental income and are conditional for their continuance on appropriate levels of performance and good behaviour. The School is also able to make some awards in conjunction with Robertson Bursary Trust awards up to and including 100% of the boarding fee.

#### **REVIEW OF ACHIEVEMENTS AND PERFORMANCE FOR THE YEAR**

##### **OPERATIONAL PERFORMANCE OF THE SCHOOL**

The arrival of the new Deputy Head has provided a greater focus to Teaching and Learning. The pastoral management system has also been developed with the appointment of individual Heads of year in the Senior School. The Montessori Nursery has settled very smoothly into its new accommodation.

##### **A Level results:**

- Total percentage of A and B grades 57.4%  
(66.7% in 2008)
- Total percentage grades A-C 76.4%  
(87.5% in 2008)
- Total percentage grades A-E 98.5%  
(98.3% in 2008)
- Three students achieved 4 A Grades
- Four students achieved 3 A Grades
- University destinations include
  - Physics at University College London
  - Economics and Philosophy at Bristol
  - Mechanical Engineering at Warwick
  - Architecture and Environmental Design at Nottingham
  - Psychology at Sussex
  - Anthropology at Aberdeen
  - History of Art at Edinburgh

##### **GCSE Results:**

GCSE results in 2009 have sustained the strong trend of recent years.

- 90% of all candidates ended up with 5 grades A\*-C or more
- 6 students in the year group achieved seven or more grade A\* or A
- 31% of all GCSE examinations taken led to a Grade A or A\*
- 63% of all examinations taken led to grades A\* - B

**ST CHRISTOPHER SCHOOL (LETCHWORTH) LIMITED**  
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**FOR THE YEAR ENDED 31 AUGUST 2009**

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The School is committed to helping a number of children with special needs, providing that a balance is maintained within the School and at each Year Group. Our excellent team of Tutors and other support staff continue to complement a highly effective and dedicated teaching staff.

The School is committed to robust procedures for safeguarding children. A number of key staff, including the Chairman of Governors, have attended NCSL training on safer recruitment and Child Protection training conforms to statutory requirements for all staff. A governor has specific responsibility for safeguarding.

The Governors undertake a public benefit audit annually to monitor the benefits that the School is providing as a charity. In addition to the School's direct educational activities and the access that it provides through bursaries, the School allows other organisations, including maintained schools and charities, to use its facilities at a reduced rate or at no charge. The School actively investigates ways of increasing its engagement with local, national and international organisations to ensure that a wide section of the public benefits from the School's activities.

The School's community work, both here and abroad, continues to be a real strength of the School, further recognising the school's commitment to service. All Lower VI students are required to complete a significant period of Community work and the School has further developed an annual Community Action Morning. All children in the Senior School are required to support a local charity or group. This support may be through fundraising or it may be through offering physical assistance. They all have the same opportunity to support an overseas project. We have been working closely with the Letchworth Garden City Heritage Foundation and local charitable groups on this. Our Community Action Morning enables our students to support voluntary organisations and vulnerable individuals within the community as well as providing a range of opportunities for local children using our own facilities.

We continue actively to support three major overseas projects, The White Lotus School in Ladakh (which staff and pupils visit as part of a three week trek at Easter), various NGOs in Rajasthan which VI form and staff visit in December and February for three week periods and our Summer School programme in Kosovo where a range of our children and staff devise and run an annual summer school for children who have been orphaned in the atrocities there. All three of these projects require our pupils to learn skills and take them out to share in our local community. Once proficient they take their skills and experience to one of our projects. We are currently looking for ways to include other young people from Letchworth in these projects with the financial backing of charitable sponsors.

The School takes part in the Duke of Edinburgh's award scheme and participation is voluntary. The number of pupils taking the Gold award has risen impressively. In 2008/09 we had 35 Bronze, 10 Silver and 2 Gold Awards. In 2009/10 we are aiming for 41 Bronze students in year 10, 11 Silver students in year 11 and 22 Gold students in years 12 and 13.

The School continues to be committed to raising environmental awareness and to helping people understand how they might contribute to both the debate and the reduction of carbon emissions. A new heating and hot water system installed at Easter 2009 includes an advanced energy management system and solar panels.

The School is greatly assisted by its parent body who offer support for the education of their children and the wider life of the School. All parent helpers are appropriately vetted. Parents support the charitable events within School and during this year organised a Quiz Night, a Summer Ball and a firework party.

In April 2009 the Governors held a meeting to review the strategic plan. The approved version has been made available on the School's website and the development cycle has been altered to allow for an annual review of the strategic plan, departmental development plans and records of achievement.

**ST CHRISTOPHER SCHOOL (LETCWORTH) LIMITED**  
**DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 AUGUST 2009**

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**FINANCIAL REVIEW AND RESULTS FOR THE YEAR**

During the year the School made a small surplus of £94k (2007/08 deficit of £147k) The surplus in 2008/09 includes a profit on disposal of £352k in respect of a property previously used for staff accommodation that was no longer required by the School The capital realised from this sale has been used to fund the ongoing capital development plan for the School

Fees at the Junior School and the Senior School rose by 5.8% and 5.3% respectively on those charged in 2007/08

The cash flows for the School remain good, it has no borrowings, and it continues to have a strong net asset position of £8.8 million (2007/08 £8.7 million)

The results for the year are set out on page 11 of the accounts

**RESERVES**

The Governors consider that the assets held in these funds are available and adequate to fulfil the obligations of the School

At the balance sheet date, the School held unrestricted funds totalling £8,793k (2007/08 £8,700k) The School's buildings represent £7,585k and other fixed assets total £2,180k

The School has no free reserves due to the investment of funds in tangible fixed asset properties However, the Governors have examined the School's cash flows and are satisfied that they are adequate for the purpose of meeting its working capital requirement

For some years the Governors have had an established policy of keeping a cash reserve at a level equating to between one and three months' expenditure At the year end the School held cash reserves of £554k equating to 1 month's operating expenditure

**MARKET VALUE OF LAND AND BUILDINGS**

The leasehold properties were revalued by the Directors on 31 August 1979 This valuation was frozen under the transitional provisions of FRS 15 and additions since that date are included at cost

Due to the specialised nature of the buildings, the market value of the company's properties is difficult to ascertain However the Directors consider that such value would be greater than the written down value at which they are included in the annexed balance sheet Further information is given in note 4 to the accounts

**FUTURE PLANS**

A review of our Boarding provision will enable us to ensure that our Boarding offers value for money allowing pupils from a wider geographical area to access the School and its unique approach to education

The strategic plan and the associated annual review contain many areas for development and is available for viewing on the School's website

We are seeking to further strengthen our links with parents by using online surveys and discussion forums, as well as providing information evenings for parents about a range of issues such as internet safety, drug education, etc

The new 3<sup>rd</sup> cycle inspection regime of the Independent Schools Inspectorate gives the School an opportunity to review its policies and documentation to ensure statutory compliance in the best interests of the pupils and staff

We are planning a review of Year 7 induction and homework planning with a proposed 'attitudes to learning' course to be devised during the course of this academic year



**ST CHRISTOPHER SCHOOL (LETCHEWORTH) LIMITED**  
**DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 AUGUST 2009**

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St Christopher is a truly Independent School and we are committed to celebrating our differences and the successes that these bring to the young people that are the life blood of this School. We continue to strive for ways to enable as many different children from as many different backgrounds to take advantage of this unique education.

#### **APPRECIATION**

Two Governors resigned from the Governing Body during the year.

The Chairman of the Governors, Garth Pollard, retired from the Board on 31 December 2008. He had brought a sustained commitment to the life and development of the School as Chairman of the Parents' Circle, Chairman of the School Development Appeal and latterly as a Governor and Chairman of the Board for six years. A signal contribution which fellow Governors greatly valued.

Chris Brown brought considerable experience of the independent sector as a former Head and a former Chairman of HMC. His advice and contribution to the School have been much appreciated by his fellow Governors.

The Governors would like to thank the Head and his staff for their continuing commitment and hard work in ensuring that the School thrives, develops and meets the needs of its pupils. They wish to recognise the enthusiasm that the pupils have for their School and are grateful for the continued support of parents, former pupils and other friends of the School.

#### **DIRECTORS**

The Directors during the year under review and the shares in the company in which they were interested at the beginning and end of the year were:

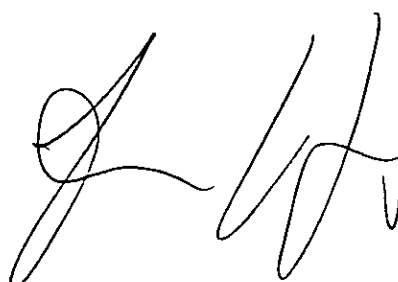
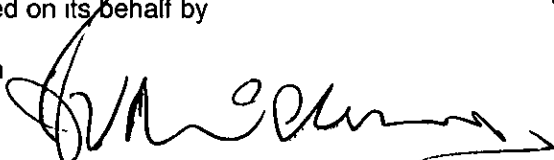
	Ordinary shares of £1 each	
	At 31 August 2009	At 1 September 2008
W G Armitage	4	4
C D Brown (resigned 31 December 2008)	4	4
I C Cotterill	4	4
K L Jones	4	4
F V McClure	4	4
P McMeekin	4	-
M Pocha	4	4
A G Pollard (resigned 31 December 2008)	4	4
C Smith (resigned 3 September 2008)	-	4
H M Szirtes	4	4
V Raymond	4	4

#### **AUDITORS**

Horwath Clark Whitehill LLP have indicated their willingness to continue in office.

Approved by the Board of Directors at its meeting on 4/1/10  
and signed on its behalf by

Chairman



# **ST CHRISTOPHER SCHOOL (LETCHWORTH) LIMITED**

## **STATEMENT OF DIRECTORS' RESPONSIBILITIES**

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The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations

Company law requires the Directors to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards) and applicable law

Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that period. In preparing these financial statements, the Directors are required to

- select suitable accounting policies and then apply them consistently,
- make judgments and accounting estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The Directors are responsible for ensuring that adequate accounting records are maintained that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and ensuring their proper application in accordance with charity law, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

So far as each Director is aware, there is no relevant audit information of which the company's auditors are unaware. Each Director has each taken all the steps that he/she ought to have taken as a Director in order to make himself/herself aware of any relevant audit information and to establish that the company's auditors are aware of that information

## **Independent Auditor's Report to the Members of St Christopher School**

We have audited the financial statements of St Christopher School for the year ended 31 August 2009 set out on pages 11 to 20. These financial statements have been prepared in accordance with the accounting policies set out therein.

This report is made solely to the charitable company's members, as a body, in accordance with Sections 495 to 496 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of Governors and auditor**

The Governors' (who are also the directors of St Christopher School for the purpose of company law) responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Governors' Responsibilities.

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

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and have been prepared in accordance with the Companies Act 2006. We also report to you if in our opinion the information given in the Governors' Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the charity 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 Governors' remuneration and other transactions with the charity is not disclosed.

We read the Governors' Report and consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to other information.

### **Basis of opinion**

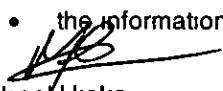
We conducted our audit in accordance with International Standards on Auditing (United Kingdom and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the Governors 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.

### **Opinion**

In our opinion:

- the financial statements give a true and fair view, of the state of affairs of the charitable company as at 31 August 2009 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice,
- the financial statements have been prepared in accordance with the Companies Act 2006, and
- the information given in the Governors' Report is consistent with the financial statements.

  
Michael Hicks  
Senior Statutory Auditor  
for and on behalf of Horwath Clark Whitehill LLP  
Chartered Accountants and Statutory Auditor  
Date 22/2/2010

St Bride's House  
10 Salisbury Square  
London  
EC4Y 8EH

**ST CHRISTOPHER SCHOOL (LETCHWORTH) LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 AUGUST 2009**

**INCOME AND EXPENDITURE (UNRESTRICTED FUNDS)**

	Notes	2009 £	2008 <i>restated</i> £
<b>Income from Charitable Activities</b>			
Fees receivable	2	6,658,636	6,255,204
Coaching charges		1,459	6,355
<b>Incoming Resources from Generated Funds</b>			
Donations		4,529	8,591
Covenanted donations		12,516	9,139
Activities to generate funds			
- Swimming pool income		120,728	130,076
<b>Bank and other interest</b>		26,501	86,755
<b>Other income</b>		359,924	11,389
<b>Surplus on disposal of fixed assets</b>			-
<b>Total Incoming Resources</b>		<u>7,184,293</u>	<u>6,507,509</u>
<b>RESOURCES EXPENDED</b>			
<b>Cost of Generating Funds</b>			
Swimming pool costs		160,757	154,203
<b>Charitable Activities:</b>			
School operating costs		6,914,591	6,485,804
<b>Governance costs</b>		<u>15,384</u>	<u>14,834</u>
<b>Total Resources Expended</b>	3	<u>7,090,732</u>	<u>6,500,638</u>
<b>Net movement in funds</b>		93,561	(147,332)
Balances brought forward at 1 September 2008		<u>8,699,667</u>	<u>8,846,999</u>
<b>Balances carried forward at 31 August 2009</b>		<u>8,793,228</u>	<u>8,699,667</u>

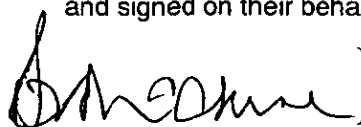
The notes on pages 14 to 20 form part of these accounts.

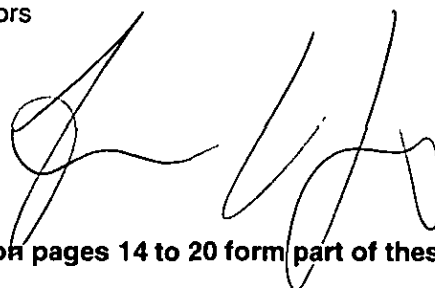
# ST CHRISTOPHER SCHOOL (LETCHWORTH) LIMITED

## BALANCE SHEET AS AT 31 AUGUST 2009

	Notes	2009 £	2008 £
<b>TANGIBLE FIXED ASSETS</b>			
School buildings and equipment	4	9,765,464	9,305,154
<b>INVESTMENTS</b>	5	7	7
<b>CURRENT ASSETS</b>			
Debtors	6	218,668	217,578
Stock – finished goods		11,873	18,406
Cash		554,420	758,974
		<u>784,961</u>	<u>994,958</u>
<b>CREDITORS: amounts due within one year</b>	7	<u>(1,292,507)</u>	<u>(1,121,388)</u>
<b>NET CURRENT ASSETS</b>		<u>(507,546)</u>	<u>(126,430)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		9,257,925	9,178,731
<b>CREDITORS amounts due after more than one year</b>			
Final term deposits		<u>(464,657)</u>	<u>(479,024)</u>
<b>TOTAL NET ASSETS</b>		<u>8,793,268</u>	<u>8,699,707</u>
<b>CAPITAL AND RESERVES</b>			
Called up share capital	8	40	40
<b>UNRESTRICTED FUNDS</b>			
General (Revaluation Reserve £715,681)		<u>8,793,228</u>	<u>8,699,667</u>
		<u>8,793,268</u>	<u>8,699,707</u>

Approved and authorised for issue by the Directors on 4/1/10  
and signed on their behalf by

 Directors



The notes on pages 14 to 20 form part of these accounts.

**ST CHRISTOPHER SCHOOL (LETCHWORTH) LIMITED**  
**CASH FLOW STATEMENT**  
**FOR THE YEAR ENDED 31 AUGUST 2009**

	2009	2008
	£	£
<b>Reconciliation of Net Incoming Resources to Net Cash Inflow from Operations</b>		
Net incoming resources	93,561	(147,332)
Depreciation and amortisation charges	554,358	484,796
Profit on sale of tangible fixed asset	(352,406)	-
(Increase)/Decrease in debtors	(1,090)	(47,530)
Increase in stock	6,533	(6,286)
Increase in creditors	156,752	27,225
Interest received	(26,501)	(86,755)
Net cash inflow from operations	<u>431,207</u>	<u>224,118</u>

**CASH FLOW STATEMENT**

<b>Net cash inflow from operations</b>	<b>431,207</b>	<b>224,118</b>
<b>Returns on investments and servicing of finance</b>		
Interest received	<u>26,501</u>	<u>86,755</u>
<b>Net cash inflow from returns on investments and servicing of finance</b>	<b>26,501</b>	<b>86,755</b>
<b>Capital expenditure and financial investment</b>		
Sale proceeds from sale of tangible fixed assets	464,411	-
Payments to acquire tangible assets	<u>(1,126,673)</u>	<u>(1,036,509)</u>
<b>Net cash inflow/(outflow) from capital expenditure and financial investment</b>	<b>(662,262)</b>	<b>(1,036,509)</b>
<b>(Decrease)/Increase in cash in the year</b>	<b>(204,554)</b>	<b>(725,636)</b>

**Analysis of Changes in Net Funds**

	31 August 2008 £	Cash Flows £	31 August 2009 £
Cash at bank and in hand	<u>758,974</u>	<u>(204,554)</u>	<u>554,420</u>

The notes on pages 14 to 20 form part of these accounts.

**ST CHRISTOPHER SCHOOL (LETCHEWORTH) LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2009**

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**1. ACCOUNTING POLICIES**

**a) Basis of Preparation**

The accounts are prepared under the historical cost convention as modified by the revaluation of certain assets and in accordance with The Companies Act 2006, applicable accounting standards and the provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities (SORP 2005)"

The School owns the whole of the share capital of St Christopher School Guilds Limited. In the opinion of the Governors the activities of the company are not material in the context of the overall accounts and therefore consolidated accounts are not prepared. The company results and net assets position at the balance sheet date are set out in note 11.

**b) Tangible Fixed Assets**

Depreciation is provided on all tangible fixed assets in use, other than freehold land, at rates and bases calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold buildings	- over 50 years
Long leasehold property, acquired prior to 1979	- over the term of the lease
Long leasehold property other	- over 50 years
Swimming pool	- over 25 years
Plant	- over 10 years
Leasehold improvements	- over 10 years
Fixtures, fittings and equipment	- over 5 years
Motor vehicles	- over 5 years
Computer equipment	- over 3 years
Temporary classrooms	- over 10 years

Long leasehold property is considered by the directors to have a sufficient economic life to allow it to be amortised over its lease term of 106 years, as at 31 August 2008. Its service potential is such that the directors consider the carrying value, which under the transitional provisions of FRS 15 will not be updated, is not impaired. The directors will review this position annually.

The School capitalises all items over £1,000.

**c) Fees and other educational income**

Fees receivable are stated after deducting scholarships, bursaries and other allowances granted by the school and amounts in respect of co-curricular activities for the education of pupils, such as school trips, and is shown in the statement of financial activities gross. This presentation has been adopted to allow a fuller understanding of the total amounts involved within the school's operations and is in line with generally accepted practice within the sector. To ensure a meaningful comparison, prior year figures have been restated to the same basis.

**d) Expenditure**

Expenditure is accounted for on an accruals basis. Overhead and other costs not directly attributable to particular functional activity categories are apportioned over the relevant categories on the basis of management estimates of the amounts attributable to that activity in the year, either by reference to staff time or space occupied, as appropriate. The irrecoverable element of VAT is included with the item of expense to which it relates.

Governance costs comprise the costs of complying with the constitutional and statutory requirements of the charity.

**ST CHRISTOPHER SCHOOL (LETCWORTH) LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2009**

**1. ACCOUNTING POLICIES (CONTINUED)**

**e) Operating leases**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the profit and loss account as incurred

**f) Pensions**

The School contributes to the Teachers' Pension Defined Benefits Scheme at rates set by the Scheme Actuary and advised to the Board by the Scheme Administrator. The Scheme is a multi employer pension scheme and it is not possible to identify the assets and liabilities of the Scheme which are attributable to the School. In accordance with FRS17 the Scheme is accounted for as a defined contribution scheme. The School also contributes to a defined contribution pension scheme for its non-teaching staff.

**g) Funds**

Unrestricted School funds are available for use at the discretion of the Governors in furtherance of the general objectives of the School and which have not been designated for other purposes.

**2. FEES RECEIVABLE**

	2009 £	2008 £
Fees receivable consists of		
Gross fees	7,493,071	6,991,828
Less Bursaries	(373,237)	(293,455)
Allowances	(461,198)	(443,169)
	<u>6,658,636</u>	<u>6,255,204</u>

**3. ANALYSIS OF TOTAL RESOURCES EXPENDED**

2009	Staff costs £	Other £	Depreciation £	Total £
<b>Cost of Generating Funds</b>				
Swimming pool costs	<u>97,011</u>	<u>63,746</u>	<u>-</u>	<u>160,757</u>
<b>Charitable Expenditure:</b>				
Education	3,361,954	373,450	58,760	3,794,164
Welfare	491,493	541,315	13,095	1,045,903
Premises	375,903	441,140	466,591	1,283,634
Support costs	447,975	327,003	15,912	790,890
	<u>4,677,325</u>	<u>1,682,908</u>	<u>554,358</u>	<u>6,914,591</u>
<b>Other Expenditure:</b>				
Governance costs	-	15,384	-	15,384
	<u>4,774,336</u>	<u>1,762,038</u>	<u>554,358</u>	<u>7,090,732</u>
<b>2008</b>				
<b>Cost of Generating Funds</b>				
Swimming pool costs	<u>97,427</u>	<u>56,776</u>	<u>-</u>	<u>154,203</u>
<b>Charitable Expenditure:</b>				
Education	3,023,709	326,946	125,842	3,476,497
Welfare	486,069	479,753	7,644	973,466
Premises	363,920	499,389	335,906	1,199,215
Support costs	431,098	390,124	15,404	836,626
	<u>4,304,796</u>	<u>1,696,212</u>	<u>484,796</u>	<u>6,485,804</u>
<b>Other Expenditure:</b>				
Governance costs	-	14,834	-	14,834
	<u>4,402,223</u>	<u>1,767,822</u>	<u>484,796</u>	<u>6,654,841</u>



**ST CHRISTOPHER SCHOOL (LETCHWORTH) LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2009**

**3. ANALYSIS OF TOTAL RESOURCES EXPENDED (CONTINUED)**

	2009 £	2008 £
<b>Expenditure includes the following:</b>		
Other expenditure includes		
Auditor's remuneration for audit	14,704	14,184
Operating lease rentals – other	43,167	37,387
Depreciation	<u>554,358</u>	<u>484,796</u>
<b>Staff Costs</b>		
Wages and salaries	3,974,225	3,669,910
Social security costs	338,829	314,720
Pension contributions	<u>461,282</u>	<u>417,593</u>
	<u><b>4,774,336</b></u>	<u><b>4,402,223</b></u>

The average number of employees in the year was 137 (2008 - 128) of which 65 (2008 - 59) were full time teaching staff. Neither the Directors nor persons connected with them received any remuneration or other benefits from the School or any connected organisation.

The number of employees whose emoluments exceeded £60,000 were

	No.	No
£60,001 - £70,000	4	1
£70,001 - £80,000	1	1
£80,001 - £90,000	1	1
£100,001 - £110,000	<u>1</u>	<u>-</u>

Pension contributions in respect of higher paid employees of £63,252 (2008 - £30,857) were charged to the Statement of Financial Activities during the year.

**ST CHRISTOPHER SCHOOL (LETCHWORTH) LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2009**

**4. TANGIBLE FIXED ASSETS**

	Freehold Property £	Long Leasehold Property £	Motor Vehicles £	Fixtures Fittings and Equipment £	Leasehold Improvements £	Plant £	Computer Equipment £	Total £
<b>Cost/valuation</b>								
1 September 2008	163,165	10,743,325	103,044	2,013,355	1,056,965	65,208	964,448	15,109,510
Additions at cost	-	-	-	185,612	576,580	313,612	50,869	1,126,673
Disposals at cost	(163,165)	-	-	-	-	-	-	(163,165)
<b>31 August 2009</b>	<b>-</b>	<b>10,743,325</b>	<b>103,044</b>	<b>2,198,967</b>	<b>1,633,545</b>	<b>378,820</b>	<b>1,015,317</b>	<b>16,073,018</b>
<b>Depreciation</b>								
1 September 2008	51,160	2,947,383	68,514	1,650,317	105,953	16,581	964,448	5,804,356
Charge for year	-	211,254	11,218	156,336	147,523	11,071	16,956	554,358
Adjustment on disposals	(51,160)	-	-	-	-	-	-	(51,160)
<b>31 August 2009</b>	<b>-</b>	<b>3,158,637</b>	<b>79,732</b>	<b>1,806,653</b>	<b>253,476</b>	<b>27,652</b>	<b>981,404</b>	<b>6,307,554</b>
<b>Net book values</b>								
<b>31 August 2009</b>	<b>-</b>	<b>7,584,688</b>	<b>23,312</b>	<b>392,314</b>	<b>1,380,069</b>	<b>351,168</b>	<b>33,913</b>	<b>9,765,464</b>
<i>31 August 2008</i>	<i>112,005</i>	<i>7,795,942</i>	<i>34,530</i>	<i>363,038</i>	<i>951,012</i>	<i>48,627</i>	<i>-</i>	<i>9,305,154</i>

The value of leasehold land and buildings shown above includes a valuation of £1,116,000 for land and buildings that had a historical cost of £400,319. This valuation has been frozen under the transitional provisions of FRS 15.

**ST CHRISTOPHER SCHOOL (LETCWORTH) LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2009**

<b>5. INVESTMENTS</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Investment in subsidiary undertaking (note 11)	<u>7</u>	<u>7</u>

**6. DEBTORS**

Fees	84,447	42,494
Amounts owed by subsidiary undertaking	15,702	10,311
Other debtors	26,319	26,192
Prepayments and accrued income	<u>92,200</u>	<u>138,581</u>
	<b><u>218,668</u></b>	<b><u>217,578</u></b>

**7. CREDITORS: Due within one year**

Fees in Advance	779,114	698,439
Final term deposits	83,248	72,351
Trade creditors	198,267	106,677
Other taxes and social security	110,817	96,230
Accruals and deferred income	87,433	110,891
Other creditors	<u>33,628</u>	<u>36,800</u>
	<b><u>1,292,507</u></b>	<b><u>1,121,388</u></b>

**8. SHARE CAPITAL**

	No. 2009	Value 2009	No 2008	Value 2008
Authorised				
Ordinary shares of £1 each	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>
Allotted and fully paid				
Ordinary shares of £1 each	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>

The ordinary shareholders have no rights to receive any dividend or bonus out of profits and no rights to surplus assets on a winding up

**9. OPERATING LEASE COMMITMENTS**

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Annual commitments under operating leases expiring within one year	-	2,832
within two to five years	<u>43,878</u>	<u>32,731</u>
	<b><u>43,878</u></b>	<b><u>35,563</u></b>

**ST CHRISTOPHER SCHOOL (LETCHWORTH) LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2009**

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**10. TEACHERS' PENSION DEFINED BENEFITS SCHEME**

The School participates in the Teachers' Pension Scheme (England and Wales) ("the Scheme"), for its teaching staff. This is a multi-employer defined benefits pension scheme and it is not possible or appropriate to identify the assets and liabilities of the Scheme which are attributable to the School.

The latest actuarial valuation of the Scheme by the Government Actuary issued in October 2006 relating to the period 1 April 2001 to 31 March 2004 revealed that the total liabilities of the Scheme (pensions currently in payment and the estimated cost of future benefits) exceeded the value of the Scheme's assets (estimated future contributions together with the proceeds from the notional investments held at the valuation date) by 2.0%.

From 1 January 2007, and as part of the cost-sharing agreement between employers' and teachers' representatives, the standard contribution rate has been assessed at 19.75%, and the supplementary contribution rate has been assessed to be 0.75% to balance the Scheme's assets and liabilities within 15 years as required by the regulations, a total contribution rate of 20.5%. This translates into an employer contribution rate of 14.1% and an employee contribution rate of 6.4%. The cost-sharing agreement has also introduced - effective for the first time for the 2008 valuation - a 14% cap on employer contributions payable.

The pension charge for the year includes contributions payable to the scheme of £343,181 (2008: £307,191).

The School also runs a defined contribution pension scheme for non-teaching staff. The cost for the year represents the School's contribution to the scheme of £118,100 (2008: £110,402).

**ST CHRISTOPHER SCHOOL (LETCHWORTH) LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2009**

**11. ST CHRISTOPHER SCHOOL GUILDS LIMITED**

The school holds a 100% interest in a trading company, St Christopher School Guilds Limited, with the School receiving any surpluses earned by the company as a covenanted donation.

The financial statements of the company for the year ended 31 August 2009 which are not consolidated with the School financial statements, showed the following position

<b>BALANCE SHEET</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
<b>CURRENT ASSETS</b>		
Debtors	3,697	1,259
Cash	12,011	10,087
	<u>15,708</u>	<u>11,346</u>
 <b>CREDITORS:</b> amounts falling due within one year	 <u>(15,701)</u>	 <u>(11,339)</u>
<b>NET CURRENT ASSETS</b>	<u>7</u>	<u>7</u>
<b>TOTAL NET ASSETS</b>	<u>7</u>	<u>7</u>
 <b>CAPITAL AND RESERVES</b>		
Called up share capital	7	7
Profit and loss account (below)	-	-
	<u>7</u>	<u>7</u>
 <b>PROFIT AND LOSS ACCOUNT</b>		
Turnover	16,395	13,270
Operating Costs	(3,879)	(4,131)
	<u>12,516</u>	<u>9,139</u>
Profit from continuing activities	12,516	9,139
Covenanted donation gross	(12,516)	(9,139)
Balance brought forward	-	-
	<u>-</u>	<u>-</u>
Balance carried forward	-	-

**12. RELATED PARTY TRANSACTIONS**

The school has incurred expenditure totalling £14,105 (2008 £15,622) for goods supplied by David's Bookshop (Letchworth) Limited, of which a trustee, William Armitage, was a director and shareholder