

Company Number: 07649091

GUILDFORD EDUCATION PARTNERSHIP
(formerly George Abbot School Academy Trust)

ANNUAL REPORT

31 AUGUST 2013

Baker Tilly Tax and Accounting Limited
3rd Floor, One London Square
Cross Lanes, Guildford
Surrey GU1 1UN

GUILDFORD EDUCATION PARTNERSHIP
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ANNUAL REPORT
for the year ended 31 August 2013

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**GOVERNORS' ANNUAL REPORT
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The governors present their report and the financial statements of Guildford Education Partnership (also referred to as the "Academy") for the year ended 31 August 2013.

On 24 July 2013, the Academy changed its name to Guildford Education Partnership from George Abbot School Academy Trust.

REFERENCE AND ADMINISTRATIVE DETAILS

The governors, who are both trustees of the charity and directors of the company, have held office since 1 September 2012, as follows:

Mrs V N Johnson	Chair
Mr D C Moloney	Executive Headteacher & Accounting Officer
Dr G Wyss	Vice-Chair
Mr P A Bull	(appointed 16 July 2013)
Mr R J Farmer	(resigned on 28 November 2012)
Mr B J Gregory	(resigned on 3 July 2013)
Mr M P Haddon	(resigned on 16 October 2012)
Mrs H L Haws	(resigned on 3 July 2013)
Mr N Hind	(appointed 1 June 2012)
Dr T Hinton	(resigned on 12 January 2013)
Mr M F Kerry	(resigned on 3 July 2013)
Ms S Millin	(appointed 16 July 2013)
Mr A McKenzie	(resigned on 24 May 2013)
Mr K G Nathan-Amisshah	(resigned on 24 January 2013)
Mrs K D Newman	(resigned on 3 July 2013)
Mrs S Notley	(appointed on 1 February 2013 and resigned on 3 July 2013)
Mr E Owen	(resigned on 3 July 2013)
Mr J E Pattison	(resigned on 3 July 2013)
Mrs C H Peters	(resigned on 3 July 2013)
Mr F W Roche	(resigned on 3 July 2013)
Mr M Sharman	(resigned on 3 July 2013)
Mr D Slinn	(appointed 27 September 2012 and resigned on 3 July 2013)
Mr D Spinks	(appointed 29 November 2012 and resigned on 3 July 2013)
Mr C R Stanton	(resigned on 3 July 2013)
Dr A Stenning	(appointed 29 November 2013 and resigned on 3 July 2013)
Mr R M Taylor	(resigned on 4 January 2013)
Ms J C Wijnja	(appointed 16 July 2013)

The principal address of the charity and the registered office of the company are the premises of Guildford Education Partnership at George Abbot School, Woodruff Avenue, Burpham, Guildford, Surrey GU1 1XX.

Guildford Education Partnership is an exempt charity that is not therefore required to register with the Charity Commission, and the company is incorporated with the company registration number 07649091.

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The governors have made the following professional appointments:

Solicitor:	Browne Jacobson LLP, 44 Castle Gate, Nottingham NG1 7BJ
Accountant:	Baker Tilly Tax and Accounting Limited, 3 rd Floor, One London Square, Cross Lanes, Guildford, Surrey GU1 1UN
Auditor:	Baker Tilly UK Audit LLP, Springpark House, Basing View, Basingstoke, Hampshire RG21 4HG
Banker:	HSBC plc, PO Box 160, 12a North Street, Guildford, Surrey GU1 4AF
Responsible Officer:	Mr N Sladden of Baker Tilly Tax and Accounting Limited, Hanover House, 18 Mount Ephraim Road, Tunbridge Wells, Kent TN1 1ED

In addition to the Executive Headteacher, the following other key senior members of staff that comprise the Senior Leadership Team are responsible for the day-to-day management of the Academy:

Mrs D J Cooper	Head of School
Mr L Adams	Deputy Headteacher – Pastoral
Mr P A Reeves	Deputy Headteacher – Curriculum (Acting)
Mr J D J Seymour	Business Manager & Company Secretary (Clerk to the Governing Body)
Mrs S P Medley	Assistant Headteacher – Pastoral & Child Protection Officer
Mr K T O'Sullivan	Assistant Headteacher – Key Stage 5 Pastoral Manager (Acting)
Mrs M J Perry	Assistant Headteacher – Student Support
Mrs J E Sherlock	Assistant Headteacher – CPD and Teaching School
Mrs J A Thomas	Assistant Headteacher – School Improvement

STRUCTURE, GOVERNANCE AND MANAGEMENT

Status & History

Guildford Education Partnership is an exempt charity and a company limited by guarantee, not having share capital. Every member undertakes to contribute an amount not exceeding £10 to the assets of the company in the event of the company being wound up during the period of membership, or within one year thereafter.

The current members of the Academy are Mrs V N Johnson, Mr D C Moloney and Dr G Wyss.

Guildford Education Partnership was originally set up as an academy trust which took over the running of a community secondary school located in Guildford, Surrey. George Abbot School was itself originally founded as a local authority community school in 1976 joining two existing single sex schools. George Abbot School converted to academy status on 1 July 2011.

The Academy was incorporated on 26 May 2011 and is governed by the rules and regulations set down in its company Memorandum and Articles of Association originally dated 26 May 2011 but fully updated on 26 July 2013 to enable Guildford Education Partnership to operate as a multi-academy trust.

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With effect from 1 September 2013, Boxgrove Primary School joined George Abbot School within the multi-academy structure of Guildford Education Partnership.

Organisational Structure

Governing Body

The Governing Body of George Abbot School had responsibility for setting and monitoring the overall strategic direction of the Academy, approving decisions reserved to governors and appointing key members of staff.

The Governing Body presently comprises seven parent governors, seven community governors and six staff governors (presently comprising four teaching staff, including the Headteacher and two support staff members).

The full Governing Body meets at least once a term, at the end of a cycle of termly Governing Body Committee meetings. The Committees are School & Community, Sites & Accommodation, Curriculum, Staffing, Finance and Planning (which comprises the Chairs of the other Committees, the Headteacher and Clerk).

There is also a Headteacher's Target Setting & Pay Review Committee, which meets annually. It comprises the Chair of Governors, Chair of the Finance Committee, Chair of the Staffing Committee and one other governor as an observer.

Finally the Governing Body usually holds a termly training session covering a range of governance topics.

Appropriate members of the Senior Leadership Team attend Governing Body meetings.

An overview of the terms of reference for the above committees and their membership is as follows:

School & Community – This Committee is responsible for strategic pastoral and pupil focussed issues. The membership comprises Mrs Peters (Chair), Mr Sharman (Vice-Chair), Mrs Haws, Mr Hind, Mrs Notley, Mr Owen, Mr Slinn, Mr Spinks and Mr Stanton.

Sites & Accommodation – This Committee is responsible for the strategic development of the site and matters relating to health, safety and welfare. Its membership comprises Mr Sharman (Chair), Dr Stenning (Vice-Chair), Mrs Haws, Mrs Johnson, Mr Moloney and Mrs Notley.

Curriculum – This Committee is responsible for all strategic aspects of the curriculum (standards, achievement and progress) across Key Stages 3, 4 and 5. Its membership comprises Mr Roche (Chair), Mr Pattison (Vice-Chair), Mr Hind, Mr Kerry, Mrs Newman, Mr Owen, Mrs Peters, Mr Spinks, Mr Stanton and Dr Wyss.

Staffing – This Committee is responsible for all strategic issues relating to staffing. Its membership comprises Mr Owen (Chair), Mrs Peters (Vice-Chair), Mr Gregory, Mr Hind, Mrs Johnson, Mr Kerry, Mr Moloney, Mrs Newman, Mr Slinn and Dr Wyss.

Finance – This Committee is responsible for strategic finance and audit issues. Its membership comprises Dr Wyss (Chair), Mr Pattison (Vice-Chair), Mr Gregory, Mrs Johnson, Mr Moloney, Mrs Newman and Mr Owen.

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Planning – The Planning Committee is responsible for co-ordinating matters that affect more than one committee or fall between Committees. Its membership comprises the Chair of Governors (Mrs Johnson), Vice Chair of Governors (Dr Wyss), the Headteacher (Mr Moloney) and all Committee Chairs. Annually, Planning Committee members and the Senior Leadership Team hold a Conference to discuss strategic vision.

Headteacher's Target Setting & Pay Review – This Committee is responsible for setting targets for the academic year for the Headteacher. It also reviews performance on targets set the previous year. Its membership comprises the Chair of Governors (Mrs Johnson), the Chair of Staffing (Mr Owen), the Chair of Finance (Dr Wyss) and a governor observer (Mr Spinks).

Senior Leadership Team

The day-to-day management of the Academy rests with the Executive Headteacher who has overall responsibility for operations and is responsible for establishing the Senior Leadership Team. The Senior Leadership Team comprises:

Mr Danny Moloney – Executive Headteacher of George Abbot School and Kings College, Guildford, "The George Abbot Partnership". Mr Moloney is responsible for strategic planning relating to, and oversight of, The George Abbot Partnership; ensuring the partnership is effectively led, meeting appropriate partnership objectives; direct line management and performance management of heads of school/college and business managers; direct accountability for examination performance, value added indicators and inspection outcomes at both schools. Mr Moloney is the Accounting Officer for the Academy and in this role he works closely with both the other governors and the senior staff of the Academy.

Mrs Deborah Cooper – Head of School. Mrs Cooper is responsible for the operational management of the school. She ensures high standards of performance are maintained in all areas and maintains effective communication with all stakeholders. She also ensures effective deployment of school personnel and resources and has oversight of staff matters including appointments and performance management.

Mr Phil Reeves – Deputy Headteacher Curriculum (Acting). Mr Reeves is the leader of the Curriculum Team with responsibility for oversight of all curriculum matters and monitoring of RoL, ALPS, ALIS and MIDYS data. He undertakes the leadership of Heads of Faculties and has oversight of the Sixth Form. He also has oversight of the timetable and curriculum balance (with Mrs Cooper) and is responsible for the monitoring of standards and performance throughout the Curriculum Team. He is the BTEC quality nominee.

Mr Reeves' position was made permanent during the summer term of 2013.

Mr Leigh Adams – Deputy Headteacher Pastoral. Mr Adams is the leader of the Pastoral Team and has an oversight of all pastoral matters, student tracking and data. He is responsible for the monitoring of standards and performance throughout the Pastoral Team. He has oversight of information systems and the ICT network and e-learning. He is responsible for external relations including marketing.

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Mr Julian Seymour – Business Manager/Company Secretary. Mr Seymour is a member of the Personnel Team and is responsible for the strategic overview of the Academy's finances, administration, site and health and safety functions. He is also responsible for the overview of the terms and conditions for all support staff and the Academy's requirements for administrative, maintenance and technical staff. He is also responsible for the overview of the procurement and insurance arrangements. Mr Seymour also acts as Company Secretary and Clerk to the Governing Body providing technical advice and administrative support. He is the Senior Leadership Team link to the Governing Body Finance Committee, Sites & Accommodation Committee and Staffing Committee (on support staff matters).

Mrs Sue Medley – Assistant Headteacher (Key Stage 3 Pastoral). Mrs Medley is a Pastoral Team member and has leadership responsibility for Key Stage 3 Pastoral and is the line manager of the Key Stage 3 Manager. She has overall management responsibility for Elmslie Building in relation to daily routines affecting staff, students, parents and the community. She is the school's Child Protection Officer and has responsibility for monitoring and evaluating matters at Key Stage 3. She also has responsibility for the organising of Progress Monitoring; oversight of Work Related Learning and Careers; manages the School Council, the House Tie Panel and has a teaching role along with Senior Leadership Team duties.

Mrs Maud Perry – Assistant Headteacher (Key Stage 4 Pastoral). Mrs Perry is a Pastoral and Curriculum Team member and has leadership responsibility for Key Stage 4 Pastoral and is the line manager of the Key Stage 4 Manager. She has overall management responsibility for Raynham Building in relation to daily routines affecting staff, students, parents and the community. She has an oversight of Special Educational Needs (SEN) and has responsibility for monitoring and evaluating matters at Key Stage 4. She has responsibility for Inclusion and Gifted and Talented across Key Stages 3 and 4; tracking of vulnerable student groups and the Care Committee. She is responsible for all Teaching Assistants and has a teaching role along with Senior Leadership Team duties.

Ms Jane Sherlock – Assistant Headteacher (CPD and Teaching School). Ms Sherlock is a member of the Personnel Team and the operational leader of the Teaching School and has an oversight of all Initial Teacher Training. She is responsible for the oversight of all staff professional development including induction, Newly Qualified Teachers, INSET Days, Twilight Sessions, Directed Time and individual CPD needs. She has a teaching role along with Senior Leadership Team duties.

Mrs Jude Thomas – Assistant Headteacher (School Improvement). Mrs Thomas is a member of the Curriculum Team and has responsibility for School Improvement, community links and leading edge. She has leadership responsibility for Heads of Departments and is responsible for standards and performance in Maths, English, Science and Modern Foreign Languages. She has a teaching role along with Senior Leadership Team duties.

Mr Kevin O'Sullivan – Assistant Headteacher Curriculum (Acting). Mr O'Sullivan is a member of the Curriculum Team. He is the Key Stage 5 Manager, leader of the Sixth Form Team and accountable for examination performance of students in Year 12 and 13. He is responsible for reviewing and developing target setting and tracking of student progress and related quality assurance/school improvement processes. He has an oversight of all examination procedures and has a teaching role along with Senior Leadership Team duties.

Mr O'Sullivan's position was made permanent during the summer term of 2013.

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Method of Recruitment, Appointment, Election, Induction & Training of Governors

The governors annually complete a proforma outlining their skills, experience and interests to enable regular reviews of the mix of skills that should be available to the Governing Body. New governors are recruited to fill any gaps in the portfolio of skills available to the Governing Body, either as additional governors, or replacements when existing governors stand down. The great majority of new governors are drawn from the local community being either parents/guardians of pupils at the school, staff members or others that have shown an interest in the future well-being of the school and its pupils.

Recruitment

Recruitment of community governors is usually achieved through a combination of approaches to individuals with known skills and by wider communication to those within the Guildford area of Surrey. They are elected by the members of the Governing Body who are not themselves community governors.

Parent governors are elected by parents of children currently in the school and staff governors are elected by permanent staff currently working in the school.

Induction and Training

New governors are invited in to school to meet with the Headteacher, the Clerk and Training & Induction Governor (a governor who will provide advice regarding available training). All information relevant to governors is on a dedicated page of the school's Virtual Learning Environment where they can access all agenda, previous minutes, related papers and documents, committee structure and membership details, policy documents and calendar.

Individual governors attend training courses and conferences organised by appropriate bodies in order to ensure their knowledge and understanding is fully up to date. In-school training sessions are run on topics of interest and/or need.

The Academy acquires specialist support and guidance from Babcock 4S who provide a wide range of courses for both new and experienced governors. In addition, a wide range of reference material, topical briefing notes and other support is available through membership of the National Governors' Association, Babcock 4S, Surrey Governors' Association and Ten Governor.

Risk & Corporate Governance Matters

The Governing Body has overall responsibility for ensuring that Guildford Education Partnership has an appropriate and effective system of control, financial and otherwise. The system is designed to manage risk to provide as high a level of assurance as is reasonably practical without unduly constraining the governors' wish to be an innovative organisation that leads by example rather than following. An element of risk is always present when treading new ground. The governors recognise that risk cannot be completely eliminated, but it can be understood and controlled.

The governors' attitude to risk is conservative. Activities are undertaken with a clear understanding of the risk involved and no activity would be undertaken that risked the viability of the business. All major decisions are taken with extensive discussion between governors and staff and where appropriate other stakeholders are involved.

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The governors have adopted a formal system of risk assessment and maintain and continually update a risk register. The risk register is reviewed annually.

Auditor

Baker Tilly UK Audit LLP has continued in its role as auditor to the Academy and has indicated its willingness to continue in office.

Statement as to Disclosure of Information to the Auditor

The governors at the date of approval of this governors' annual report confirm that so far as each of them is aware, there is no relevant audit information of which the Academy's auditor is unaware, and the governors 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.

Responsible Officer

Mr N Sladden, of Baker Tilly Tax and Accounting Limited, has been appointed to provide Responsible Officer services and as such has an oversight role in relation to the systems and processes of control and risk management that operate throughout Guildford Education Partnership.

Professional Indemnity Insurance

In accordance with normal commercial practice the Academy has purchased insurance to protect governors and officers from claims arising from negligent acts, errors or omissions occurring whilst on Academy business. The insurance provides cover up to £5,000,000 on any one claim and the premium applicable to the Governors' Liability aspect of the Professional Indemnity cover is £240 inclusive of insurance premium tax.

OBJECTIVES AND ACTIVITIES

Charitable Objectives

The charitable objectives for which Guildford Education Partnership is currently established are set down in the governing document as follows:

- Advancing for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by:
 - Establishing, maintaining, carrying on, managing and developing schools offering a broad and balanced curriculum (the "Academies"); and
 - Providing childcare facilities and adult training to develop the capacity and skills of parents-to-be and parents with children primarily but not exclusively under five in such a way that they are better able to identify and help meet the needs of children.
- Promoting in the United Kingdom the physical, intellectual and social development of primarily but not exclusively children under five especially those who are socially and economically disadvantaged.
- Developing the capacity and skills of those inhabitants of the United Kingdom who are socially and economically disadvantaged in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.
- Relieving poverty among the inhabitants of the United Kingdom.

