Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Finance and Governance Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **13:00** on **Thursday, October 8, 2026**.

The meeting is held in accessible premises and open to the public and press to attend. Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via Teams. The meeting can also be observed via YouTube.

In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with relevant interests in matters on the agenda cannot take part or vote on those matters, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

S. L. Foote

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Sarah Foote, Town Clerk
05 October 2026

Lowestoft Town Council

Finance and Governance Committee

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
13:00 on Thursday, October 8, 2026

AGENDA

52 Welcome
To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

53 To receive and consider approval of apologies for absence

54 Declarations of Interests and dispensations

54.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda

54.2 To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted

55 To consider the draft minutes and confidential note of the meeting on 10 September 2026

56 Public forum
An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

57 Budget and Loan

57.1 To monitor the budget for 2026-2027, including delegated Committee and Sub-Committee budgets

57.2 To note any bank reconciliations

58 Payments and Receipts:

58.1 To note the income and expenditure reports for September 26 and October 26 to date, including payments made under delegated authority (see schedules)

58.2 To consider any payments for approval (see schedule)

Lowestoft Town Council

Finance and Governance Committee

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
13:00 on Thursday, October 8, 2026

59 Grants and Sponsorships

To consider the following grant applications

59.1 Christ Church Lowestoft Youth Ministry - £7,600

59.2 Roman Hill Primary School - £3,000

60 Other financial and governance matters, including:

60.1 To consider recommended amendments to the Terms of Reference from the Budget and Loan Sub Committee

#budget

60.2 To review how Standing Order 1t is being implemented across Council meetings

60.3 To consider matters relating to Town Council software packages and possible migration to an alternative meeting software package (confidential)

60.4 To consider matters relating to the occupation of Town Council offices (confidential)

60.5 To review the following Finance and Governance policies:

Financial Regulations
Co-option
IT

61 Date of next meeting

Thursday 12 November 2026 at 13:00

62 Items for the next agenda and close

63 Admission to meetings

To resolve that under the Public Bodies (Admission to meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any employment matters and legal issues relating to the matters on this agenda

Lowestoft Town Council

Finance and Governance Committee

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 10 September 2026 at 13:00

MINUTES

Present: Cllrs Nasima Begum, Graham Parker, Andy Pearce, Bernie Rappensberger and Deborah Ray

In attendance: James Cox (Finance Manager and RFO) and Jill Hook (Finance Assistant)

Public: Two members of the public were in attendance (in person)

40 Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

41 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Neil Coleby, Jen Jones, Christian Newsome, Paul Page and Dom Taylor with reasons provided. A resignation from the Committee was received from Cllr Jen Jones. Cllr Parker proposed approval of the apologies and resignation received; seconded by Cllr Rappensberger; all in favour.

The Town Clerk entered the chamber at 13:07

The meeting observed a minute silence to mark the passing of Councillor Wendy Brooks.

42 Declarations of Interests and dispensations

42.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – Cllr Pearce declared he was a trustee of Disability Advice North East Suffolk, matter 47.2, and was a trustee and ordinary member of LADIA, matter 47.9, and had also been a committee member of Lowestoft Independent Archive. As a result, he would leave the chamber for these matters. Cllr Pearce also declared he had provided some support to the residents at Runnymede Residents' Association but was not involved in the grant application and was not biased or pre-determined. Cllr Rappensberger declared she was not a member of LADIA, matter 47.9, but had been involved in a previous organisation and knew the trustees. She was not biased or pre-determined. Cllr Parker declared he had been in contact with Living with Mental Health for support as an East Suffolk Councillor, at matter 47.3, but would remain in the chamber. Cllr Begum declared she knew the personnel at LADIA, matter 47.9, and during her mayoral duties has attended events with Disability Advice North East Suffolk but was unbiased. Cllr Begum also declared she was the Town Council representative for Lowestoft Vision, matter 47.7, and agreed to leave the chamber for this matter.

42.2 To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted – written dispensation requested Cllr Begum chair the meeting for matters 47.2 and 47.9, granted by the Town Clerk.

43 To consider the draft minutes of the meeting on 13 August 2026 – Cllr Pearce proposed approval of the draft minutes; seconded by Cllr Rappensberger; all in favour.

44 Public forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public

Cllr Pearce temporarily left the chamber at 13:17

The members of the public gave a summary of their organisation and advised they were transitioning from a Charitable Trust to a CIO. They considered a successful application to the Charities Commission would open up new possibilities for funding. Discussions were held as to how the previous sponsorship arrangement had benefitted the Town Council and how it would benefit in the future.
Cllr Rappensberger proposed to approve an extension of six months to the current sponsorship arrangement, payable at £1,250 per quarter to ensure the terms of the sponsorship are adhered to before making a decision for the full year; seconded by Cllr Ray; all in favour. The organisation could submit a new application after six months but must read the terms of sponsorship.

The members of the public left the chamber at 13:45

47.2 Disability Advice North East Suffolk - £2,270 - Cllr Ray proposed to approve the application; seconded by Cllr Begum; all in favour.

Cllr Pearce returned to the chamber at 13:46
Cllr Begum temporarily left the chamber at 13:46

47.7 Lowestoft Vision - £1,545 – The application was to enhance an event within the Town Centre and historic High Street. Cllr Pearce proposed to approve the application; seconded by Cllr Ray; all in favour.

The Town Clerk temporarily left the chamber at 13:52
Cllr Begum returned to the chamber at 13:52

45 Budget and Loan

45.1 To monitor the budget for 2026-2027, including delegated Committee and Sub-Committee budgets – Cllr Rappensberger proposed approval of the recommended virements of £1,500 from Compliance to HR and £1,500 from IT Licences and Subscriptions to Mobile Phones; seconded by Cllr Ray; all in favour.

45.2 To note any bank reconciliations – July had been completed and August was with a Councillor for review.

46 Payments and Receipts:

46.1 To note the income and expenditure reports for August 26 and September 26 to date, including payments made under delegated authority (see schedules)

The Town Clerk returned to the chamber at 13:55

Cllr Pearce proposed to accept the income and expenditure reports as an accurate record; seconded by Cllr Begum; all in favour

46.2 To consider any payments for approval (see schedule) – there were no items to approve

47 Grants and Sponsorships

To consider the following grant and sponsorship applications:

47.1 Lowestoft and District Deaf Society - £700 – Cllr Rappensberger proposed approval of the application; seconded by Cllr Pearce; all in favour. Officers were requested to ask whether the project could be for a longer term.

47.2 Disability Advice North East Suffolk - £2,270 – the Committee agreed to bring this matter forward in the agenda.

47.3 Living with Mental Health - £413.40 – Discussions were held as to whether this met the eligibility criteria of benefitting the Lowestoft community. Cllr Begum proposed for officers to request details of attendees and how the event would benefit the Lowestoft community; seconded by Cllr Rappensberger; four in favour and one abstention.

47.4 Citizens Advice East Suffolk - £3,000 – Parish and town councils in England and Wales have specific statutory powers under Section 142 of the Local Government Act 1972 to provide information and support to bodies like a Citizens Advice Bureau (CAB). Cllr Pearce proposed to award the request as a donation under Section 142 of the Local Government Act 1972; seconded by Cllr Rappensberger; all in favour.

47.5 Home-Start Suffolk - £1,944 – Cllr Begum proposed to approve the application; seconded by Cllr Pearce; all in favour.

47.6 Inspiring Happiness - £2,900 – Discussions were held on the high values quoted for venue hire and guest speaker fees. Cllr Begum proposed to approve all costs, except for the venue hire and speaker fees, totalling £1,500 and for the organisation to contact the venue to request a waiver or discount or locate a cheaper venue. If unsuccessful, the organisation had the option to submit a new grant application to include a full, detailed breakdown of costs; seconded by Cllr Pearce; all in favour.

47.7 Lowestoft Vision - £1,545 - the Committee agreed to bring this matter forward in the agenda.

47.8 Runnymede Residents' Association - £631.45 – Cllr Ray proposed approval of the application but requested evidence of the costs be provided to officers before funds are released; seconded by Cllr Begum; all in favour.

47.9 Lowestoft and District Independent Archive Sponsorship - £7,600 - the Committee agreed to bring this matter forward in the agenda.

48 Other financial and governance matters, including:

48.1 To review the risks relevant to this Committee as identified in the Risk Register and implementation of the control measures – The Risk Register had been updated by adding additional colour coding to evaluate risks after applying mitigating factors. Cllr Pearce proposed to accept the updates; seconded by Cllr Begum; all in favour.

48.2 To consider any recommendations from the Town Hall Project Committee on out of project scope expenditure and allocate budget accordingly – The Town Clerk requested this matter be taken into confidential session.

49 Date of next meeting

Thursday 8 October 2026 at 13:00

50 Items for the next agenda and close

51 Admission to meetings

To resolve that under the Public Bodies (Admission to meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any employment matters and legal issues relating to the matters on this agenda – Cllr Rappensberger proposed the meeting be moved into confidential session; seconded by Cllr Begum; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 14:34.
Cllr Parker left the chamber at 14:35

48.2 To consider any recommendations from the Town Hall Project Committee on out of project scope expenditure and allocate budget accordingly – There was a confidential discussion on out of scope expenditure for the Town Hall. Cllr Pearce made a confidential proposal; seconded by Cllr Begum; all in favour.

The Chair closed the meeting at 14:48

Signed:
01 October 2026

Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 6)

Note: 30th September 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	**Administration**											
1076	Precept	2,413,263	2,413,263	0	0	2,664,909	0	2,664,909	2,664,909	0	0	0
1080	Bank Interest Received	0	27,033	0	0	40,000	0	40,000	22,825	42,000	0	0
1090	Grants	0	7,300	0	0	0	0	0	0	0	0	0
1095	CIL	0	43,727	0	0	0	0	0	50,210	0	0	0
1210	Recharges	0	4,000	0	0	0	0	0	0	0	0	0
1220	Scrap Metal	0	429	0	0	0	0	0	0	0	0	0
	Total Income	2,413,263	2,495,753	0	0	2,704,909	0	2,704,909	2,737,944	42,000	0	0
4070	Office Supplies and Stationery	2,060	3,157	0	0	2,500	0	2,500	1,452	1	0	0
4120	Miscellaneous & Meetings	1,440	1,915	0	0	2,000	0	2,000	830	1	0	0
5000	Repairs & Maintenance	85,200	48,418	0	0	70,000	25,000	95,000	35,266	0	0	0
5020	Project Expenditure	0	20	0	0	0	0	0	0	0	0	0
5105	Capital Investment	0	0	0	0	0	0	0	0	0	0	0
5200	Surfacing	42,026	6,340	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	130,726	59,849	0	0	74,500	25,000	99,500	37,548	2	0	0
	100 Net Income over Expenditure	2,282,537	2,435,904	0	0	2,630,409	-25,000	2,605,409	2,700,396	41,998	0	0
6001	less Transfer to EMR	0	12,822	0	0	0	0	0	50,210	0	0	0
	Movement to/(from) Gen Reserve	2,282,537	2,423,081			2,630,409		2,605,409	2,650,187	41,998		
105	**IT**											
4105	IT Purchases	6,179	6,726	0	0	4,500	0	4,500	1,012	0	0	0
4106	IT Licences and Subscriptions	11,280	10,756	0	0	12,000	0	12,000	6,691	1	0	0
4107	Mobile Phones	11,500	11,417	0	0	12,000	0	12,000	6,363	1	0	0
4710	IT Service Charge	18,500	20,663	0	0	22,500	0	22,500	10,221	1	0	0

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 6)

Note: 30th September 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	47,459	49,563	0	0	51,000	0	51,000	24,287	3	0	0
	Movement to/(from) Gen Reserve	(47,459)	(49,563)			(51,000)		(51,000)	(24,287)	(3)		
120	**Capital Works**											
5105	Capital Investment	0	0	0	0	0	60,000	60,000	0	0	0	0
	Overhead Expenditure	0	0	0	0	0	60,000	60,000	0	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		(60,000)	0	0		
125	**Compliance**											
4155	Compliance	31,333	25,013	0	0	35,000	0	35,000	11,161	1	0	0
	Overhead Expenditure	31,333	25,013	0	0	35,000	0	35,000	11,161	1	0	0
	Movement to/(from) Gen Reserve	(31,333)	(25,013)			(35,000)		(35,000)	(11,161)	(1)		
130	**Elections and Professional Fee**											
4090	Audit Fees	5,210	4,671	0	0	5,000	0	5,000	894	1	0	0
4095	Insurance	27,500	26,863	0	0	45,000	0	45,000	38,121	1	0	0
4110	Bank Charges	425	531	0	0	600	0	600	261	1	0	0
4115	Professional Fees and Subscrip	5,617	5,842	0	0	6,000	0	6,000	5,193	1	0	0
4130	Legal Costs	50,000	84,078	0	0	50,000	0	50,000	24,585	0	0	0
4135	Elections	13,743	11,212	0	0	21,250	0	21,250	9,571	1	0	0
4165	Consultancy	14,600	36,065	0	0	20,000	0	20,000	7,131	0	0	0
4166	Health and Safety	8,000	7,364	0	0	4,000	0	4,000	3,564	1	0	0
	Overhead Expenditure	125,095	176,626	0	0	151,850	0	151,850	89,320	6	0	0
	Movement to/(from) Gen Reserve	(125,095)	(176,626)			(151,850)		(151,850)	(89,320)	(6)		
140	**Staff, Training and CPD**											

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 6)

Note: 30th September 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4000	Salaries - Gross	810,081	935,384	0	0	881,881	0	881,881	437,618	0	0	0
4005	Employers National Insurance	99,345	115,741	0	0	108,115	0	108,115	45,944	0	0	0
4010	Employers Superannuation	158,960	160,831	0	0	149,938	0	149,938	62,647	0	0	0
4025	Job Adverts	7,500	950	0	0	5,000	0	5,000	0	0	0	0
4050	Staffing Contingency	84,249	1,755	0	0	40,000	0	40,000	952	0	0	0
4055	Staff Training	21,630	10,555	0	0	21,630	0	21,630	2,490	0	0	0
4056	Councillor Training	3,000	1,683	0	0	3,000	0	3,000	1,112	0	0	0
4175	HR	7,210	5,165	0	0	6,000	0	6,000	6,987	0	0	0
4180	Payroll	0	529	0	0	600	0	600	258	1	0	0
	Overhead Expenditure	1,191,975	1,232,593	0	0	1,216,164	0	1,216,164	558,006	1	0	0
	Movement to/(from) Gen Reserve	(1,191,975)	(1,232,593)			(1,216,164)		(1,216,164)	(558,006)	(1)		
150	**Office Accommodation**											
1200	Room and Land Hire Income	0	160	0	0	0	0	0	0	0	0	0
	Total Income	0	160	0	0	0	0	0	0	0	0	0
4160	Parking	1,545	1,006	0	0	750	0	750	330	0	0	0
4300	Business Rates	10,266	9,980	0	0	6,480	0	6,480	8,840	0	0	0
4305	BID Levy	350	350	0	0	263	0	263	350	0	0	0
4340	Furniture & Equipment	1,710	605	0	0	2,000	0	2,000	330	0	0	0
4715	Hamilton House Loan Repayment	13,834	13,430	0	0	31,748	0	31,748	6,715	0	0	0
4720	Premises Rent	15,141	15,435	0	0	11,356	0	11,356	7,718	0	0	0
4725	Premises Service Charge	35,275	24,136	0	0	27,780	0	27,780	13,094	0	0	0
	Overhead Expenditure	78,121	64,941	0	0	80,377	0	80,377	37,376	0	0	0
	Movement to/(from) Gen Reserve	(78,121)	(64,781)			(80,377)		(80,377)	(37,376)	0		

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 6)

Note: 30th September 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
160	**Town Hall**											
1091	Town Hall Grant	0	2,922,434	0	0	0	0	0	1,387,770	0	0	0
1190	DMO Loan	0	4,100,000	0	0	0	0	0	0	0	0	0
	Total Income	0	7,022,434	0	0	0	0	0	1,387,770	0	0	0
4110	Bank Charges	0	1,435	0	0	0	0	0	0	0	0	0
4305	BID Levy	1,365	1,286	0	0	1,286	0	1,286	1,278	0	0	0
4365	Utilities	8,223	2,850	0	0	2,500	0	2,500	3,348	0	0	0
4465	Events	0	0	0	0	0	9,165	9,165	0	0	0	0
5020	Project Expenditure	0	4,156,045	0	0	10,906	0	10,906	2,073,486	0	0	0
5045	Climate Emergency	45,000	0	0	0	45,000	0	45,000	0	0	0	0
9980	DMO Repayments	82,683	0	82,683	0	187,785	0	270,468	135,234	270,468	0	0
	Overhead Expenditure	137,271	4,161,616	82,683	0	247,477	9,165	339,325	2,213,346	270,468	0	0
	160 Net Income over Expenditure	-137,271	2,860,818	-82,683	0	-247,477	-9,165	-339,325	-825,576	-270,468	0	0
6000	plus Transfer from EMR	0	3,119,508	0	0	0	0	0	885,023	0	0	0
6001	less Transfer to EMR	0	6,709,857	0	0	0	0	0	382,200	0	0	0
	Movement to/(from) Gen Reserve	(137,271)	(729,531)			(247,477)		(339,325)	(322,753)	(270,468)		
170	**Workshop**											
4095	Insurance	750	507	0	0	480	0	480	258	1	0	0
4300	Business Rates	7,610	7,610	0	0	8,424	0	8,424	7,990	7,990	0	0
4340	Furniture & Equipment	2,500	838	0	0	3,000	0	3,000	2,802	0	0	0
4365	Utilities	6,000	3,876	0	0	6,000	0	6,000	737	1	0	0
4720	Premises Rent	20,500	21,652	0	0	24,500	0	24,500	12,850	1	0	0
4725	Premises Service Charge	2,750	2,106	0	0	5,450	0	5,450	2,665	1	0	0

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 6)

Note: 30th September 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	40,110	36,588	0	0	47,854	0	47,854	27,302	7,994	0	0
	Movement to/(from) Gen Reserve	(40,110)	(36,588)			(47,854)		(47,854)	(27,302)	(7,994)		
175	**Grounds Maintenance**											
4335	PPE	7,500	7,327	0	0	7,500	0	7,500	4,789	7,500	0	0
4375	Van Hire	40,000	47,512	0	0	53,146	0	53,146	35,217	0	0	0
6500	Ground Maintenance	64,445	51,650	10,000	0	50,000	0	60,000	43,065	0	0	0
6501	Grass Cutting	8,320	7,390	0	0	8,320	0	8,320	0	8,320	0	0
6502	GM Equipment Maintenance	15,000	13,576	0	0	15,000	0	15,000	7,728	0	0	0
6503	GM Contingency	10,300	0	7,640	0	2,360	0	10,000	0	0	0	0
	Overhead Expenditure	145,565	127,456	17,640	0	136,326	0	153,966	90,799	15,820	0	0
	Movement to/(from) Gen Reserve	(145,565)	(127,456)			(136,326)		(153,966)	(90,799)	(15,820)		
180	**Waterways and Ponds**											
5000	Repairs & Maintenance	9,150	4,851	0	0	8,000	0	8,000	883	0	0	0
	Overhead Expenditure	9,150	4,851	0	0	8,000	0	8,000	883	0	0	0
	Movement to/(from) Gen Reserve	(9,150)	(4,851)			(8,000)		(8,000)	(883)	0		
200	**Art, Civic and Heritage**											
4140	Civic & Ceremonial	2,400	2,400	0	0	2,400	0	2,400	1,200	0	0	0
4143	Arts and Heritage	30,000	24,014	0	0	30,000	0	30,000	1,250	0	0	0
4150	Mileage & Operation Fuel Costs	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0
4201	EMR Expenditure	0	0	0	0	0	0	0	822	0	0	0
4460	Lowestoft and Plaisir Twinning	0	0	0	0	300	0	300	0	300	0	0
	Overhead Expenditure	33,400	26,414	0	0	33,700	0	33,700	3,272	1,300	0	0

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 6)

Note: 30th September 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	6,536	0	0	0	0	0	822	0	0	0
	Movement to/(from) Gen Reserve	(33,400)	(19,878)			(33,700)		(33,700)	(2,450)	(1,300)		
250	**Caravan Site**											
1000	Property Lettings - Exempt	104,249	109,212	0	0	105,000	0	105,000	-26,975	1	0	0
	Total Income	104,249	109,212	0	0	105,000	0	105,000	-26,975	1	0	0
4365	Utilities	0	566	0	0	1,800	0	1,800	871	1	0	0
	Overhead Expenditure	0	566	0	0	1,800	0	1,800	871	1	0	0
	Movement to/(from) Gen Reserve	104,249	108,646			103,200		103,200	(27,846)	0		
300	**Events & Communications**											
1105	Event Income	0	11,717	0	0	10,000	0	10,000	19,696	0	0	0
	Total Income	0	11,717	0	0	10,000	0	10,000	19,696	0	0	0
4075	Communication	6,506	1,311	0	0	23,600	0	23,600	671	0	0	0
4144	Mayoral Expenditure	0	549	0	0	0	0	0	0	0	0	0
4465	Events	9,950	6,904	0	0	5,000	10,000	15,000	2,352	0	0	0
4470	Festive Lights	8,437	7,650	0	0	8,437	0	8,437	6,761	0	0	0
4471	Holocaust Memorial Day	0	0	0	0	2,000	0	2,000	0	0	0	0
4475	Remembrance and Armistice Day	5,000	3,447	0	0	3,500	0	3,500	0	0	0	0
4476	Music Event	7,210	0	0	0	5,000	0	5,000	0	0	0	0
4477	Suffolk Day	10,000	12,377	0	0	0	0	0	0	0	0	0
4478	VE & VJ Day	10,000	9,827	0	0	0	0	0	0	0	0	0
4479	Market Events	6,000	4,895	0	0	11,000	0	11,000	2,734	0	0	0
4481	Climate Event	6,250	3,772	0	0	7,500	0	7,500	4,823	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4482	Christmas Event	2,000	2,796	0	0	7,000	0	7,000	0	0	0	0
4483	Black History Month	1,250	2,172	0	0	2,500	0	2,500	0	0	0	0
4484	Pride Event	11,330	9,377	0	0	10,000	0	10,000	10,105	0	0	0
4486	Summer Events	3,000	2,780	0	0	6,000	0	6,000	3,090	0	0	0
4487	IWD Events	1,250	1,200	0	0	1,500	0	1,500	0	0	0	0
4488	Running Events	0	10,751	0	0	10,000	0	10,000	13,350	0	0	0
4489	Armed Forces Day	0	0	0	0	12,500	0	12,500	12,000	0	0	0
4490	RNPS Event	0	0	0	0	1,200	0	1,200	70	0	0	0
	Overhead Expenditure	88,183	79,808	0	0	116,737	10,000	126,737	55,954	0	0	0
	Movement to/(from) Gen Reserve	(88,183)	(68,091)			(106,737)		(116,737)	(36,259)	0		
310	**Grants & Sponsorships**											
4101	Sponsorship	0	0	0	0	15,000	0	15,000	1,250	0	0	0
4450	Community Grants	65,000	87,631	0	0	40,000	20,000	60,000	35,989	0	0	0
4451	Social and Food Relief	25,000	6,000	0	0	15,000	0	15,000	2,000	0	0	0
4452	Excelsior Sponsor	15,000	15,000	0	0	15,000	0	15,000	15,000	0	0	0
4453	South Pier Sponsor	3,500	3,500	0	0	3,500	0	3,500	0	0	0	0
4454	Lowestoft Cricket Club Sponsor	2,000	2,000	0	0	3,000	0	3,000	3,000	0	0	0
4455	Kirkley Peoples Forum Sponsor	5,580	1,395	0	0	6,600	0	6,600	3,300	0	0	0
4456	Music Prescription Sponsor	4,800	4,900	0	0	4,900	0	4,900	3,182	0	0	0
4457	Scores Race Sponor	5,000	0	0	0	0	0	0	0	0	0	0
4458	Heritage Open Days Sponsor	5,000	0	0	0	0	0	0	0	0	0	0
4459	MIND Sponsor	5,000	5,000	0	0	5,000	0	5,000	0	0	0	0
4460	Lowestoft and Plaisir Twinning	1,000	0	0	0	1,000	0	1,000	1,000	0	0	0
4461	Friends Groups	1,000	0	0	0	1,000	0	1,000	0	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4462	Wherry Lines Sponsor	500	0	0	0	500	0	500	0	0	0	0
	Overhead Expenditure	138,380	125,426	0	0	110,500	20,000	130,500	64,721	0	0	0
	Movement to/(from) Gen Reserve	(138,380)	(125,426)			(110,500)		(130,500)	(64,721)	0		
320	**Sports**											
1090	Grants	0	11,470	0	0	0	0	0	0	0	0	0
1210	Recharges	0	0	0	0	0	0	0	259	0	0	0
	Total Income	0	11,470	0	0	0	0	0	259	0	0	0
4200	EMR Contribution	25,000	3,435	0	0	25,000	30,000	55,000	0	25,000	0	0
4485	Sports and Development	20,000	12,498	0	0	25,000	0	25,000	14,850	0	0	0
5010	Sports Ground Maintenance	15,450	18,218	0	0	15,000	0	15,000	15,912	0	0	0
	Overhead Expenditure	60,450	34,152	0	0	65,000	30,000	95,000	30,762	25,000	0	0
	Movement to/(from) Gen Reserve	(60,450)	(22,682)			(65,000)		(95,000)	(30,503)	(25,000)		
350	**Marina Theatre**											
1000	Property Lettings - Exempt	20,000	20,000	0	0	20,000	0	20,000	10,000	20,000	0	0
1092	Marina Theatre Grant	0	2,208,188	0	0	0	0	0	0	0	0	0
1211	Loan Repayment	10,000	0	0	0	0	0	0	0	0	0	0
	Total Income	30,000	2,228,188	0	0	20,000	0	20,000	10,000	20,000	0	0
4340	Furniture & Equipment	0	5,839	0	0	21,800	0	21,800	14,266	1	0	0
4505	Marina Theatre Management Fee	150,000	150,000	0	0	150,000	0	150,000	100,000	0	0	0
5000	Repairs & Maintenance	28,778	32,906	0	0	20,000	0	20,000	7,817	0	0	0
5020	Project Expenditure	244,000	2,108,411	0	0	0	0	0	162,288	0	0	0
9980	DMO Repayments	13,167	13,167	0	0	12,929	0	12,929	6,494	1	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	435,945	2,310,322	0	0	204,729	0	204,729	290,865	2	0	0
	350 Net Income over Expenditure	-405,945	-82,134	0	0	-184,729	0	-184,729	-280,865	19,998	0	0
6000	plus Transfer from EMR	0	2,086,603	0	0	0	0	0	71,648	0	0	0
6001	less Transfer to EMR	0	1,525,000	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(405,945)	479,468			(184,729)		(184,729)	(209,217)	19,998		
400	**Allotments**											
1100	Allotment Income	620	583	0	0	620	0	620	583	1	0	0
	Total Income	620	583	0	0	620	0	620	583	1	0	0
4600	Administration Fee - Allotment	1,867	0	0	0	1,867	0	1,867	0	1	0	0
4601	Allotment Maintenance	16,511	7,455	10,000	0	0	0	10,000	0	0	0	0
	Overhead Expenditure	18,378	7,455	10,000	0	1,867	0	11,867	0	1	0	0
	Movement to/(from) Gen Reserve	(17,758)	(6,872)			(1,247)		(11,247)	583	0		
401	**Parks and Open Spaces**											
1210	Recharges	0	1,121	0	0	0	0	0	0	0	0	0
	Total Income	0	1,121	0	0	0	0	0	0	0	0	0
4625	GELP Railway Rent	25	0	0	0	25	0	25	0	0	0	0
5000	Repairs & Maintenance	26,523	19,266	0	0	27,500	0	27,500	8,229	0	0	0
5105	Capital Investment	46,350	61,195	0	0	55,550	0	55,550	0	0	0	0
	Overhead Expenditure	72,898	80,462	0	0	83,075	0	83,075	8,229	0	0	0
	401 Net Income over Expenditure	-72,898	-79,341	0	0	-83,075	0	-83,075	-8,229	0	0	0
6000	plus Transfer from EMR	0	10,772	0	0	0	0	0	0	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(72,898)	(68,570)			(83,075)		(83,075)	(8,229)	0		
405	**The Ness**											
4201	EMR Expenditure	0	0	0	0	0	0	0	5,956	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	5,956	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	(5,956)	0		
425	**Sparrows Nest**											
1000	Property Lettings - Exempt	25,900	25,900	0	0	25,900	0	25,900	12,950	25,900	0	0
1205	Memorial Benches	0	82	0	0	0	0	0	0	0	0	0
	Total Income	25,900	25,982	0	0	25,900	0	25,900	12,950	25,900	0	0
4300	Business Rates	1,068	1,035	0	0	1,016	0	1,016	921	1	0	0
4355	Refurbishment	0	0	0	0	0	0	0	30,690	0	0	0
4365	Utilities	14,323	6,143	0	0	5,500	0	5,500	739	1	0	0
5031	Memorial Bench	0	57	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	15,391	7,235	0	0	6,516	0	6,516	32,350	2	0	0
	425 Net Income over Expenditure	10,509	18,747	0	0	19,384	0	19,384	-19,400	25,898	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	30,690	0	0	0
	Movement to/(from) Gen Reserve	10,509	18,747			19,384		19,384	11,290	25,898		
430	**Belle Vue Park**											
4301	Council Tax	0	1,932	0	0	1,900	0	1,900	3,785	0	0	0
4365	Utilities	0	153	0	0	250	0	250	77	1	0	0
5000	Repairs & Maintenance	0	3,659	0	0	0	0	0	0	0	0	0
5105	Capital Investment	0	38,850	0	0	7,000	40,000	47,000	0	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	0	44,593	0	0	9,150	40,000	49,150	3,862	1	0	0
6000	plus Transfer from EMR	0	42,509	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(2,084)			(9,150)		(49,150)	(3,862)	(1)		
435	**Denes Oval**											
1200	Room and Land Hire Income	0	2,854	0	0	0	0	0	1,102	0	0	0
1225	Insurance Claims	0	0	0	0	0	0	0	2,158	0	0	0
	Total Income	0	2,854	0	0	0	0	0	3,260	0	0	0
4365	Utilities	10,722	11,729	0	0	12,500	0	12,500	5,321	1	0	0
5105	Capital Investment	0	39,681	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	10,722	51,410	0	0	12,500	0	12,500	5,321	1	0	0
	Movement to/(from) Gen Reserve	(10,722)	(48,556)			(12,500)		(12,500)	(2,061)	(1)		
440	**Normanston Park**											
1000	Property Lettings - Exempt	6,250	6,250	0	0	6,250	0	6,250	3,125	1	0	0
1200	Room and Land Hire Income	0	289	0	0	0	0	0	1,621	0	0	0
1205	Memorial Benches	0	1,485	0	0	0	0	0	0	0	0	0
	Total Income	6,250	8,024	0	0	6,250	0	6,250	4,746	1	0	0
4355	Refurbishment	0	0	0	0	0	0	0	37,565	0	0	0
4365	Utilities	5,386	5,805	0	0	12,000	0	12,000	433	1	0	0
5031	Memorial Bench	0	1,435	0	0	0	0	0	0	0	0	0
5105	Capital Investment	0	4,652	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	5,386	11,893	0	0	12,000	0	12,000	37,998	1	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	440 Net Income over Expenditure	864	-3,868	0	0	-5,750	0	-5,750	-33,252	0	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	37,565	0	0	0
	Movement to/(from) Gen Reserve	864	(3,868)			(5,750)		(5,750)	4,313	0		
445	**Kensington Garden Park**											
1000	Property Lettings - Exempt	3,145	3,100	0	0	3,100	0	3,100	1,899	1	0	0
1200	Room and Land Hire Income	0	0	0	0	0	0	0	150	0	0	0
1205	Memorial Benches	0	3,059	0	0	0	0	0	0	0	0	0
1210	Recharges	0	46	0	0	0	0	0	0	0	0	0
1225	Insurance Claims	0	0	0	0	0	0	0	4,601	0	0	0
	Total Income	3,145	6,205	0	0	3,100	0	3,100	6,650	1	0	0
4365	Utilities	3,506	13,692	0	0	5,500	0	5,500	3,451	1	0	0
5031	Memorial Bench	0	1,334	0	0	0	0	0	1,387	0	0	0
5105	Capital Investment	0	1,018	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	3,506	16,044	0	0	5,500	0	5,500	4,838	1	0	0
	Movement to/(from) Gen Reserve	(361)	(9,839)			(2,400)		(2,400)	1,811	0		
450	**Kirkley Fen Park**											
4355	Refurbishment	0	0	0	0	0	0	0	0	0	0	0
4365	Utilities	5,150	277	0	0	5,000	0	5,000	181	1	0	0
	Overhead Expenditure	5,150	277	0	0	5,000	0	5,000	181	1	0	0
	Movement to/(from) Gen Reserve	(5,150)	(277)			(5,000)		(5,000)	(181)	(1)		
482	**Play Areas - General**											
1210	Recharges	0	0	0	0	0	0	0	3,000	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Total Income	0	0	0	0	0	0	0	3,000	0	0	0
4155	Compliance	8,000	4,722	0	0	4,400	0	4,400	2,720	1	0	0
4201	EMR Expenditure	0	0	0	0	0	0	0	2,665	0	0	0
4355	Refurbishment	0	56,300	0	0	81,454	9,656	91,110	12,344	0	0	0
5000	Repairs & Maintenance	15,000	1,464	0	0	5,000	10,000	15,000	777	0	0	0
	Overhead Expenditure	23,000	62,486	0	0	90,854	19,656	110,510	18,506	1	0	0
	482 Net Income over Expenditure	-23,000	-62,486	0	0	-90,854	-19,656	-110,510	-15,506	-1	0	0
6000	plus Transfer from EMR	0	28,595	0	0	0	0	0	2,665	0	0	0
	Movement to/(from) Gen Reserve	(23,000)	(33,891)			(90,854)		(110,510)	(12,841)	(1)		
500	**Public Conveniences**											
4315	Cleaning	9,480	4,062	0	0	8,000	0	8,000	1,716	0	0	0
4365	Utilities	4,000	3,315	0	0	4,000	0	4,000	819	1	0	0
	Overhead Expenditure	13,480	7,377	0	0	12,000	0	12,000	2,535	1	0	0
	Movement to/(from) Gen Reserve	(13,480)	(7,377)			(12,000)		(12,000)	(2,535)	(1)		
505	**The Triangle Market**											
1020	Market Income	0	370	0	0	0	0	0	0	0	0	0
	Total Income	0	370	0	0	0	0	0	0	0	0	0
4300	Business Rates	0	2,495	0	0	0	0	0	4,038	1	0	0
4355	Refurbishment	0	21,070	0	0	0	0	0	0	0	0	0
4365	Utilities	5,517	7,512	0	0	8,000	0	8,000	1,931	1	0	0
5000	Repairs & Maintenance	5,000	2,670	0	0	5,000	0	5,000	92	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	10,517	33,746	0	0	13,000	0	13,000	6,062	2	0	0
	505 Net Income over Expenditure	-10,517	-33,376	0	0	-13,000	0	-13,000	-6,062	-2	0	0
6000	plus Transfer from EMR	0	11,392	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(10,517)	(21,984)			(13,000)		(13,000)	(6,062)	(2)		
510	**Links Road Car Park**											
1200	Room and Land Hire Income	0	660	0	0	2,400	0	2,400	2,580	0	0	0
	Total Income	0	660	0	0	2,400	0	2,400	2,580	0	0	0
4300	Business Rates	2,251	2,121	0	0	1,944	0	1,944	1,989	1	0	0
	Overhead Expenditure	2,251	2,121	0	0	1,944	0	1,944	1,989	1	0	0
	Movement to/(from) Gen Reserve	(2,251)	(1,461)			456		456	591	(1)		
515	**Whitton Estate Meeting Hall**											
1200	Room and Land Hire Income	0	3,034	0	0	0	0	0	180	0	0	0
	Total Income	0	3,034	0	0	0	0	0	180	0	0	0
	Movement to/(from) Gen Reserve	0	3,034			0		0	180	0		
555	**Community Halls**											
1000	Property Lettings - Exempt	1,000	1,000	0	0	1,000	0	1,000	300	1,000	0	0
1200	Room and Land Hire Income	0	155	0	0	0	0	0	0	0	0	0
	Total Income	1,000	1,155	0	0	1,000	0	1,000	300	1,000	0	0
4155	Compliance	500	710	0	0	0	0	0	0	0	0	0
4300	Business Rates	0	2,197	0	0	2,247	0	2,247	2,038	1	0	0
4315	Cleaning	612	448	0	0	500	0	500	218	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4365	Utilities	2,000	1,338	0	0	2,000	0	2,000	326	1	0	0
5000	Repairs & Maintenance	5,305	2,513	0	0	3,000	0	3,000	648	0	0	0
	Overhead Expenditure	8,417	7,207	0	0	7,747	0	7,747	3,231	2	0	0
	Movement to/(from) Gen Reserve	(7,417)	(6,053)			(6,747)		(6,747)	(2,931)	998		
600	**Community Safety**											
5055	Defibrillators	5,000	0	0	0	5,000	0	5,000	807	0	0	0
5060	Community Safety	1,000	2,455	0	0	0	0	0	0	0	0	0
6505	CCTV	20,000	0	20,000	0	0	0	20,000	0	0	0	0
	Overhead Expenditure	26,000	2,455	20,000	0	5,000	0	25,000	807	0	0	0
6000	plus Transfer from EMR	0	2,455	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(26,000)	0			(5,000)		(25,000)	(807)	0		
650	**Climate Emergency**											
1210	Recharges	0	5,483	0	0	0	0	0	0	0	0	0
	Total Income	0	5,483	0	0	0	0	0	0	0	0	0
4150	Mileage & Operation Fuel Costs	15,000	17,202	0	0	15,000	0	15,000	10,129	0	0	0
4315	Cleaning	0	0	0	0	3,000	0	3,000	0	0	0	0
5045	Climate Emergency	14,200	8,570	0	0	25,000	0	25,000	8,161	0	0	0
5220	Waste Disposal	21,554	22,209	0	0	25,000	0	25,000	13,497	0	0	0
5225	Bulky Waste	27,125	20,390	6,125	0	36,775	0	42,900	17,350	0	0	0
	Overhead Expenditure	77,879	68,372	6,125	0	104,775	0	110,900	49,138	0	0	0
	Movement to/(from) Gen Reserve	(77,879)	(62,889)			(104,775)		(110,900)	(49,138)	0		
655	**Trees & Horticulture**											

Continued on next page

Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 6)

Note: 30th September 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6515	Bulbs	10,000	3,087	0	0	10,000	0	10,000	301	0	0	0
6525	Tree Planting	10,000	1,874	0	0	5,000	0	5,000	0	0	0	0
6530	Tree Works	63,750	35,238	15,000	0	35,000	0	50,000	9,271	0	0	0
6540	Tree Inspections	8,000	3,460	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	91,750	43,659	15,000	0	50,000	0	65,000	9,572	0	0	0
	Movement to/(from) Gen Reserve	(91,750)	(43,659)			(50,000)		(65,000)	(9,572)	0		
	Total Budget Income	2,584,427	11,934,403	0	0	2,879,179	0	2,879,179	4,162,943	88,904	0	0
	Expenditure	3,077,888	8,962,576	151,448	0	3,001,942	213,821	3,367,211	3,727,046	320,613	0	0
	Net Income over Expenditure	-493,461	2,971,827	-151,448	0	-122,763	-213,821	-488,032	435,897	-231,709	0	0
	plus Transfer from EMR	0	5,308,369	0	0	0	0	0	1,028,414	0	0	0
	less Transfer to EMR	0	8,247,680	0	0	0	0	0	432,410	0	0	0
	Movement to/(from) Gen Reserve	(493,461)	32,516			(122,763)		(488,032)	1,031,901	(231,709)		

Receipts for Month 6 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**895,813.40**					**895,813.40**	
8082	Banked: **04/09/2026**	**136.54**						
	Sales Recpts Page 603	136.54	136.54		100			Sales Recpts Page 603
8083	Banked: **07/09/2026**	**583.00**						
	Sales Recpts Page 604	583.00	583.00		100			Sales Recpts Page 604
8084	Banked: **07/09/2026**	**60.00**						
	Sales Recpts Page 605	60.00	60.00		100			Sales Recpts Page 605
8085	Banked: **11/09/2026**	**200.00**						
	Sales Recpts Page 606	200.00	200.00		100			Sales Recpts Page 606
8086	Banked: **14/09/2026**	**134.40**						
	Sales Recpts Page 607	134.40	134.40		100			Sales Recpts Page 607
8087	Banked: **15/09/2026**	**120.00**						
	Sales Recpts Page 608	120.00	120.00		100			Sales Recpts Page 608
8088	Banked: **16/09/2026**	**216.00**						
	Sales Recpts Page 609	216.00	216.00		100			Sales Recpts Page 609
8089	Banked: **18/09/2026**	**130.00**						
	Sales Recpts Page 610	130.00	130.00		100			Sales Recpts Page 610
8090	Banked: **21/09/2026**	**30.00**						
	Sales Recpts Page 611	30.00	30.00		100			Sales Recpts Page 611
8082	Banked: **25/09/2026**	**200.00**						
	Sales Recpts Page 614	200.00	200.00		100			Sales Recpts Page 614
8082	Banked: **25/09/2026**	**-200.00**						
	Sales Recpts Page 615	-200.00	-200.00		100			Sales Recpts Page 615
8091	Banked: **25/09/2026**	**200.00**						
	Sales Recpts Page 616	200.00	200.00		100			Sales Recpts Page 616
8092	Banked: **29/09/2026**	**210.00**						
	Sales Recpts Page 617	210.00	210.00		100			Sales Recpts Page 617
8093	Banked: **29/09/2026**	**64.67**						
8093	Stripe	64.67			1200	435	77.73	Denes Oval floodlights
					4365	435	-13.06	Denes Oval floodlights
8094	Banked: **30/09/2026**	**1,332,454.50**						
8094	East Suffolk Council	1,332,454.50			1076	100	1,332,454.50	Precept 2nd installment 26/27
Total Receipts for Month		1,334,539.11	2,019.94	0.00			1,332,519.17	
Cashbook Totals		2,230,352.51	2,019.94	0.00			2,228,332.57	

Continued on Page 86

Payments for Month 6 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2026	DVLA	27-776	30.18			6500	175	30.18	Road Tax AY72 HNM
01/09/2026	DVLA	27-777	30.18			6500	175	30.18	Road tax AV72 ZGM
01/09/2026	DVLA	27-778	31.50			6500	175	31.50	Road Tax AX72 BVL
01/09/2026	DVLA	27-779	31.50			6500	175	31.50	Road Tax DN70 ZYZ
01/09/2026	Fuel Card Services Ltd	27-775	240.78	240.78		500			Fuel Aug 26
01/09/2026	East Suffolk Council	27-780	199.00	199.00		500			Bus rates Links Rd car park
01/09/2026	East Suffolk Council	27-781	92.00	92.00		500			Bus rates SN Bowls Club 26/27
01/09/2026	East Suffolk Council	27-782	884.00	884.00		500			HH Rates 2026/27
01/09/2026	East Suffolk Council	27-783	799.00	799.00		500			Business rates Unit 2 26/27
01/09/2026	East Suffolk Council	27-784	204.00	204.00		500			Business rates WH 26/27
01/09/2026	East Suffolk Council	27-785	218.00	218.00		500			TM Rates 26/27
01/09/2026	East Suffolk Council	27-786	378.00	378.00		500			Council tax BVLodge 26/27
01/09/2026	Apex Scaffolding Anglia Limite	27-787	1,350.00	1,350.00		500			Scaffold Museum SN 20/7-17/8
02/09/2026	Novuna Business Finance	27-788	1,137.61	1,137.61		500			Lease Transit Van
02/09/2026	Novuna Business Finance	27-789	1,207.38	1,207.38		500			Lease of Tipper
03/09/2026	BNP Paribas Leasing	27-798	230.74		38.46	4070	100	192.28	Photocopier lease
03/09/2026	Pearce & Kemp Limited	27-790	672.00	672.00		500			Floodlight repairs DO
03/09/2026	Ernest Doe & Sons Ltd	27-791	1,656.00	1,656.00		500			Lawn Vacuum
03/09/2026	Lowestoft Town Cricket Club	27-792	841.00	841.00		500			Cricket sessions 75%
03/09/2026	Alpha Roofing Services Limited	27-793	4,644.00	4,644.00		500			Repairs to roof P'field St PC
03/09/2026	East Suffolk Council	27-794	9,571.03	9,571.03		500			Bielection Harbour & Normansto
03/09/2026	Jewson	27-795	126.20	126.20		500			Nail gun
03/09/2026	Northgate Vehicle Hire Ltd	27-796	1,610.11	1,610.11		500			NU26 TZH hire 13/7 - 10/8/26
03/09/2026	Wilco Motor Spares Ltd	27-797	6.00	6.00		500			Screenwash
04/09/2026	CIA Fire & Security Ltd	27-800	12.38	12.38		500			Batteries for t court gate KG
04/09/2026	Cloudy Group Ltd	27-801	2,044.29	2,044.29		500			IT support Sep 26
04/09/2026	Peter Colby Commercials Ltd	27-802	240.00	240.00		500			Container 7 rent Aug 26
10/09/2026	Sage Global Services Ltd	27-803	67.80	67.80		500			Sage Payroll to 4/10/26
11/09/2026	Zurich Municipal	27-804	184.08	184.08		500			2/5/26 - 1/5/27
11/09/2026	CIA Fire & Security Ltd	27-805	46.47	46.47		500			Tubular latch KG tennis crts
11/09/2026	Seletar Signs	27-806	54.00	54.00		500			'No Dogs' sign DO
11/09/2026	Paddy Hall Presentations Limit	27-807	1,076.88	1,076.88		500			Equip & crew Wellness Festival
11/09/2026	OPR Consulting Ltd	27-808	5,500.00	5,500.00		500			OPR May-Aug
11/09/2026	King Ramps Ltd	27-809	2,160.00	2,160.00		500			Skate ramps Wellness Festival
11/09/2026	Ernest Doe & Sons Ltd	27-810	50.55	50.55		500			Parts for Wessex CHT120-E
11/09/2026	EDF Energy	27-811	159.53	159.53		500			Electric T'dene car park Aug
11/09/2026	Alan M Walker	27-812	50.00	50.00		500			Photos for Wellness Festival

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Payments for Month 6 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
14/09/2026	HMRC	27-814	21,015.81			525		21,015.81	PAYE/NIC Mth 5 August
14/09/2026	Fuel Card Services Ltd	27-813	278.14	278.14		500			Fuel Sep 26
14/09/2026	Hanscan Limted	27-815	379.99	379.99		500			P/Ledger Electronic Payment
14/09/2026	The Society of Local Council C	27-816	253.00	253.00		500			SLCC membership LE
14/09/2026	SAAF Bees Ltd	27-817	200.00	200.00		500			Wasp disposal DO
15/09/2026	C&C Consulting Services Ltd	27-818	59.40	59.40		500			H&S Advisor mileage
15/09/2026	C&C Consulting Services Ltd	27-819	369.90	369.90		500			H&S monthly fee
16/09/2026	Credit Card Account	27-821	1,394.72			220		1,394.72	Credit card payment
16/09/2026	Eon Energy	27-820	39.07	39.07		500			Electric PC FP Aug 26
16/09/2026	Novuna Business Finance	27-822	6,540.00	6,540.00		500			MT projector
18/09/2026	Need2Store Ltd	27-823	240.00	240.00		500			Unit 164 rental 18/9-17/10
18/09/2026	Suffolk Artlink	27-824	9,038.67	9,038.67		500			Sail Design/Employ Program
18/09/2026	John Ward	27-825	225.00	225.00		500			Musicians Heritage Market
18/09/2026	Peter Colby Commercials Ltd	27-826	2,942.96	2,942.96		500			Elec Unit 2 Oct 25-Jul 26
18/09/2026	Wolseley	27-827	128.90	128.90		500			Tubes/velves/tape etc
18/09/2026	Pearl in the Egg Historical Mu	27-828	250.00	250.00		500			Musicians Heritage market
18/09/2026	MossKing Associates Ltd	27-829	3,116.00	3,116.00		500			Project management
18/09/2026	Phoenix Events (East) Ltd	27-830	535.20	535.20		500			Traffic mgt etc HS Mkt
18/09/2026	Pakefield Pastures CIC	27-831	125.00	125.00		500			Pakefield Pastures Wellness
18/09/2026	Ben Burgess GroundsCare Equipm	27-832	80.78	80.78		500			Shearblade 24"
18/09/2026	Street Solutions	27-833	899.64	899.64		500			30 crowd control barriers
18/09/2026	Jodie Smith - Anima Puppetry	27-834	200.00	200.00		500			Puppetry Heritage mkt
18/09/2026	Peter Colby Commercials Ltd	27-835	686.05	686.05		500			Elec Yard 9/2/26 - 31/8/26
18/09/2026	East Coast Mower Services	27-836	192.88	192.88		500			Service dennis cassette
18/09/2026	Ernest Doe & Sons Ltd	27-837	9,720.00	9,720.00		500			Wessex hedgecutter
18/09/2026	Peter Colby Commercials Ltd	27-838	255.37	255.37		500			Elec Unit 2 Sep 25
18/09/2026	Suffolk Assn. of Local Council	27-839	405.90	405.90		500			S Orders/CofC 20 Apr
18/09/2026	Holly Bryant	27-840	183.49		13.51	4150	650	101.55	HB travel to London
						4150	650	5.76	HB mileage Jul/Aug
						4160	150	62.67	HB parking 22/6-7/9
21/09/2026	EE Limited	27-841	1,290.46	1,290.46		500			Mobile phones
21/09/2026	Fuel Card Services Ltd	27-842	432.94	432.94		500			Fuel Sep 26
21/09/2026	Barnes Construction	27-843	150,000.00	150,000.00		500			TH refurbishment
22/09/2026	Nest	27-845	123.08			530		123.08	Nest pension Mth 5 Aug 26
22/09/2026	Octopus Energy Limited	27-844	15.77	15.77		500			Electric BV Lodge 6/8-5/9
22/09/2026	Barnes Construction	27-846	139,519.66	139,519.66		500			TH refurbishment
22/09/2026	Howardson Group Limited	27-847	81.98	81.98		500			P/Ledger Electronic Payment
22/09/2026	Allport Keys and Lock Supplier	27-848	10.00	10.00		500			2 keys Unit 2
22/09/2026	Lowestoft and District Deaf So	27-849	700.00	700.00		500			Camera/tripod Low Deaf Society

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Payments for Month 6 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
23/09/2026	British Gas	27-850	65.97	65.97		500			P/Ledger Electronic Payment
23/09/2026	SALARIES	SALARY SEP	68,191.13			4000	140	68,191.13	Net Pay Sep 26
24/09/2026	NPower Ltd	27-851	764.69	764.69		500			Electric TH Aug 26
24/09/2026	NPower Ltd	27-852	58.83	58.83		500			Electric Aug 26 P'field St
24/09/2026	NPower Ltd	27-853	82.90	82.90		500			Electric NP Pav Chg Aug 26
24/09/2026	NPower Ltd	27-854	77.69	77.69		500			Electric KG Aug 26
24/09/2026	East Coast Waste	27-855	416.15	416.15		500			Waste collection
24/09/2026	PKF Littlejohn LLP	27-856	4,536.00	4,536.00		500			Governance & Acc Return
24/09/2026	Citizens Advice East Suffolk	27-857	3,000.00	3,000.00		500			CAB donation
24/09/2026	Rouse Forestry	27-864	3,727.20	3,727.20		500			Remove pine tree BVP
25/09/2026	Wilco Motor Spares Ltd	27-858	34.00	34.00		500			Impact drivers & spanners
25/09/2026	EE Limited	27-859	42.99	42.99		500			Broadband Unit 2
25/09/2026	Northgate Vehicle Hire Ltd	27-860	537.26	537.26		500			NU75 BVA 29/7-26/8
25/09/2026	Lowestoft Vision Ltd	27-861	1,545.00	1,545.00		500			Low Vision Halloween Event
25/09/2026	R J Pryce & Co Ltd	27-862	126.64	126.64		500			Riveter
25/09/2026	Home-Start in Suffolk	27-863	1,944.00	1,944.00		500			Homestart - support 6 families
28/09/2026	Eon Energy	27-865	34.50	34.50		500			P/Ledger Electronic Payment
28/09/2026	Fuel Card Services Ltd	27-866	755.14	755.14		500			Fuel
28/09/2026	NPower Ltd	27-867	398.79	398.79		500			Electric TM Aug 26
29/09/2026	Andrew Curtis	27-877	23.99			4335	175	23.99	Work trousers
29/09/2026	Ewan Gallagher	27-878	160.02		3.10	4150	650	66.42	Mileage EG
						4160	150	15.50	Parking EG
						4485	320	75.00	Facebook advertising
29/09/2026	Munnings Supplies Ltd	27-868	798.58	798.58		500			Joggers/hi vis/trainers etc
29/09/2026	Smith Bros Timber (East Anglia	27-869	45.00	45.00		500			Paint & brushes
29/09/2026	Patricia Day	27-870	150.00	150.00		500			Mrs Sew and Sew Heritage Mkt
29/09/2026	Jewson	27-871	430.52	430.52		500			Bucket, brush, power scrub
29/09/2026	Ernest Doe & Sons Ltd	27-872	426.85	426.85		500			P/Ledger Electronic Payment
29/09/2026	Seletar Signs	27-873	144.00	144.00		500			Signs for Heritage Market
29/09/2026	Wave Ltd	27-874	1,684.70	1,684.70		500			Water 12/6-11/9 DO
29/09/2026	Folkes Plant & Aggregates Ltd	27-875	158.86	158.86		500			Type one
29/09/2026	Evolve Business Solutions Ltd	27-876	328.37	328.37		500			Copier 3/9-2/12/26
30/09/2026	Nest	27-879	164.43			530		164.43	Nest Pension Mth 6
30/09/2026	Screwfix	27-880	140.58	140.58		500			Fire exit/door signs
30/09/2026	Peter Colby Commercials Ltd	27-881	120.00	120.00		500			P/Ledger Electronic Payment
30/09/2026	Suffolk County Council	27-882	205.00	205.00		500			Bike mechanic Wellness Festiva
30/09/2026	Peter Colby Commercials Ltd	27-883	400.00	400.00		500			P/Ledger Electronic Payment
30/09/2026	Smith Bros Timber (East Anglia	27-884	630.16	630.16		500			Wire nails

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Payments for Month 6 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
30/09/2026	Wilco Motor Spares Ltd	27-885	18.00	18.00		500			Film remover/wheel cleaner
30/09/2026	Excite Solutions Ltd	27-886	264.00	264.00		500			Line mark football pitches
30/09/2026	Lowestoft Studio Ceramics	27-887	150.00	150.00		500			Pottery demo Heritage Mkt
30/09/2026	V.C. Cooke	27-888	935.40	935.40		500			Rental charge Aug 26
30/09/2026	Peter Colby Commercials Ltd	27-889	2,258.61	2,258.61		500			P/Ledger Electronic Payment
30/09/2026	R J Pryce & Co Ltd	27-890	204.58	204.58		500			Expanding foam/washers/bolts
30/09/2026	Wolseley	27-891	10.49	10.49		500			Stopcock NP
30/09/2026	Origin Amenity Solutions	27-892	665.06	665.06		500			White Duraline
30/09/2026	Unity Trust Bank	27-894	1.40			4110	130	1.40	Handling charge
30/09/2026	Unity Trust Bank	27-895	34.75			4110	130	34.75	Service Charge
30/09/2026	Free Range Collective Limited	27-893	2,422.22	2,422.22		500			Purchase Ledger
	Total Payments for Month		489,080.40	397,433.48	55.07			91,591.85	
	Balance Carried Fwd		1,741,272.11						
	Cashbook Totals		2,230,352.51	397,433.48	55.07			1,832,863.96	

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent
c. A copy of your latest audited accounts, or draft accounts for the last financial year (whichever is the most recent)

to *The Town Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail admin@lowestofttowncouncil.gov.uk*

Applications will be considered by the Finance and Governance Committee on a quarterly basis (March, June, September and December).

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Christ Church Lowestoft Youth Ministry
Name of account to which payment to be made (explain if not your organisation's name)	Christ Church PCC
What does your organisation do? (100 words max)	Provide community groups to families of Lowestoft with children aged from 0 – 18, ie toddler groups, youth groups etc
What relevant local area does your organisation cover?	Harbour and Normanston
Who are the main beneficiaries of your work?	Families with children aged between 0-18
Are you a charity? If yes, describe the type of charity	Yes. Religious organization within the Church of England.
If registered, what is the charity number?	1131184
Not-for-profit? If no, describe the organisation	Yes
Organisation income (last complete financial year)	£162,392
Organisation expenditure (last complete financial year)	£171,104

Lowestoft Town Council
Grant Application Form

Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	Fundraising Admin.
Explain how you are authorised to make this application on behalf of the organisation	I have been asked by our Building Project Manager, [redacted], to apply.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	We have a hall which is used for multiple community groups including two toddler groups (0-3), two kids clubs (3-10), three youth clubs (11-18), Food in School Holidays (FiSH) with 20 regularly attending. It is also used for two craft clubs, a women's group, and community themed nights and quiz nights. We have recently been told that the flat roof on the toilet block is in serious need of replacement. If it deteriorates further the toilets will have to be closed. This would mean the closing of the entire facility as we have no other toilets.
Total cost of project	£7600.00 plus vat
Breakdown of cost	Replacement of flat roof down to rafters – price quoted for full works
Grant requested from Lowestoft Town Council	£7,600
What specifically would the grant from the Council fund?	The cost of replacing the flat roof on the toilet block.
Have any funds been requested/agreed from other sources? Provide details	We have not applied anywhere else for replacing the roof. We have, however, requested help from East Suffolk councillors (ECB) with the cost of refurbishing the church, which includes the building of a porch and toilets. This is just at the fundraising stage.

Lowestoft Town Council
Grant Application Form

When are the funds required?	As soon as possible
Project start date	Once funding is available
Project completion date	Projected time scale is 14 days

Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	Yes
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	Yes
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	Yes
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	Yes
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	Yes
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	Yes

Signed..[redacted]..... Date 04/09/2026.....
(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained).
Should you require your application to be considered outside the Finance and Governance Committee's quarterly schedule (as detailed at the top of this form), you will need to provide credible evidence of why urgent consideration should be given:

Thank you Sarah, no we haven't yet approached other funders for help with the toilet block roof, however we have applied for an ECB grant in connection with the main project of refurbishing the church itself.

The toilet block is part of the church hall where many groups meet including two toddler groups, several youth groups, women's groups and craft groups on a weekly basis. It is also used throughout the year for other community events. All these groups are open to the community and well attended.

These are the only toilets we have.

A year ago we were awarded £3,000 towards the cost of refurbishing the hall floor. This has given it a new lease of life and prevented many children from getting splinters in their feet.

Any help you can give us towards the overall cost to hasten this work being done, and prevent the building being shut down, would be very much appreciated indeed by all!

Thank you again Sarah,

[redacted]

Christ Church Lowestoft

CHRIST CHURCH WHAPLOAD ROAD LOWESTOFT

ANNUAL REPORT

AND

FINANCIAL STATEMENTS

OF THE

PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDED 31 DECEMBER 2025

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PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT
LEGAL AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 DECEMBER 2025

Charitable Status

The Parochial Church Council is a charity, Registered Charity Number 1131184.

Connected Charity

The Parochial Church Council is connected with Christ Church Lowestoft Trust, Registered Charity Number 1048325.
The trustees of the Christ Church Lowestoft Trust are four elected members of the congregation of Christ Church Lowestoft and one member of the Parochial Church Council.

Address for Correspondence

Christ Church Administration
Herring Fishery Score
Lowestoft NR32 1XE

Members of the Parochial Church Council

[redacted]

Treasurer

[redacted]

Secretary

[redacted]

Bankers

Barclays Bank PLC
61 London Road North
Lowestoft

Independent Examiner (Appointed March 2025)

[redacted]

PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT
MINISTER'S ANNUAL REPORT FOR 2025

The PCC of Christ Church Lowestoft seeks to support the mission and ministry of the church, particularly in managing the finances, buildings, policies and employment of staff. In 2025, we employed a Families Coordinator, a Sports & Youth Worker, a Church Administrator and a Cleaner. The PCC has especially made strong progress on our Building Project plans. We aim to maintain good practice with Safeguarding and to fully cooperate with the Diocese of Norwich Safeguarding team.

The work of the PCC has allowed the church to continue to develop a range of activities and services that seek to reach a new generation with the good news of Jesus Christ. Our central activities are our Sunday services. Our main Sunday morning service (10am service) continues to be focused around expository preaching and is steadily growing in numbers. We also run afternoon all-age Café Church services, an informal evening service ('The Gathering') and an occasional young adult led service ('The Big House'). Other special services include Christmas & Easter services, funeral and thanksgiving services.

Our midweek programme for adults has included prayer meetings, training seminars and a range of small groups (women's groups, a men's group and a young adults' group). We have also offered courses allowing adults to explore the Christian faith and baptism. Our midweek programme for children and youth continues to grow and includes Shrimps (our play and stay parents/grandparents and toddlers' group), Saturday Club (3-7s), Explorers Club (7-10s) and Breakout (11-18s). For families together, we run Messy Church, FiSH (Food-in-School-Holidays), a Families BBQ and various special events. We continue to invest in our Sports programme for all ages, including our Badminton group, Beach Games, Cricket Club, Indoor Bowls, Legacy School Holiday Club, a Sports Quiz as well as various one-off activities.

At our APCM in April 2025, our Electoral Roll number is 153. Our usual Sunday attendance continues to steadily grow and for 2025 was 159 (128 adults and 31 children) on Sunday mornings.

[redacted]

[redacted]

PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT
STRUCTURE GOVERNANCE & MANAGEMENT

The trustees of the charity are the members of the Parochial Church Council (PCC), which during the year included the Vicar, Churchwardens, Families Coordinator and Church Office Administrator (who acts as PCC Secretary). This structure ensures governance in alignment with the regulations and policies of the Church of England.

The PCC continues to operate a reserves policy, originally established in 2015, which aims to hold funds equivalent to approximately two months of standard operating costs plus an additional month of salary expenses. To support this policy, the PCC has designated £5,000 from the General Fund into a separate "Reserves" fund, which remained unchanged during 2025.

In 2025, income from investments of £1,406 arising on balances held for the Building Fund was credited to that designated fund. No other amounts were designated to or released from the designated funds during the year. As a result, the Building Fund increased from £121,800 to £123,206. Total unrestricted funds at 31 December 2025 were £170,668, comprising the General Fund of £41,592, the Building Fund of £123,206, the Reserves Fund of £5,000 and Bequests of £870.

By the end of 2025, the reserves, consisting of unrestricted current assets minus liabilities as outlined in the analysis of net assets by fund, amounted to £98,668, compared with £140,592 at the end of 2024. This reflects the reduction in unrestricted net current assets during the year while maintaining designated provision for reserves and future building-related ministry development.

PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT

REPORT TO THE TRUSTEES/MEMBERS OF CHRIST CHURCH, LOWESTOFT ON ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2025

CHARITY NUMBER 1131184

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2025.

Responsibilities and basis of report
As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Date: 02/04/2026

PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT
TREASURER'S ANNUAL REPORT FOR 2025

This report summarises the financial position of Christ Church, Lowestoft for the year ended 31 December 2025. The accounts have been prepared in accordance with the Charities SORP (FRS 102).

Total incoming resources for the year amounted to £162,392 and total resources expended amounted to £171,104, resulting in a net outgoing movement in funds of £8,712 for the year. A significant element of expenditure related to diocesan commitments, including £61,645 recognised in respect of diocesan share.

At 31 December 2025, the PCC's total funds stood at £238,902 (2024: £247,614), comprising £170,668 of unrestricted and designated funds and £68,234 of restricted funds.

The Balance Sheet shows fixed assets of £72,000. Current assets at the year end totalled £224,117, comprising debtors of £56,000, short-term deposits of £122,863, and cash at bank and in hand of £45,254. Current liabilities falling due within one year amounted to £57,215, leaving net current assets of £166,902.

Included within debtors is income tax recoverable in respect of Gift Aid. Restricted funds increased during the year from £35,022 to £68,234, the principal movement arising in the Ministry Staff Fund.

Although the PCC reports a deficit for the year, the financial position at 31 December 2025 remains stable. The PCC continues to monitor its unrestricted resources carefully in light of ongoing ministry costs, diocesan commitments and future operational pressures, and remains committed to the responsible stewardship of its resources in support of the church's ministry and mission.



PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2025

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Incoming Resources					
Incoming Resources from Donors	2(a)	78,152	63,299	141,451	114,687
Other Voluntary Incoming Resources	2(b)	4,100	8,500	12,600	11,624
Incoming Resources from Operating Activities to Generate Funds	2(c)	2,740	4,195	6,935	9,139
Income from Investments	2(d)	1,406	-	1,406	1,839
Total Incoming Resources		86,398	75,994	162,392	137,289
Resources Expended					
Grants	3(a)	4,050	-	4,050	5,600
Activities Directly Relating to the Work of the Church	3(b)	111,374	33,130	144,504	143,986
Church Management and Administration	3(c)	22,550	-	22,550	12,295
Total Resources Expended		137,974	33,130	171,104	161,881
Net Incoming/(Outgoing) Resources		(51,576)	42,864	(8,712)	(24,592)
Gross transfers between funds		9,652	(9,652)	-	-
Net Movement in Funds		(41,924)	33,212	(8,712)	(24,592)
Balance at 1 January 2025 (2024)		212,592	35,022	247,614	272,206
Balance at 31 December 2025		170,668	68,234	238,902	247,614

There are no recognised gains or losses other than those included in the results above, and therefore, no separate statement of total recognised gains and losses has been presented.

The notes set out on pages **9** to **17** form an integral part of these accounts.

PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT

BALANCE SHEET

AS AT 31 DECEMBER 2025

	Note		2025 £		2024 £
Fixed Assets					
Tangible fixed assets	5		72,000		72,000
Current Assets					
Debtors	9	56,000		64,446	
Short term deposits		122,863		121,465	
Cash at bank and in hand		45,254		40,602	
		224,117		226,513	
Current Liabilities: Amounts falling due within one year	10	57,215		50,899	
Net Current Assets			166,902		175,614
Net Assets			**238,902**		**247,614**
Funds					
Unrestricted	6		170,668		212,592
Restricted	7		68,234		35,022
			238,902		**247,614**

Approved by the Parochial Church Council and signed on its behalf by

[redacted]

[redacted]

[redacted]

Date

PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2025

1 Accounting policies

(a) **Basis of Accounting**

The financial statements have been prepared in accordance with the Statement of Recommended Accounting Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Charities Act 2011.

(b) **Funds**

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted. Restricted funds are to be used for the specific purposes laid down by the donor.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

(c) **Incoming Resources**

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under Gift Aid is recognised when the principal amount is received. Income tax recoverable on covenants or gift aid donations is recognised at the same time.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

Funds raised by events are accounted for gross.

Sales of books and magazines from the church bookstall are accounted for gross.

Other ordinary income

Rental income from the letting of church premises is recognised when the rental is due.

Parochial fees due to the PCC for weddings, funerals etc are accounted for on an event by event basis.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2025

1 Accounting policies (continued)

(d) **Resources Expended**

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Activities directly relating to the work of the Church

The Diocesan quota or parish share is accounted for when payable. Any quota unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

(e) **Fixed Assets**

Consecrated land and buildings and movable church furnishings

Consecrated and beneficed property is excluded from the accounts under the Charities Act 2011.

No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be an inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

Other freehold land and buildings

The PCC considers that due to the long useful life of the Church Halls and the fact that they are kept in a good state of repair, any charge for depreciation would be negligible and therefore no provision has been made.

Other fixtures fittings and office equipment

Equipment used within the church premises is depreciated on a straight-line basis over 4 years. Individual items of equipment with a purchase price of £2,000 or less are written off when the asset is acquired.

(f) **Current Assets**

Amounts owing to the PCC at 31 December 2025 in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible.

Short-term deposits include cash held on deposit either with the Central Board of Finance or at the bank.

1 Accounting policies (continued)

(g) **Current liabilities**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

(h) **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

(i) **Pensions**

The charity contributes to money purchase defined contribution schemes on behalf of its employees. No liability exists in respect of pensions other than monthly contributions due included in creditors.

2 Incoming Resources

		Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
(a)	*Incoming Resources from Donors*				
	Planned Giving				
	Donations	52,068	59,130	111,198	104,687
	Income Tax Recoverable	26,084	4169	30,253	10,000
	Collections at all Services	-	-	-	-
		78,152	63,299	141,451	114,687
(b)	*Other voluntary incoming resources*				
	Donations Appeals etc.	4,100	-	4,100	5,041
	Grants	-	8,500	8,500	6,583
		4,100	8,500	12,600	11,624
(c)	*Incoming resources from operating activities to generate funds and/or defray costs*				
	Church events	977	4,195	5,172	7,778
	Church hall lettings	1670	-	1670	994
	Books & Training materials	93	-	93	367
	Fees	-	-	-	-
		2,740	4,195	6,935	9,139
(d)	*Income from investments*				
	Bank deposit interest	1,406	-	1,406	1839
Total Incoming Resources		86,398	75,994	162,392	137,289

3 Resources Used

		Unrestricted Funds	Restricted Funds	Total Funds 2025	Total Funds 2024
		£	£	£	£
(a)	*Grants*				
	Missionary and Charitable Giving				
	Missionary Societies	4,050	-	4,050	5,600
	Mission Support	-	-	-	-
	Welfare Grants	-	-	-	-
		4,050	-	4,050	5,600
(b)	*Activities directly relating to the work of the Church*				
	Ministry : Diocesan Share	61,645	-	61,645	55,000
	Clergy Expenses	2,198	-	2,198	3,362
	Staff salaries	3,923	33,019	36,942	46,889
	Training and Conferences	541	-	541	-
	Church Fellowship Events	840	-	840	840
	Outreach	1,466	-	1,466	-
	Upkeep of Services	2,407	-	2,407	-
	Building & Utilities	28,365	-	28,365	-
	Church Running Expenses	-	-	-	13,039
	Youth, family & sports ministry costs	9,989	-	9,989	11,068
	Fabric & Equipment	-	-	-	9,462
	Printing and Stationery	-	-	-	1,803
	Publicity & Community	-	-	-	323
	General Expenses	-	-	-	2,200
	Diocesan Fees	-	-	-	-
	Vicar's Discretionary general expenses	-	111	111	-
		111,374	33,130	144,504	143,986
(c)	*Church Management and Administration*				
	Administrator's Salary	18,554	-	18,554	11,160
	Church Office Running Expenses	3,996	-	3,996	1,135
	Integrated Digital & Telecommunication	-	-	-	-
		22,550	-	22,550	12,295
Total Resources Expended		137,974	33,130	171,104	161,881

The 2025 Resources Used figures include staff salary costs of **£36,942** within activities directly relating to the work of the Church, of which **£33,019** was met from restricted funds. Church Management and Administration amounted to **£22,550,** comprising Administrator's Salary of **£18,554** and Church Office Running Expenses of £3,996. Total staff costs disclosed separately in Note 4 amounted to £55,496.

4 Staff Costs

	2025	2024
	£	£
Wages and salaries	54,712	53,125
Social security costs	-	-
Other pension costs	784	4,130
	55,496	57,255

During the year the PCC employed a Sports & Youth Worker, a Families Coordinator, a cleaner, and an Administrator. The average weekly number of staff employed by the charity during the year was **4** (**2024 – 4**). No member of staff earned more than £60,000.

Remuneration totalling **£53,512** was paid to **3** trustees during the year, but not for their role as trustees of the charity. Expenses totalling **£12,296** (**2024 – £12,838**) were reimbursed to **9** trustees (**2024 – 7**) during the year

5 Fixed Assets for use by the Church

Tangible fixed assets	Freehold land and buildings
Gross Book value at 1 January and 31 December 2025	£ 72,000

The freehold land and buildings comprise the Church Halls situated at Herring Fishery Score Lowestoft. For accounting purposes, the historical cost of this property is deemed to be its 1994 valuation, and has not been updated.
The Diocese holds the land and buildings on behalf of the Parish as Custodian Trustees.
The buildings have not been depreciated for the reasons given on page 9 note 1(e).

Computer Equipment	£
Cost at 1 January 2025	6,878
Additions 2025	-
Cost at 31 December 2025	6,878
Accumulated Depreciation at 1 January 2025	6,878
Depreciation Charge 2025	-
Accumulated Depreciation at 31 December 2025	6,878
Computer equipment net book value at 31 December 2025	-
Computer equipment net book value at 31 December 2024	-
Total fixed asset net book value at 31 December 2025	72,000
Total fixed asset net book value at 31 December 2024	72,000

6 Unrestricted Funds

The income funds of the PCC include the General Fund and designated funds, which have been set aside out of unrestricted funds by the PCC for specific purposes.

During 2025, income from investments of **£1,406** arising on balances held for the Building Fund was credited to that designated fund. No other amounts were designated to or released from the designated funds during the year.

The total balance of unrestricted funds at 31 December 2025 was **£170,668** (2024 – £212,592).

	2025	**2024**
	£	£
General Fund	41,592	84,922
Designated Funds:		
Building	123,206	121,800
Reserves	5,000	5,000
Bequests	870	870
	170,668	**212,592**

7 Restricted Funds

The funds of the PCC include restricted funds comprising of the following unexpended balances of donations and grants held on trusts to be applied for specific purposes.

	Balance 31 December 2024	Movement in Resources and Fund Reallocations		Balance 31 December 2025
		Income & fund reallocations	Applied or transferred	
Restricted Funds	**£**	**£**	**£**	**£**
Ministry Staff Fund	19,827	75,994	33,019	62,802
Youth, Family & Sports ministry	4,973	-	4,973	-
Children's Benevolent	1,152	-	-	1,152
Overseas Missions	988	-	988	-
Women's Mission	335		335	-
Ministerial Support	783	-	783	-
Men's Fellowship	448	-	448	-
Building incl. Fabric, Windows & Kitchen	-	-	-	-
Admin/Office	-	-	-	-
Flowers	48	-	48	-
Diocesan & Other Fees	3,705	-	-	3,705
Christ Church Trust	2,077	-	2,077	-
Gifts	-	-	-	-
Discretionary	25	-	25	-
Vicar's Discretionary	661	25	111	575
Total Restricted Funds	**35,022**	**76,019**	**42,807**	**68,234**

During the year, certain brought-forward restricted balances were reallocated. This included £25 transferred from the Discretionary Fund to the Vicar's Discretionary Fund. As this was an internal movement between restricted funds, it does not form part of restricted incoming resources reported in the SOFA. Certain historic restricted balances were also applied or transferred where the relevant restricted purpose had been fulfilled or where the related expenditure was appropriately borne by the general fund.

8 Analysis of Net Assets by Fund

	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Fixed Assets	72,000	-	72,000
Current Assets	155,883	68,234	224,117
Current Liabilities	(57,215)	-	(57,215)
Fund Balance	**170,668**	**68,234**	**238,902**

9 Debtors

	2025	2024
	£	£
Income Tax Recoverable	56,000	64,446
Other Debtors & Prepayments	-	-
	56,000	**64,446**

10 Liabilities – Amounts falling due within one year.

	2025	2024
	£	£
Missions	4,050	5,600
Diocese	3,130	2,635
HMRC	2,182	2,002
Parish Share [Ephesian Fund]	46,150	40,000
Other	1,703	662
Total	**57,215**	**50,899**

A total of £46,150 was accrued for the unpaid portion of the 2025 Parish Share, which was paid in January 2026 via the Ephesian Fund. This accrual ensures that the total 2025 Parish Share cost is fully reflected in these accounts.

11 Related Party Transactions

There were no related party transactions in the year that required disclosure.

EQUAL OPPORTUNITIES POLICY
Christ Church Lowestoft

Christ Church Lowestoft PCC (Parochial Church Council) believes that all men and women are made in the image of God, with an innate dignity and value God's sight. Therefore, Christ Church Lowestoft recognises the value of equal opportunities and seeks, wherever possible, to follow the guidelines drawn up by the relevant statutory body.

Equal Opportunities Policy

The PCC is committed to providing charitable services to the community without unlawful discrimination whether on the basis of age, gender, ability, ethnic origin, sexual orientation, pregnancy, maternity, economic status or religious beliefs.

The PCC also affirms that Christ Church Lowestoft is a Christian church that seeks to operate in accordance with our evangelical Christian beliefs. Leaders and team members are required to be practicing Christians and agree with our charitable aims, ethos and beliefs. Some employed posts are recognised to have Genuine Occupational Requirements. Service users do not need to share any of our beliefs in order to use our services, but in their conduct, they should respect them.

Implementation

The PCC recognise that discrimination exists and will take all reasonable measures to eliminate any discrimination from their practice and procedures.

This currently includes making the following provisions:

- Wheelchair access
- Toilets for the disabled
- Baby changing facilities
- Hearing loop systems
- Making large print Bibles available
- Providing fully inclusive teaching suitable for wide range of audiences
- Welcoming all newcomers and encouraging them to become involved in its activities

Prevention of Bullying and Harassment

Harassment and bullying can be summarised as any behaviour that is unwanted by the person to whom it is directed. It is the impact of the behaviour rather than the intent of the perpetrator that is the determinant as to whether harassment or bullying has occurred.

HARASSMENT can be defined as conduct which is unwanted by the recipient; is considered objectional; causes humiliation, offence or distress. This may be in physical, verbal or non-verbal forms (e.g. social media).

BULLYING often takes place in a repeated or persistent manor. It is behaviour that is offensive, abusive, intimidating, malicious or insulting. Bullying includes (but not limited to):

- Conduct that is intimidating, abusive or threatening.
- Humiliating an individual in front of others.
- Picking on one person when there is a common problem.
- Shouting at an individual to get something done.
- Consistently undermining someone's ability to do a job.
- Setting up an individual to fail.

Our anti-harassment and bullying policy seeks to achieve reduction and eradication through acknowledgement that such behaviour is unacceptable, raising awareness about bullying and harassment and the forms it can take and encouragement of a positive and supportive atmosphere where any such behaviour is discouraged by consent.

If any individual feels that they have been bullied or harassed or treated in an unfair manner, in the first instance they should be encouraged to report this to the Church Wardens. The Church Wardens will attempt to resolve the matter by speaking with the individual and the perpetrator.

If this attempted resolution fails or if a serious incident has occurred, then the Church Wardens should report this to the PCC. The matter will be recorded and a decision will be made concerning an appropriate response.

Monitoring and evaluation

The PCC will review this policy each year in preparation for the Annual Church Meeting to ensure its effectiveness and add further provisions as necessary.

Approved by the PCC:

Date:_____

Name signed:_____ on behalf of PCC

Name printed:_____

Christ Church Lowestoft

SAFEGUARDING POLICY – PROMOTING A SAFER CHURCH

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 12th May 2025.

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints [redacted] as the Parish Safeguarding Officers.

Incumbent: [redacted]

Churchwardens: [redacted]

[redacted]

Date: .....

Safeguarding Policy

Children and Young People in the Church

This policy was adopted by Christ Church Lowestoft at the Parochial Church Council meeting held on Monday 12th May 2025.

It will be displayed in a prominent position, reviewed annually, and amended as necessary.

1. It is the responsibility of all church members to do their best to prevent the physical, sexual, emotional or spiritual abuse of children and young people, and to report abuse that is alleged or suspected.
2. This church will observe Church of England guidelines with regard to Children and Young People. It will support and resource workers who are appointed by the PCC, and provide for them supervision as a way of maintaining good practice.
3. Workers will be expected to undertake the Child Protection Training that is offered by the Diocese and they may be required to obtain a DBS disclosure and complete a Confidential Declaration before commencing their work.
4. Responsibility for the appointment of workers shall rest with the PCC.

This policy should be read and used in conjunction with "Promoting a Safer Church" – the policy statement that was approved by the Norwich Diocesan Synod on Saturday October 21st 2017.

The Parish Safeguarding Officer appointed by the PCC to oversee the implementation of this policy and to represent the concerns and views of children and young people is [redacted]

Signed by:-

Parish Safeguarding Officer: [redacted]

Parish Safeguarding Officer: [redacted]

Incumbent: [redacted]

Churchwarden: [redacted]

Churchwarden: [redacted]

Date: ……

Safeguarding Policy Appendix A

(Adults at Risk – Vulnerable Adults)

This policy should be read and used in conjunction with "Promoting a Safer Church" – the policy statement that was approved by the Norwich Diocesan Synod on Saturday 21st October 2017.

This policy was adopted by Christ Church Lowestoft at the Parochial Church Council meeting held on Monday 12th May 2025.

It will be displayed in a prominent position, reviewed annually, and amended as necessary.

1. We recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives. It is the responsibility of all church members to do their best to prevent the physical, sexual, emotional or spiritual abuse or neglect of adults who are vulnerable, and to report abuse that is alleged or suspected.

2. This church will observe Church of England guidelines with regard to Vulnerable Adults. It will support and resource workers who are appointed by the PCC and provide for them supervision as a way of maintaining good practice.

3. Workers will be expected to undertake the Safeguarding Training that is offered by the Diocese and they may be required to obtain a DBS disclosure and complete a Confidential Declaration before commencing their work.

4. Responsibility for the appointment of workers shall rest with the PCC.

The Named Person appointed by the PCC to oversee the implementation of this policy and to represent the concerns and views of Adults at Risk is [redacted]

Signed by:-

Parish Safeguarding Officer: [redacted]

Parish Safeguarding Officer: [redacted]

Incumbent: [redacted]

Churchwarden: [redacted]

Churchwarden: [redacted]

Date: ……

Christ Church Vision Update 2019

Summary

This document is an update on our church vision, especially with our buildings project, future staffing, and parish profile in view. It argues that over the next 5-10 years we should focus on **Family Outreach**. There are three main reasons for this focus:

1. Family outreach pursues the opportunity that God has opened up: our non-Sunday children's and youth groups (Shrimps, Saturday Club, Explorers Club, Pathfinders) is seeing a growing number of non-church families represented. Family outreach makes the most of these contacts God has already given us.

2. Family outreach builds on our existing 'specialist ministry' of children and youth: We already have considerable resources and expertise involved with children and youth ministry. We need to avoid over-stretching ourselves as a church family or changing course and starting from scratch on a new area. We are best focusing on one area and trust God to use other churches to pursue other vital ministries.

3. Family outreach addresses the problem of having an aging congregation with few young couples / babies being born. Without action, in the next 5-10 years our Sunday children's groups are on course to disappear. Whilst there are lots of other noble ministries we could pursue, investing in a new generation is more important since it secures the long-term viability of the church and therefore other ministries.

The rest of this document will present:

- Progress Review 2018
- Outlook 2019-2029
- Focus on Family Outreach
- Impact on Action Teams
- Impact on Building Project
- Impact on Future Staffing
- Timetable

Progress Review 2018

Almost a year ago, we reviewed our vision as a church family. We reaffirmed that as a church we are all about **Jesus** – that's in our name "Christ Church"! He is our life, our hope and our message. We are convinced that everyone needs Jesus. That's our strap line and it drives everything we do.

But we also noted that we live in a changing culture where many people are confused about Jesus and don't know why he is such good news. Whereas previous generations have been at least nominal Christians, the **new generation** that is rising up is best described as "unchurched" – they may be interested in God, but they have never been part of a church and so are uncomfortable and unfamiliar with church culture. We said that we wanted to be a church that reaches this new generation.

Our vision over the coming years is to grow more and more into a church like that: a Christ-centred church that reaches today's world. To that end we identified **three priorities for growth** and under each we have made progress:

Roots Down: *By providing Bible training & discipleship for all, we pray we'd be rooted in Christ*
Progress in 2018:

- We have produced a midweek group leaflet to encourage adult members to join a small group.
- We have planned a year Growth Groups programme trialling using DVD based materials, with the hope that this will raise the quality of teaching in the groups.
- We have focused on discipleship in preaching and small groups (using Discipleship Explored).

- We have planned and produced a leaders' guide booklet which, along with Living Leadership mornings and relaunched Action Teams, aims to provide better support for leaders.

Plans for 2019 include:
- Producing a booklet on best practice for our Sunday services, including service leading, preaching, welcoming, reading, praying etc.
- We will run training sessions for people involved in our services.

Reach Out: *By sharing the love of Christ, we pray we'd see many in our town find life in Christ*
Progress in 2018:
- We have made the entrance space more welcoming to newcomers.
- We have updated our website and publicity to be more attractive and welcoming to newcomers (there's still a bit more work to do).
- We wanted to do outreach in a way that works for those unfamiliar with church culture, so we've started Burning Questions in a local pub.

Plans for 2019 include:
- Continue with Burning Questions, Christianity Explored and Life Explored, the Mark Drama, a Quiz Night and a Worship Event.
- There are also a set of events for our 150th Anniversary.

Raise Up: *By investing in children & youth, we pray we'd raise up a younger generation for Christ*
Progress in 2018:
- We've set up a new Children's & Youth Action Team to develop and join up our activities.
- We've produced a Children and Youth activities leaflet and updated publicity.
- We're rolling out new teaching materials and curriculum for children's groups.
- We've agreed that families are free to allow their children to receive the Lord's Supper.
- We've set up an area for young children and carers at the rear of church.
- We've relaunched monthly All Age services as quarterly Super Sunday services with a team to organise them.
- We're in process of upgrading consent forms.
- For youth, Pathfinders and BASE have merged on Fridays as Friday Night Breakout and is now seeing growth in numbers.
- For young adults, we have our Connect midweek group (which has grown) and our contemporary service (The Gathering) on Sunday evenings.

Plans for 2019 include:
- Rolling out changes above and running School Assemblies at Corton Primary.

Other progress:
- An improved leadership structure: We have set up a Standing Committee to reduce the number of PCC meetings and to offer more direction to the PCC. We have re-launched the Actions Teams to more closely align with the three priorities and each is making progress.
- Organisation: Behind the scenes, we have made considerable progress in moving the staff and leadership over to Sharepoint. This should allow technology to organise us better.
- We also have launched the idea of a building project with the church family and have considerable support.

Challenges:
- A lack of commitment to praying for the church vision.
- A lack of people willing to take up key roles (PCC Secretary, new Treasurer, Verger, Building Project Fund Raiser, PCC members, Training and Discipleship Team, Men's Ministry leader).
- A financial shortfall.

- A lack of church families befriending other church and non-church families.

Outlook for 2019-2029

In as much as it is possible to know the future and without taking action, we expect to see the following over the next 10 years:

Our church make-up is weighted towards retired people and we rely heavily on them to run many of our activities, including our children and youth programme. In 10 years' time, many of these people will be too elderly too help at the same level as at present.

We have few young couples and babies being born. In the next 10 years Climbers and Explorers on Sundays will be empty, apart from new families joining the church. We note that internationals make up a fair proportion of our younger families, so we may gain some new international families moving into Lowestoft. Our non-Sunday groups will fare better because they involve far more non-church families.

Lowestoft is following the rest of the UK and becoming more secular and unchurched. Non-churchgoers will increasingly think that Christianity is boring, irrelevant and untrue. Church culture will become increasingly alien to them. The demand for a traditional service style will fall.

We have no reason to expect many graduates or natural leader types to relocate to Lowestoft and become part of our church family. We, therefore, expect to have a limited supply of people able to take on major leadership roles.

We expect the Church of England to move in a more unacceptable direction, especially on issues surrounding human sexuality. We expect that we will not be forced to do anything (e.g., conduct same-sex weddings) and will be given provisions (e.g., Bishop Rod Thomas) that will enable us to remain within the Church of England structures. We take the stance that we will remain until forced out.

Despite these challenges we believe in a God who answers prayer.

Focus on Family Outreach

Building on the work done in 2018, we now need to focus our vision and plan a strategy going forward into 2019 and beyond. In particular, there needs to be clearer direction for the Outreach Action Team. There are many possible directions it could head in, but we only have finite resources. For this reason, many churches have a "specialist ministry" which they focus on.

There are many possible options we could pursue:

- Workers Ministry (we are located in the middle of places of work and not far from the high street)
- Shopper Outreach (the main high street is in our parish)
- Sports Ministry (this could be a great way to reach men especially)
- Internationals Ministry (we could be offering English language practice corners)
- Residential Home Ministry (there are many residential homes with openings)
- Social Needs Ministry (Food Bank, Soup Kitchen, Debt advice)

All of these ministries have great potential. However, we do not believe that God is calling us to focus on them at the present time. That is because:

- Many of these ministries are already being addressed by other churches and ministries in Lowestoft (Shopper Outreach, Internationals, Social Needs are already covered).
- We already have a specialist ministry: i.e., children's and youth ministry. We already have considerable expertise and resources devoted to this area of church life.
- We are an aging congregation and want to invest in a new generation and that's best done through our children and youth ministry.

We believe that we should focus not just on children and youth ministry, but on reaching families through our children and youth programme. At present, our non-Sunday children and youth groups – Shrimps, Saturday Club, Explorers Club, Pathfinders – are composed mainly of children and youth from non-Christian families. We are, therefore, presented with a strong outreach opportunity through these groups. We believe that going forward into 2019 and beyond should be focused on **family outreach** and that our activities and resources should be devoted to this end.

We also believe this is the best way for us to raise up a new generation. The alternatives would be to pursue youth ministry or young adult ministry:

Youth ministry – A family focus does not mean we will abandon youth ministry, in fact it is a foundation for families outreach. But youth ministry alone does not address the longer-term numbers in the church as many leave for university.

Young adults – Again, we want to continue to support the young adults we have. However, it is difficult to envisage how the number of young adults will grow at this stage. Connect has attracted most of the Christian young adults in our church or connected to it; most in the group do not have many non-Christian friendships; BASE has gone very small and therefore will not be feeding young adults into Connect. It's also hard to see how "The Gathering" will grow the number of young adults for the same reasons.

In contrast, Families' Outreach represents an untapped mission field or adults who are settled in Lowestoft. By reaching them we grow their children into our children and youth ministry.

Impact on Action Teams

We retain our three priorities for growth, but each is now geared towards family outreach. That means:
Roots Down: includes a focus on providing discipleship for parents; focus on training on being more family friendly in our activities.
Reach Out: focuses on reaching families of children/youth.
Raise Up: this remains the same as before.

It is perhaps more useful to think practically in terms of our Action Teams:

Outreach Action Team:

- The Outreach Team now has a focus on reaching families of non-Christian children and youth. That may involve running the same events, but making sure they are advertised to this target group. But it may also mean thinking what whole family events could be put on. "Who let the Dad's out?", summer BBQs, fireworks, sports events, Ceilidhs etc. Some of these are evangelistic with gospel content; some are just relationship building.
- Pitching Winter Family Hub for non-Christian families to join and bringing under oversight of the Outreach Team.
- Run family days on Beach / Sparrow's Nest in Summer
- Producing a termly "What's On" for families.

Children and Youth Action Team:

- Friday Night Breakout / Pathfinders – termly events for parents. Consider also a pub night out for parents at the same time as Pathfinders.
- Lighthouse services would now have the clear aim of speaking to the non-Christian parents of pathfinder members. They are guest services, with youth participation.
- Making Super Sundays more non-church family friendly.
- Including a more regular children's slot done by some congregation members trained to do the talks.
- Christingles: two services at which our children's activities are advertised well.
- Encourage church parents to befriend non-church parents. This means gathering church parents together and partnering with them.

- Holiday Bible Club or Saturdays linking with regular activities.
- Consider running Messy Church / Shrimps services?

Training and Discipleship Action Team:
- Organise training on how to do children's talks.
- Train service leaders and new preachers on being family friendly.
- Reviewing Sunday morning services to include more children participation.
- A long-term commitment to Connect, to stop us from losing people in their 20s.

Buildings Action Team:
- See building project below.

Pastoral Team:
- Explores running activities that meet felt needs of parents: CAP debt advice; parenting advice; school holiday meals; food voucher distribution.

Other:
- Market our buildings for birthday parties?
- More family information on the notice sheets.

Impact on Building Project

With this vision in mind, our aims for a building project become sharper:

Main Church Building:
- We want to have a main church building that is suitable for families to come on Sundays, including an area for young children to play during services & leave pushchairs.
- We want to have a main church building that is suitable for Super Sunday services (flexible seating; more space/staging at the front).
- We want to have a main church building that can host non-Sunday events for children, youth and families, and so familiarise families with the main building. We want to allow the main building to function as our primary church hall – bigger, brighter and more modern than our present hall.
- We want our main building to be warm and welcoming (not "old fashioned churchy") in order to welcome newcomers and unchurched people.
- We want to be able to serve refreshments in the main church building, both at Sunday services and at family events.

Link Building:
- We want a link building to create an attention-grabbing, welcoming and modern porch area in order to welcome newcomers and unchurched people.
- We want a link building (& lounge) that gives us a café style area hospitality area for welcoming people, including parents checking-in and waiting for children.[1]
- We want a link building to enable better facilities for children and youth events: to link toilets to the main building and to create a safe crossing between our buildings.

Church Halls:
- Essential maintenance, redecoration and upgrade the downstairs of our church halls.
- Do we go radical and build in a soft play area (ball pits)?[2]
- Upgrade the lounge, kitchen and toilet facilities.

Order of Work:

[1] This helps us with safeguarding and also building relationships with parents.
[2] http://www.mcknightgroup.com/more-examples-of-church-building-trends-indoor-play-areas/

Our first priority is to do essential maintenance on the church halls, but after that our main priority is upgrading the main church building because as detailed above it enables us to do **'new' things** we are not able to do at present or would be able to do with redecorated halls. We believe that then the link building considered in conjunction with the church lounge, kitchen and toilets is necessary. We recognise that we will need professional input and costings to make further decisions.

Funding:
We aim to approach secular funding bodies and will need to tailor our aims for our buildings to secular funding criteria. Our vision would be for our buildings to become a **families' community centre**. We believe that it would be important to stress four things:

1. The local needs: According to Church of England statistics, our parish is in the bottom 3.5% for deprivation in Church of England parishes (Christ Church is 426 out of 12500 parishes, with 1 being most deprived).[3] "The level of child poverty in some parts of the town is significant - with over 30% of children living in poverty".[4] Family breakdown is high, with 27% of children in Waveney living with a single parent (2014 statistics).[5] There is a huge need to support children and families. In local families, common needs include financial (Universal Credit has caused more problems), miss use of money, single-parent families, parenting problems, mental health issues in children and parents, housing, drugs and alcohol abuse.

2. We already have extensive children and youth activities: Shrimps (x3 mornings a week); Saturday Club; Explorers Club; Pathfinders and BASE youth; Sunday groups (Crèche, Climbers, Explorers, Pathfinders). We want to develop an already thriving set of activities. We already employ a youth worker and are committed to employing a youth or families' worker going forward.

3. We need to do essential repairs and maintenance to meet Health and Safety concerns, as well as developing our facilities.

4. Our buildings are used by other internal and external community groups (e.g., Women's Fellowship Group, Pilates, Bowls, Heritage exhibitions), which if our buildings were renovated we would aim to be used more.

Impact on Future Staffing

We should consider employing a Families' Worker instead of a Youth Worker for at least the next two years. Blessing has announced his intention to finish at Christ Church in September 2019. We could advertise and employ a Families Worker instead of a Youth Worker as a replacement. Note: A Families' Worker is <u>not</u> the same as a Children's Worker.

A Families' Worker would work across our children and youth programme to build relationships with the families represented by the children and youth. He/she would aim to work with different teams in the church to grow a family outreach programme and make Sunday services more family friendly and lay on training. He/she would aim to run sessions for parents, e.g., parenting courses, Christianity Explored, meals out, CAP (debt help) courses.

If we pursued this route, we would need to ensure that sufficient lay leadership is put into Pathfinders (although, it is easier to recruit children's leaders than youth leaders from within the church family.) After two years, we may also need to re-start BASE as a separate group and so leadership will become a more pressing issue. One concern raised is that once a youth group is lost it is very hard to get it back again. The same, however, is true for Sunday children's groups and if we do not act fast we will soon lose Climbers and Explorers will follow a few years later. The question we do need to ask: which of the two roles can most easily cover from within the church family?

[3] https://staff.diocesan.co.uk/pdfiles2018/260391.pdf
[4] http://www.lowestoftrising.co.uk/lowestoft
[5] Figure 4 in https://www.healthysuffolk.org.uk/uploads/The_State_of_Children_in_Suffolk_full_draft_1.6.pdf

We also need to ask questions about how easy it is to recruit for a given role? We need to recognise that it may be hard to find a suitable Families' Worker. In part, because it is hard in general to recruit experienced church staff to Lowestoft (being on a limb of the country and a non-university town). Yet, we really need self-starters as we cannot provide much support given a smaller staff team (and possibly with an incumbency gap). And in part, because fewer people are available who might be interested in a Families' Worker post. Therefore, another approach to future staffing is to advertise for both a Youth Worker and a Families' Worker, but only to appoint to one role, taking on the person with most competence and experience.

Whichever post we go for, we should consider funding this post from a Friends of Christ Church Lowestoft fund.

We also need to consider the kind of strengths we want in a future vicar. Our first priority is an evangelical minister who is committed to preaching Jesus from the Bible. After that, we are looking for someone who can lead us strategically including in the area of family outreach. We should update our parish profile accordingly.

Timetable

Here is how we might envisage Christ Church moving forwards over the coming 10 years:

Year(s)	Buildings	Staffing	Church
2019	Essential Maintenance on Halls; Remove Pews	Employ Families' Worker?; New Vicar	Start Family Events; Make Services Family Friendly
2020	Renovate Main Building		New Young Families in Church
2021-2025	Link Building	Add Youth Worker?	Growing numbers
2025-2029		Add Associate Vicar	Full on Sunday mornings

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent
c. A copy of your latest audited accounts, or draft accounts for the last financial year (whichever is the most recent)

to *The Town Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail* admin@lowestofttowncouncil.gov.uk

Applications will be considered by the Finance and Governance Committee on a quarterly basis (March, June, September and December).

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Roman Hill primary School Avondale Road Lowestoft Suffolk NR322NX
Name of account to which payment to be made (explain if not your organisation's name)	Kingfisher School Trust
What does your organisation do? (100 words max)	Roman Hill Primary School is a mixed primary school and nursery in Lowestoft, Suffolk, providing education and care for children aged 3–11. We are an inclusive, community focused school committed to helping every child feel that they belong and can achieve their potential. Alongside a broad curriculum covering subjects such as reading, mathematics, science, art, music, PE and computing, we place a strong emphasis on children's personal development, wellbeing, relationships and developing confidence. We also provide specialist support through our Stepping Stones provision for children with additional needs, offering a nurturing, structured and language-rich environment. We are proud to be at the heart of our local community and work hard to provide experiences and opportunities that our children may not otherwise have access to. With over half of our pupils currently eligible for Free School Meals, ensuring that enrichment opportunities such as cultural visits, trips and live performances are accessible to every child is an

	important part of our commitment to inclusion and equality of opportunity.
What relevant local area does your organisation cover?	The Harbour Ward of Lowestoft
Who are the main beneficiaries of your work?	The children and families within the school community.
Are you a charity? If yes, describe the type of charity	We are looking in to creating a Charity to support the school and local community but these plans are in their infancy.
If registered, what is the charity number?	NA
Not-for-profit? If no, describe the organisation	Yes – All funding we receive goes to improving and enhancing the experiences of daily lives of our children and families.
Organisation income (last complete financial year)	Unknown
Organisation expenditure (last complete financial year)	Unknown
Contact details	
Name	[redacted]
Address	Roman Hill Primary School
Telephone number/s	01502563161
E-mail	[redacted]
Position within organisation	Safeguarding and Pupil Welfare Manager (PTA Chair)

Lowestoft Town Council
Grant Application Form

Explain how you are authorised to make this application on behalf of the organisation	As the Safeguarding and Welfare Manager and also the Chair of the School PTA, I help support the school community with a broad range of opportunities and events to help allow both children and their families to enjoy not only school work but extra-curricular events together.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	We are seeking funding to enable every child at our school to experience a Christmas pantomime, with the aim of making the visit completely free of charge to families. Our school is situated in the Harbour Ward of Lowestoft, an area experiencing significant levels of deprivation. According to the English Indices of Deprivation 2025, the school is located in the most deprived 10% of the country. Over 50% of our pupils are eligible for Free School Meals. 37.9% of our children are on the SEND register with 15.2% holding an Education Healthcare Plan. Many of our families face financial pressures that can make the additional cost of school trips difficult to manage. We believe that every child should have equal access to enriching cultural experiences, regardless of their family's financial circumstances, and we do not want any child to feel excluded because their family cannot afford to contribute. Funding the full cost of the trip would allow us to take the whole school together, ensuring that every pupil has the opportunity to experience a live theatre production, enjoy a shared Christmas celebration and create positive memories with their friends and teachers. For some of our children, this could be their first experience of visiting a theatre or seeing a live pantomime, making the opportunity particularly significant. This funding would therefore have a direct impact on inclusion, equality of opportunity and the wellbeing of our pupils and families.
Total cost of project	We have been lucky enough to work directly with The Beauty and the Beast Production Company G&S and Stargate Entertainment who are putting on the Pantomime. They have been very generous in offering us a discount in ticket prices as well as providing transport to Great Yarmouth and back for the children and staff. A contribution of £1000 from the school PTA has also been agreed leaving us with £5518.50 to be able to make the event free for all the children.

Lowestoft Town Council
Grant Application Form

Breakdown of cost	£19.50 per child (40 adults free of charge) Total pupils 283 pupils x £19.50 = £5518.50
Grant requested from Lowestoft Town Council	£3000
What specifically would the grant from the Council fund?	The funding would go towards reducing the price for families in the school. We are mindful that some of our families have between 2 and 5 children in the school and at £19.50 at Christmas time, this is likely to be unachievable for many.
Have any funds been requested/agreed from other sources? Provide details	Working with G&S Production and Stargate entertainment, we have had a significant reduction in the price of the event. The coaches in particular the transport which is being provided for free is a huge saving for the children and families.
When are the funds required?	ASAP to enable us to be able to make parents aware of the price they will need to contribute or for us to be able to share the exciting news that we are able to provide this exciting opportunity free of charge.
Project start date	Performance date: 9th December 2026
Project completion date	9th December 2026

Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	Yes
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	Yes
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	Yes
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	Yes

Lowestoft Town Council
Grant Application Form

Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	Yes
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	Yes

Signed…… Date.....
(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained).
Should you require your application to be considered outside the Finance and Governance Committee's quarterly schedule (as detailed at the top of this form), you will need to provide credible evidence of why urgent consideration should be given:

Due to the need for us to be able to make families aware we do need a decision as a matter of urgency. I appreciate this may be difficult but anything that can be done to make the decision as prompt as possible would be much appreciated.

Department for Education

Academy Articles of Association

For use by mainstream, special, 16-19, alternative provision academies and free schools, and studio schools

June 2021

For use by mainstream, special, 16-19, alternative provision academies and free schools, and studio schools

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ACADEMY ARTICLES OF ASSOCIATION MODEL ONE

For use by mainstream, special, 16-19, alternative provision academies and free schools, and studio schools

ACADEMY ARTICLES OF ASSOCIATION MODEL ONE

For use by mainstream, special, 16-19, alternative provision academies and free schools, and studio schools

[insert date of adoption]

THE COMPANIES ACT 2006

A COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION

OF

KINGFISHER SCHOOLS TRUST

COMPANY NUMBER: 07682294

ACADEMY ARTICLES OF ASSOCIATION MODEL ONE

For use by mainstream, special, 16-19, alternative provision academies and free schools, and studio schools

THE COMPANIES ACT 2006

COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION

OF

KINGFISHER SCHOOLS TRUST

Interpretation

1. In these Articles:-

a. "the Academies" means all the schools and educational institutions referred to in Article 4a and operated by the Academy Trust (and "Academy" shall mean any one of those schools or educational institutions);

b. "Academy Financial Year" means the academic year from 1st of September to 31st of August of the following year;

c. "the Academy Trust" means the company intended to be regulated by these Articles and referred to in Article 2, subject to the definition of this term at Article 6.9(a) in relation to articles 6.2-6.4 and 6.6-6.8A;

d. "the Articles" means these Articles of Association of the Academy Trust;

e. "Chair" means the Chair of the Trustees, save that for the purposes of Articles 23 – 44 chair means the individual appointed as chair of a General Meeting pursuant to Article 25;

f. "Chief Executive Officer" means such person as may be appointed by the Trustees as the Chief Executive Officer of the Academy Trust;

g. "clear days" in relation to the period of a notice means the period excluding the day when the notice is given or deemed to be given and the day on which it is given or on which it is to take effect;

h. "Co-opted Trustee" has the meaning contained in Article 58;

i. "electronic form" has the meaning given in section 1168 of the Companies Act 2006;

j. "financial expert" means an individual, company or firm who is authorised to give investment advice under the Financial Services and Markets Act 2000;

k. Not used

l. "Funding Agreement" means the agreement between the Academy Trust and the Secretary of State, including funding arrangements, obligations and termination provisions;

m. "Governance Professional" means the Governance Professional to the Trustees or any other person appointed to perform the duties of the Governance Professional to the Trustees, including a joint, assistant or deputy Governance Professional;

n. "Local Authority Associated Person" means any person associated (within the meaning given in section 69(5) of the Local Government and Housing Act 1989) with any local authority by which the Academy Trust is influenced;

o. "Local Governing Bodies" means the committees appointed pursuant to Articles 100-101A and 104 (and "Local Governing Body" means any one of these committees);

p. "Member" means a member of the Academy Trust and someone who, as such, is bound by the undertaking contained in Article 8;

q. "the Memorandum" means the Memorandum of Association of the Academy Trust;

r. "Office" means the registered office of the Academy Trust;

s. "Parent" includes any person with parental responsibility or care for a pupil, student, or child;

t. "Parent Local Governor" means the Parent member of a Local Governing Body elected or appointed in accordance with Articles 54-56;

u. "Parent Trustees" means the Trustees elected or appointed pursuant to Articles 53 – 56[B] inclusive;

v. "Principals" means the head teachers of the Academies (and "Principal" means any one of these head teachers) ;

w. "Principal Regulator" means the body or person appointed as the Principal Regulator under the Charities Act 2011;

x. "the seal" means the common seal of the Academy Trust, if it has one;

y. "Secretary of State" means the Secretary of State for Education or successor;

z. "Serious Criminal Offence" means any criminal offence excluding those which have been spent under the Rehabilitation of Offenders Act 1974 and excluding any offence for which the maximum sentence is a fine or a lesser sentence, except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011.

aa. "Special Educational Needs" has the meaning set out in sections 20(1) and 21(2) of the Children and Families Act 2014;

bb. "teacher" means a person employed under a contract of employment or a contract for services or otherwise engaged to provide their services as a teacher at one or more Academies

cc. "the Trustees" means the directors of the Academy Trust (and "Trustee" means any one of those directors), subject to the definition of this term at Article 6.9(b) in relation to Articles 6.2-6.4 and 6.6-6.8A;

dd. "the United Kingdom" means Great Britain and Northern Ireland;

ee. "Vice-Chair" means the Vice-Chair of the Trustees;

ff. words importing the singular number shall include the plural number, and vice versa;

gg. subject as aforesaid, words or expressions contained in these Articles shall, unless the context requires otherwise, bear the same meaning as in the Companies Act 2006, as appropriate;

hh. any reference to a statute or statutory provision shall include any statute or statutory provision which replaces or supersedes such statute or statutory

provision including any modification or amendment thereto;

ii. any reference to a document being 'signed' includes being executed under hand or seal or by any other method, and in the case of communication in electronic form, such references are to its being authenticated as specified by the Companies Act 2006;

jj. any reference to communication or documents being 'in writing' or 'written' includes communications or documents which are in electronic form.

Academy Trust name and registered office

2. The company's name is **Kingfisher Schools Trust** (and in this document it is called "the **Academy Trust**").

3. The Academy Trust's registered office is to be situated in England and Wales.

Charitable objects

4. The Academy Trust's objects ("the **Objects**") are specifically restricted to the following:

a. to advance 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 **mainstream Academies**") or educational institutions which are principally concerned with providing full-time or part-time education for children of compulsory school age who, by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless alternative provision is made for them ("the **alternative provision Academies**") or 16 to 19 Academies offering a curriculum appropriate to the needs of its students ("the **16 to 19 Academies**") or schools specially organised to make special educational provision for pupils with Special Educational Needs ("the **Special Academies**")

Powers of the Academy Trust

5. In furtherance of the Objects but not further or otherwise the Academy Trust may exercise the following powers:

a. to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments, and to operate bank accounts in the name of the Academy Trust;

b. to raise funds and to invite and receive contributions provided that in raising funds the Academy Trust shall not undertake any substantial permanent

trading activities and shall conform to any relevant statutory regulations;

c. to acquire, alter, improve and (subject to such consents as may be required by law) to charge or otherwise dispose of property;

d. subject to Articles 6.6-6.8A below to employ such staff as are necessary for the proper pursuit of the Objects and to make all reasonable and necessary provision for the payments of pensions and superannuation to staff and their dependants;

e. to establish or support, whether financially or otherwise, any charitable companies, trusts, associations or institutions formed for all or any of the Objects;

f. to co-operate with other charities, other independent and maintained schools, academies and institutions within the further education sector, voluntary bodies and statutory authorities operating in furtherance of the Objects and to exchange information and advice with them;

g. to pay out of funds of the Academy Trust the costs, charges and expenses of and incidental to the formation and registration of the Academy Trust;

h. to establish, maintain, carry on, manage and develop the Academies at locations to be determined by the Trustees;

i. to offer scholarships, exhibitions, prizes and awards to pupils [and students] and former pupils [and former students], and otherwise to encourage and assist the educational attainment of pupils and students and former pupils and former students;

j. to provide educational facilities and services to students of all ages and the wider community for the public benefit;

k. to carry out research into the development and application of new techniques in education and to their approach to curriculum development and delivery and to publish the results of such research, and to develop means of benefiting from application of the experience of industry,

commerce, other schools, educational institutions and the voluntary sector to the education of pupils and students in academies;

l. subject to such consents as may be required by law and/or by any contract entered into by or on behalf of the Academy Trust, to borrow and raise money for the furtherance of the Objects in such manner and on such security as the Academy Trust may think fit;

m. to deposit or invest any funds of the Academy Trust not immediately required for the furtherance of its Objects (but to invest only after obtaining such advice from a financial expert as the Trustees consider necessary and having regard to the suitability of investments and the need for diversification);

n. to delegate the management of investments to a financial expert, but only on terms that:

i. the investment policy is set down in writing for the financial expert by the Trustees;

ii. every transaction is reported promptly to the Trustees;

iii. the performance of the investments is reviewed regularly with the Trustees;

iv. the Trustees are entitled to cancel the delegation arrangement at any time;

v. the investment policy and the delegation arrangement are reviewed at least once a year;

vi. all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and

vii. the financial expert must not do anything outside the powers of the Trustees;

o. to arrange for investments or other property of the Academy Trust to be held in the name of a nominee company acting under the control of the Trustees or of a financial expert acting under their instructions, and to pay any reasonable fee required;

p. to provide indemnity arrangements to Trustees in accordance with, and subject to the conditions of section 232 to 235 of the Companies Act 2006, section 189 of the Charities Act 2011 or any other provision of law applicable to charitable companies and any such indemnity is limited accordingly;

q. not used;

r. to establish subsidiary companies to carry on any trade or business for the purpose of raising funds for the Academy Trust; and

s. to do all such other lawful things as are necessary for or are incidental to or conducive to the achievement of the Objects.

Use of income and property

6.1 The income and property of the Academy Trust shall be applied solely towards the promotion of the Objects.

6.2 None of the income or property of the Academy Trust may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any Member of the Academy Trust. Nonetheless a Member of the Academy Trust who is not also a Trustee may:

a. benefit as a beneficiary of the Academy Trust;

b. be paid reasonable and proper remuneration for any goods or services supplied to the Academy Trust;

c. be paid rent for premises let by the Member to the Academy Trust if the amount of the rent and other terms of the letting are reasonable and proper; and

d. be paid interest on money lent to the Academy Trust at a reasonable and proper rate, such rate not to exceed 2% per annum below the base lending rate of a UK clearing bank selected by the Trustees, or 0.5%, whichever is the higher.

6.2A. The Trustees may only rely upon the authority provided by Article 6.2 to allow a benefit to a Member if each of the following conditions is satisfied:

a. the remuneration or other sums paid to the Member does not exceed an amount that is reasonable in all the circumstances;

b. the Trustees are satisfied that it is in the interests of the Academy Trust to contract with that Member rather than with someone who is not a Member. In reaching that decision the Trustees must balance the advantage of contracting with a Member against the disadvantages of doing so; and

c. the reason for their decision is recorded by the Trustees in the minute book.

Trustees benefiting from indemnity arrangements

6.3 A Trustee may benefit from any indemnity arrangement purchased at the Academy Trust's expense or any arrangement so agreed with the Secretary of State to cover the liability of the Trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default or breach of trust or breach of duty of which they may be guilty in relation to the Academy Trust, provided that any such arrangement shall not extend to: (i) any claim arising from any act or omission which the Trustees (or any of them) knew to be a breach of trust or breach of duty or which was committed by the Trustees (or any of them) in reckless disregard to whether it was a breach of trust or breach of duty or not; and (ii) the costs of any unsuccessful defence to a criminal prosecution brought against the Trustees (or any of them) in their capacity as directors of the Academy Trust. Further, this Article does not authorise a Trustee to benefit from any indemnity arrangement that would be rendered void by any provision of the Companies Act 2006, the Charities Act 2011 or any other provision of law.

6.4 A public company, which has shares listed on a recognised stock exchange and of which any one Trustee holds no more than 1% of the issued capital of that company,

may receive fees, remuneration or other benefit in money or money's worth from the Academy Trust.

Trustees' reasonable expenses and restrictions on benefits and payments

6.5 A Trustee may at the discretion of the Trustees be reimbursed from the property of the Academy Trust for reasonable expenses properly incurred by them when acting on behalf of the Academy Trust, but excluding expenses in connection with foreign travel.

6.6 No Trustee may:

a. buy any goods or services from the Academy Trust;

b. sell goods, services, or any interest in land to the Academy Trust;

c. be employed by, or receive any remuneration from the Academy Trust (other than the Chief Executive Officer to the extent they are a Trustee whose employment and/or remuneration is subject to the procedure and conditions in Article 6.8);

d. or receive any other financial benefit from the Academy Trust;

unless:

e. the payment is permitted by Article 6.7 and the Trustees follow the procedure and observe the conditions set out in Article 6.8; or

f. the Trustees obtain the prior written approval of the Charity Commission and fully comply with any procedures it prescribes.

6.7 Subject to Article 6.8, a Trustee may:

a. receive a benefit from the Academy Trust in the capacity of a beneficiary of the Academy Trust;

b. be employed by the Academy Trust or enter into a contract for the supply of goods or services to the Academy Trust, other than for acting as a Trustee;

c. receive interest on money lent to the Academy Trust at a reasonable and

proper rate not exceeding 2% per annum below the base rate of a clearing bank to be selected by the Trustees, or 0.5%, whichever is the higher; and

d. receive rent for premises let by the Trustee to the Academy Trust if the amount of the rent and the other terms of the lease are reasonable and proper.

6.8 The Academy Trust and its Trustees may only rely upon the authority provided by Article 6.7 if each of the following conditions is satisfied:

a. the remuneration or other sums paid to the Trustee does not exceed an amount that is reasonable in all the circumstances;

b. the Trustee is absent from the part of any meeting at which there is discussion of:

i. their employment, remuneration, or any matter concerning the contract, payment or benefit; or

ii. their performance in the employment, or their performance of the contract; or

iii. any proposal to enter into any other contract or arrangement with them or to confer any benefit upon them that would be permitted under Article 6.7; or

iv. any other matter relating to a payment or the conferring of any benefit permitted by Article 6.7;

c. the Trustee does not vote on any such matter and is not to be counted when calculating whether a quorum of Trustees is present at the meeting;

d. save in relation to employing or contracting with the Chief Executive OfficerPrincipal (to the extent they are a Trustee), the other Trustees are satisfied that it is in the interests of the Academy Trust to employ or to contract with that Trustee rather than with someone who is not a Trustee. In reaching that decision the Trustees must balance the advantage of employing a Trustee against the disadvantages of doing so (especially the

loss of the Trustee's services as a result of dealing with the Trustee's conflict of interest);

e. the reason for their decision is recorded by the Trustees in the minute book; and

f. a majority of the Trustees then in office have received no such payments or benefit.

6.8A The provision in Article 6.6(c) that no Trustee may be employed by or receive any remuneration from the Academy Trust (other than the Chief Executive Officer to the extent they are a Trustee) does not apply to an employee of the Academy Trust who is subsequently elected or appointed as a Trustee save that this Article shall only allow such a Trustee to receive remuneration or benefit from the Academy Trust in their capacity as an employee of the Academy Trust and provided that the procedure as set out in Articles 6.8(b) and 6.8(c) is followed.

6.9 In Articles 6.2-6.4 and 6.6-6.8A:

a. "Academy Trust" shall include any company in which the Academy Trust:

- holds more than 50% of the shares; or
- controls more than 50% of the voting rights attached to the shares; or
- has the right to appoint one or more directors to the board of the company;

b. "Trustee" shall include any child, stepchild, parent, grandchild, grandparent, brother, sister or spouse of the Trustee or any person living with the Trustee as their partner;

c. the employment or remuneration of a Trustee includes the engagement or remuneration of any firm or company in which the Trustee is:

i. a partner;

ii. an employee;

iii. a consultant;

iv. a director;

v. a member; or

vi. a shareholder, unless the shares of the company are that of a public company which are listed on a recognised stock exchange and the Trustee holds less than 1% of the issued capital.

Liability of Academy Trust Members

7. The liability of the Members of the Academy Trust is limited.

8. Every Member of the Academy Trust undertakes to contribute such amount as may be required (not exceeding £10) to the Academy Trust's assets if it should be wound up while they are a Member or within one year after they cease to be a Member, for payment of the Academy Trust's debts and liabilities before they cease to be a Member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributors among themselves.

Arrangements for Academy Trust property on closure of trust

9. If the Academy Trust is wound up or dissolved and after all its debts and liabilities (including any under section 2 of the Academies Act 2010) have been satisfied there remains any property it shall not be paid to or distributed among the Members of the Academy Trust (except for a Member which is itself a charity fulfilling the criteria set out below), but shall be given or transferred to some other charity or charities having objects similar to the Objects which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on the Academy Trust by Article 6 above, chosen by the Members of the Academy Trust at or before the time of dissolution and if that cannot be done then to some other charitable object.

10. Not used.

Restrictions on alterations to articles to protect charitable company status

11. No alteration or addition shall be made to or in the provisions of the Articles which

would have the effect: (a) that the Academy Trust would cease to be a company to which section 60 of the Companies Act 2006 applies; or (b) that the Academy Trust would cease to be a charity.

Members

12. The Members of the Academy Trust shall comprise:

a. the signatories to the Memorandum (until such time as they cease to be a Member);

c. any person appointed under Article 15A,

provided that at any time the minimum number of Members shall not be less than three.

12A. An employee of the Academy Trust cannot be a Member of the Academy Trust.

12B. There must be a majority of Members who are not also Trustees.

Rights to remove Members

13. Each person entitled to appoint Members in Article 12 shall have the right from time to time by written notice delivered to the Office to remove any Member appointed by them and to appoint a replacement Member to fill a vacancy whether resulting from such removal or otherwise.

14. If any of the persons entitled to appoint Members in Article 12:

a. in the case of an individual, die or become legally incapacitated;

b. in the case of a corporate entity, cease to exist and are not replaced by a successor institution;

c. becomes insolvent or makes any arrangement or composition with their creditors generally; or

d. ceases to themselves be a Member,

their right to appoint Members under these Articles shall vest in the remaining Members.

Disqualification and termination of membership

15. A Member shall cease to be a Member if:

a. that Member (which is an individual) dies or becomes incapable by reason of illness or injury of managing and administering their own affairs;

b. that Member has been declared bankrupt and/or their estate has been seized from their possession for the benefit of their creditors and the declaration or seizure has not been discharged, annulled or reduced, or if they are the subject of a bankruptcy restrictions order or an interim order;

c. that Member is a corporate entity and:

i. ceases to exist;

ii. a resolution or order is made for the Member to be wound up or to enter into administration;

iii. enters into any arrangement or composition with its creditors; or

iv. becomes insolvent;

d. that Member has been convicted of a Serious Criminal Offence;

e. that Member has not provided to the Chair a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997 or if such a certificate discloses information which the Chair considers would make that Member unsuitable for their role. If a dispute arises as to whether the Member should be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final;

f. that Member refuses to consent to any checks required by the Secretary of State under the provisions of the Funding Agreement or otherwise;

g. that Member is found to be unsuitable to be a Member by the Secretary of State under the provisions of the Funding Agreement;

h. that Member is employed by the Academy Trust;

i. that Member would be disqualified from being a Trustee of this Academy Trust for any other reason, regardless of whether they are also a Trustee.

15AA. Where, by virtue of these Articles a person becomes disqualified from holding, or continuing to hold office as a Member; and they are, or are proposed, to become such a Member, they shall upon becoming so disqualified give written notice of that fact to the Governance Professional.

Appointing and removing Members

15A. The Members may agree by passing a special resolution to appoint such additional Members as they think fit.

16. In addition to Article 13, the Members may agree by passing a special resolution to remove any Member(s) . The Member whose proposed removal is the subject of the resolution shall not be entitled to vote on that resolution.

Members and the charitable objects

16A. In exercising their rights under these Articles and the Companies Act 2006, the Members shall not do anything or take any action which would cause the Academy Trust to contravene its Objects, and shall act in a way which they decide, in good faith, will be most likely to further the Objects of the Academy Trust.

Consent to become a Member

17. Every person nominated to be a Member of the Academy Trust shall sign a written consent to become a Member and sign the register of Members on becoming a Member.

Member resignation

18. Any Member may resign provided that after such resignation the number of Members is not less than three. A Member shall cease to be one immediately on the receipt by the Academy Trust of a notice in writing signed by the person or persons entitled to remove them under Articles 13 or 16 provided that no such notice shall take effect when the number of Members is less than three unless it contains or is

accompanied by the appointment of a replacement Member.

General Meetings

Annual General Meeting

19. The Academy Trust shall hold an Annual General Meeting each Academy Financial Year in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it; and not more than fifteen months shall elapse between the date of one Annual General Meeting of the Academy Trust and that of the next. Provided that so long as the Academy Trust holds its first Annual General Meeting within eighteen months of its incorporation, it need not hold it in the year of its incorporation or the following year. The Annual General Meeting shall be held at such time and place as the Trustees shall appoint. All meetings other than the Annual General Meetings shall be called General Meetings.

Arrangements for General Meetings

20. The Trustees may call General Meetings and, on the requisition of Members pursuant to the provisions of the Companies Act 2006, shall forthwith proceed to convene a General Meeting in accordance with that Act. If there are not within the United Kingdom sufficient Trustees to call a General Meeting, any Trustee or any Member of the Academy Trust may call a General Meeting.

Notice of General Meetings

21. General meetings shall be called by at least fourteen clear days' notice but may be called by shorter notice if it is so agreed by a majority in number of Members having a right to attend and vote and together representing not less than 90% of the total voting rights at that meeting.

21A. The notice shall specify the time and place of the meeting and the general nature of the business to be transacted and, in the case of an Annual General Meeting, shall specify the meeting as such. The notice shall also state that the Member is entitled to appoint a proxy. The notice shall be given to all the Members, to the Trustees and auditors.

22. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

Proceedings at General Meetings

23. No business shall be transacted at any meeting unless a quorum is present. A quorum is a majority of Members present in person or by proxy and entitled to vote upon the business to be transacted.

23A. A person may attend a General Meeting by telephone or by any suitable electronic means by which all those participating in the meeting are able to communicate with all other participants.

23B. A person so participating by telephone or other communication shall be deemed to be present in person at the meeting and shall be counted in a quorum and entitled to vote. A meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no group which is larger than any other group, where the chair of the meeting is located at that time.

24. If a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the Trustees may determine.

25. The Members present and entitled to vote at the meeting shall elect by ordinary resolution one of their number to be the chair and such election shall be binding on all Members and Trustees present at the meeting.

26. Not used.

27. A Trustee shall, notwithstanding that they are not a Member, be entitled to attend and speak at any General Meeting or Annual General Meeting.

28. The chair may, with the consent of a majority of the Members at a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any

adjourned meeting other than the business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time, date and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.

29. A resolution put to the vote of the meeting shall be decided on a show of hands unless before, or on the declaration of the result of the show of hands, a poll is duly demanded. Subject to the provisions of the Companies Act 2006, a poll may be demanded:

a. by the chair; or

b. by at least two Members having the right to vote at the meeting; or

c. by a Member or Members representing not less than one-tenth of the total voting rights of all the Members having the right to vote at the meeting.

30. Unless a poll is duly demanded a declaration by the chair that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.

31. The demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the chair. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made.

32. A poll shall be taken as the chair directs and they may appoint scrutineers (who need not be Members) and fix a time, date and place for declaring the results. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

33. A poll demanded on the election of the chair or on a question of adjournment shall be taken immediately. A poll demanded on any other question shall be taken either immediately or at such time, date and place as the chair directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent the

continuance of a meeting for the transaction of any business other than the question on which the poll is demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.

34. No notice need be given of a poll not taken immediately if the time, date and place at which it is to be taken are announced at the meeting at which it is demanded. In other cases at least seven clear days' notice shall be given specifying the time, date and place at which the poll is to be taken.

35. A resolution in writing, which includes a resolution in electronic form, agreed by such number of Members as required if it had been proposed at a General Meeting shall be as effectual as if it had been passed at a General Meeting duly convened and held provided that a copy of the proposed resolution has been sent to every Member. The resolution may consist of several instruments in the like form each agreed by one or more Members.

Votes of Members

36. On the show of hands every Member present in person shall have one vote. On a poll every Member present in person or by proxy shall have one vote.

37. Not used.

38. No Member shall be entitled to vote at any General Meeting unless all moneys then payable by them to the Academy Trust have been paid.

39. No objections shall be raised to the qualification of any person to vote at any General Meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chair whose decision shall be final and conclusive.

Voting by proxy

40. An instrument appointing a proxy shall be in writing, signed by or on behalf of the appointer and shall be in the following form (or in a form as near thereto as

circumstances allow or in any other form which is usual or which the Trustees may approve):

> "I/We, …….., of ……., being a Member/Members of the above named Academy Trust, hereby appoint …… of ……, or in their absence, …….. of ……. as my/our proxy to attend, speak and vote in my/our name[s] and on my/our behalf at the annual general meeting/ general meeting of the Academy Trust to be held on …..20[ ], and at any adjournment thereof.
>
> Signed on ….. 20[ ]"

41. Where it is desired to afford Members an opportunity of instructing the proxy how they shall act the instrument appointing a proxy shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the Trustees may approve):

> "I/We, ……., of ……., being a Member/Members of the above named Academy Trust, hereby appoint …. of ……., or in their absence, ….. of ……, as my/our proxy to attend, speak and vote in my/our name[s] and on my/our behalf at the annual general meeting/ general meeting of the Academy Trust, to be held on …. 20[ ], and at any adjournment thereof.
>
> This form is to be used in respect of the resolutions mentioned below as follows:
>
> Resolution No. 1 *for * against
>
> Resolution No. 2 *for * against.
>
> - Strike out whichever is not desired.
>
> Unless otherwise instructed, the proxy may vote as they think fit or abstain from voting.
>
> Signed on 20[ ]"

42. The instrument appointing a proxy and any authority under which it is signed or a copy of such authority certified by a notary or in some other way approved by the

Trustees may:

a. be deposited at the Office or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Academy Trust in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or

b. in the case of a poll taken more than 48 hours after it is demanded, be deposited as aforesaid after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll; or

c. where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the chair or to the Governance Professional or to any Trustee,

and an instrument of proxy which is not deposited or delivered in a manner so permitted shall be invalid.

43. A vote given or poll demanded by proxy or by the duly authorised representative of a corporation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Academy Trust at the Office or at such other place at which the instrument of proxy was duly deposited before the commencement of the meeting or adjourned meeting at which the vote given or the poll demanded or (or in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

44. Any organisation which is a Member of the Academy Trust may by resolution of its board of directors or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the Academy Trust, and the person so authorised shall be entitled to exercise the same powers on behalf of the organisation which they represent as that organisation could exercise if it were an individual Member of the Academy Trust.

Trustees

45. The number of Trustees shall be not less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.

46. Subject to Articles 48-49 and 53, the Academy Trust shall have the following Trustees:

a. up to 9 Trustees, appointed under Article 50;

b. Not used

c. a minimum of two Parent Trustees elected or appointed under Articles 53-56 in the event that no Local Governing Bodies are established under Article 100a or if no provision is made for at least two Parent Local Governors on each established Local Governing Body pursuant to Article 101A.

47. The Academy Trust may also have any Co-opted Trustee appointed under Article 58.

48. The first Trustees shall be those persons named in the statement delivered pursuant to sections 9 and 12 of the Companies Act 2006.

49. Future Trustees shall be appointed or elected, as the case may be, under these Articles. Where it is not possible for such a Trustee to be appointed or elected due to the fact that an Academy has not yet been established, then the relevant Article or part thereof shall not apply.

Appointment of Trustees

50. The Members may appoint by ordinary resolution up to 9 Trustees.

50A. Not used .

50B. The total number of Trustees including the Chief Executive Officer if they so choose to act as Trustee under Article 57 who are employees of the Academy Trust shall not exceed one third of the total number of Trustees.

51. Not used.

52. Not used.

Parent Trustees

53. In circumstances where the Trustees have not appointed Local Governing Bodies in respect of the Academies as envisaged in Article 100a or if no provision is made for at least two Parent Local Governors on each established Local Governing Body pursuant to Article 101A there shall be a minimum of two Parent Trustees and otherwise such number as the Members shall decide who shall be appointed or elected in accordance with Articles 54 - 56.

Election of Parent Trustees and Parent Local Governors

54. Parent Trustees and Parent Local Governors shall be elected or, if the number of Parents standing for election is less than the number of vacancies, appointed (in accordance with the terms of reference determined by the Trustees from time to time). The elected or appointed Parent Trustees must be a Parent of a registered pupil at one or more of the Academies at the time when they are elected or appointed. The elected (or, if the number of Parents standing for election is less than the number of vacancies, appointed) Parent Local Governors of the Local Governing Body must be a Parent of a registered pupil at one or more of the Academies overseen by the Local Governing Body at the time when they are elected or appointed.

54AA In the case of 16-19 Academies, references to ‘a Parent of a registered pupil at one or more of the Academies’ in Article 54 shall be deemed to be references to ‘a Parent of a registered student at that 16-19 Academy’ or, in circumstances where no Parent of a registered student at the 16-19 Academy is willing or able to act as a Parent Trustee or a Parent Local Governor, references to ‘a Parent of a registered pupil at one or more of the Academies’ shall be deemed to be references to ‘a Parent of a child of above compulsory school age but not above the age of 19.

54A. The number of Parent Trustees and Parent Local Governors required shall be made up by Parent Trustees and Parent Local Governors appointed by the Trustees if the number of Parents standing for election is less than the number of vacancies.

55. The Trustees shall make all necessary arrangements for, and determine all other matters relating to, an election of the Parent Trustees or Parent Local Governors, including term dates and any question of whether a person is a Parent of a registered pupil at one of the Academies. Any election of the Parent Trustees or Parent Local Governors which is contested shall be held by secret ballot. For the purposes of any election of Parent Local Governors, any Parent of a registered pupil at the Academies overseen by the Local Governing Body shall be eligible to vote.

56. In appointing a Parent Trustee or Parent Local Governor the Trustees shall appoint a person who is the Parent of a registered pupil at an Academy as described in Articles 54 and 54AA; or where the Trustees are exercising their power to appoint a Parent Trustee or Parent Local Governor and it is not reasonably practical to appoint a Parent as described in Articles 54 and 54AA, then the Trustees may appoint a person who is the Parent of a child within the age range of at least one of the Academies or, in the case of an appointment to a Local Governing Body, the age range of at least one of the Academies overseen by that Local Governing Body.

Chief Executive Officer as Trustee

57. Providing that the Chief Executive Officer agrees so to act, the Members may by ordinary resolution appoint the Chief Executive Officer as a Trustee..

Co-opted Trustees

58. The Trustees may appoint Co-opted Trustees. A ‘Co-opted Trustee’ means a person who is appointed to be a Trustee by being Co-opted by Trustees who have not themselves been so appointed. The Trustees may not co-opt an employee of the Academy Trust as a Co-opted Trustee if thereby the number of Trustees who are employees of the Academy Trust would exceed one third of the total number of Trustees including the Chief Executive Officer to the extent they are a Trustee.

59 – 63. Not used.

Term of office

64. The term of office for any Trustee shall be four years, save that:

a. This time limit shall not apply to any post which is held ex officio.

b. The term of office may be shorter than four years for any Trustee except for Parent Trustees, if the Members (or in the case of a Co-opted Trustee, the Trustees) determine this at the time of appointment of such Trustee.

Subject to remaining eligible to be a particular type of Trustee, any Trustee may be re-appointed or re-elected.

Resignation and removal

65. A Trustee may resign their office by notice to the Academy Trust (but only if at least three Trustees will remain in office when the notice of resignation is to take effect).

66. A Trustee may be removed by the person or persons who appointed or elected them, or otherwise by ordinary resolution of the Members in accordance with the Companies Act 2006.

67. Either the Trustee resigning, or those removing the Trustee shall give written notice thereof to the Governance Professional.

Disqualification of Trustees

68. A Trustee must be aged 18 or over at the date of election or appointment. No current pupil or current student of any of the Academies shall be a Trustee.

69. A Trustee shall cease to hold office if they become incapable by reason of illness or injury of managing or administering their own affairs.

70. A Trustee shall cease to hold office if they are absent without the permission of the Trustees from all their meetings held within a period of six months and the Trustees resolve that the Trustee's office be vacated.

71. A person shall be disqualified from holding or continuing to hold office as a Trustee if:

a. they have been declared bankrupt and/or their estate has been seized from their possession for the benefit of their creditors and the declaration or seizure has not been discharged, annulled or reduced; or

b. they are the subject of a bankruptcy restrictions order or an interim order.

72. A person shall be disqualified from holding or continuing to hold office as a Trustee at any time when they are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

73. A Trustee shall cease to hold office if they cease to be a Trustee by virtue of any provision in the Companies Act 2006, or are disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

74. A person shall be disqualified from holding or continuing to hold office as a Trustee if they have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which their conduct contributed to or facilitated.

75. Not used.

76. Not used.

77. A person shall be disqualified from holding or continuing to hold office as a Trustee where they have, at any time, been convicted of a Serious Criminal Offence.

78. After the first Academy has opened, a person shall be disqualified from holding or continuing to hold office as a Trustee if that person does not provide the Chair with a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997 or if such a certificate discloses information which the Chair considers would make that person unsuitable for their role. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.

78A A person (including the Chair) shall be disqualified from holding or continuing to hold office as a Trustee if that person:

a. refuses to consent to any checks required by the Secretary of State under the provisions of the Funding Agreement, the Education (Independent School Standards) Regulations 2014 or otherwise; or

b. is found to be unsuitable to be a Trustee by the Secretary of State under the provisions of the Funding Agreement or the Education (Independent School Standards) Regulations 2014.

79. Where, by virtue of these Articles a person becomes disqualified from holding, or continuing to hold office as a Trustee; and they are, or are proposed, to become such a Trustee, they shall upon becoming so disqualified give written notice of that fact to the Governance Professional.

Disqualification of those on committees including Local Governing Bodies

80. Articles 68 to 74, Articles 77 to 78, Article 79 and Articles 97 to 98 also apply to any member of any committee or delegate of the Trustees including a Local Governing Body who is not a Trustee.

Governance Professional to the Trustees

81. The Trustees must appoint a Governance Professional. The Governance Professional shall be appointed by the Trustees for such term, at such remuneration and upon such conditions as they may think fit; and any Governance Professional so appointed may be removed by them. The Governance Professional shall not be a Trustee, or the Chief Executive Officer. Notwithstanding this Article, the Trustees may, where the Governance Professional fails to attend a meeting of theirs, appoint any one of their number or any other person to act as Governance Professional for the purposes of that meeting. The Governance Professional may, but need not be, the appointed company secretary of the Academy Trust.

Chair and Vice-Chair of the Trustees

82. The Trustees shall each school year elect a Chair and a Vice-Chair from among their number. A Trustee who is employed by the Academy Trust shall not be eligible for election as Chair or Vice-Chair.

83. Subject to Article 84, the Chair or Vice-Chair shall hold office as such until a successor has been elected in accordance with Article 85.

84. The Chair or Vice-Chair may at any time resign their office by giving notice in writing to the Governance Professional. The Chair or Vice-Chair shall cease to hold office if they:

a. cease to be a Trustee;

b. are employed by the Academy Trust;

c. are removed from office in accordance with these Articles; or

d. in the case of the Vice-Chair, they are elected in accordance with these Articles to fill a vacancy in the office of Chair.

85. Where by reason of any of the matters referred to in Article 84, a vacancy arises in the office of Chair or Vice-Chair, the Trustees shall at their next meeting elect one of their number to fill that vacancy.

86. Where the Chair is absent from any meeting or there is at the time a vacancy in the office of the Chair, the Vice-Chair shall act as the Chair for the purposes of the meeting.

87-89. Not used.

90. The Trustees may remove the Chair or Vice-Chair from office in accordance with these Articles.

91. A resolution to remove the Chair or Vice-Chair from office which is passed at a meeting of the Trustees shall not have effect unless:

a. it is confirmed by a resolution passed at a second meeting of the Trustees held not less than fourteen days after the first meeting; and

b. the matter of the Chair's or Vice-Chair's removal from office is specified as an item of business on the agenda for each of those meetings.

92. Before the Trustees resolve at the relevant meeting on whether to confirm the

resolution to remove the Chair or Vice-Chair from office, the Trustee or Trustees proposing their removal shall at that meeting state their reasons for doing so and the Chair or Vice-Chair shall be given an opportunity to make a statement in response.

Powers of the Trustees

93. Subject to provisions of the Companies Act 2006, the Articles and to any directions given by special resolution, the business of the Academy Trust shall be managed by the Trustees who may exercise all the powers of the Academy Trust. No alteration of the Articles and no such direction shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this Article shall not be limited by any special power given to the Trustees by the Articles and a meeting of Trustees at which a quorum is present may exercise all the powers exercisable by the Trustees.

94. In addition to all powers hereby expressly conferred upon them and without detracting from the generality of their powers under the Articles the Trustees shall have the following powers, namely:

a. to expend the funds of the Academy Trust in such manner as they shall consider most beneficial for the achievement of the Objects and to invest in the name of the Academy Trust such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale in furtherance of the Objects; and

b. to enter into contracts on behalf of the Academy Trust.

95. In the exercise of their powers and functions, the Trustees may consider any advice given by the Chief Executive Officer to the extent they are not a Trustee and any other executive officer.

96. Any bank account in which any money of the Academy Trust is deposited shall be operated by the Trustees in the name of the Academy Trust. All cheques and orders for the payment of money from such an account shall be signed by at least two signatories authorised by the Trustees.

Conflicts of interest

97. Any Trustee who has or can have any direct or indirect duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with their duties as a Trustee shall disclose that fact to the Trustees as soon as they become aware of it. A Trustee must be absent from any discussions of the Trustees in which it is possible that a conflict will arise between their duty to act solely in the interests of the Academy Trust and any duty or personal interest (including but not limited to any Personal Financial Interest).

98. For the purpose of Article 97, a Trustee has a Personal Financial Interest in the employment or remuneration of, or the provision of any other benefit to, that Trustee as permitted by and as defined by Articles 6.5-6.8A.

The minutes

99. The minutes of the proceedings of a meeting of the Trustees shall be recorded and kept for the purpose by the person acting as Governance Professional for the purposes of the meeting; and shall be signed (subject to the approval of the Trustees) at the same or next subsequent meeting by the person acting as chair thereof.

Committees

100. Subject to these Articles, the Trustees:

a. may appoint committees to be known as Local Governing Bodies for each Academy (and the same Local Governing Body may be appointed for more than one Academy); and

b. may establish any other committee.

101. Subject to these Articles, the constitution, membership and proceedings of any committee shall be determined by the Trustees. The establishment, terms of reference, constitution and membership of any committee of the Trustees shall be reviewed at least once in every twelve months. The membership of any committee of the Trustees may include persons who are not Trustees, provided that (with the exception of the Local Governing Bodies) a majority of members of any such committee shall be Trustees.

Except in the case of a Local Governing Body, no vote on any matter shall be taken at a meeting of a committee of the Trustees unless the majority of members of the committee present are Trustees.

101A. The Trustees shall ensure that any Local Governing Body shall include at least two Parent Local Governors.

102. Not used.

103. Not used.

104. The functions, duties and proceedings of the Local Governing Bodies or committees shall be subject to regulations made by the Trustees from time to time. Local Governing Bodies may also be established solely for the purpose of fulfilling an advisory function to the board of Trustees.

Delegation

105. The Trustees may delegate any of their powers or functions (including the power to sub-delegate) to any Trustee, committee (including any Local Governing Body) , the Chief Executive Officer or any other holder of an executive office. Any such delegation shall be made in writing and subject to any conditions the Trustees may impose, and may be revoked or altered.

105A. A Trustee, committee (including any Local Governing Body), the Chief Executive Officer or any other holder of an executive office to whom a power or function of the Trustees is delegated under Article 105 may further sub-delegate those powers or functions (or any of them) to a further person. Where any power or function of the Trustees is sub-delegated by any person to whom it has been delegated, that person must inform the Trustees as soon as reasonably practicable which powers and functions have been further delegated and to whom, and any such sub-delegation shall be made subject to any conditions the Trustees may impose, and may be revoked or altered by the Trustees.

106. Where any power or function of the Trustees has been exercised by any committee (including any Local Governing Body), any Trustee, the Chief Executive Officer any other holder of an executive office, or a person to whom a power or function has been sub-delegated under Article 105A, that person or committee shall report to the Trustees in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Trustees immediately following the taking of the action or the making of the decision.

Appointing and delegating to Chief Executive Officer and Principals

107. The Trustees shall appoint [the Chief Executive Officer and the Principals of the Academies. The Trustees may delegate such powers and functions as they consider are required by the Chief Executive Officer and the Principals for the internal organisation, management and control of the Academies (including the implementation of all policies approved by the Trustees and for the direction of the teaching and curriculum at the Academies.

Meetings of the Trustees

Proceedings at Trustee meetings

108. Subject to these Articles, the Trustees may regulate their proceedings as they think fit.

109. The Trustees shall hold at least three meetings in every school year. Meetings of the Trustees shall be convened by the Governance Professional. In exercising the functions under this Article the Governance Professional shall comply with any direction:

a. given by the Trustees; or

b. given by the Chair, or in their absence, the Vice-Chair, so far as such direction is not inconsistent with any direction given as mentioned in (a).

110. Any three Trustees may, by notice in writing given to the Governance Professional, requisition a meeting of the Trustees; and it shall be the duty of the Governance Professional to convene such a meeting as soon as is reasonably practicable.

111. Each Trustee shall be given at least seven clear days before the date of a meeting:

a. notice in writing thereof by the Governance Professional, and sent to each Trustee at the address provided by each Trustee from time to time; and

b. a copy of the agenda for the meeting,

provided that where the Chair or, in their absence, the Vice-Chair, so determines on the ground that there are matters demanding urgent consideration, it shall be sufficient if the written notice of a meeting, and the copy of the agenda thereof are given within such shorter period as they direct.

112. The convening of a meeting and the proceedings conducted thereat shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda thereof.

113. A resolution to rescind or vary a resolution carried at a previous meeting of the Trustees shall not be proposed at a meeting of the Trustees unless the consideration of the rescission or variation of the previous resolution is a specific item of business on the agenda for that meeting.

114. A meeting of the Trustees shall be terminated forthwith if:

a. the Trustees so resolve; or

b. the number of Trustees present ceases to constitute a quorum for a meeting of the Trustees in accordance with Article 117, subject to Article 119.

115. Where in accordance with Article 114 a meeting is not held or is terminated before all the matters specified as items of business on the agenda for the meeting have been disposed of, a further meeting shall be convened by the Governance Professional as soon as is reasonably practicable, but in any event within seven days of the date on which the meeting was originally to be held or was so terminated.

116. Where the Trustees resolve in accordance with Article 114 to adjourn a meeting before all the items of business on the agenda have been disposed of, the Trustees shall before doing so determine the time and date at which a further meeting is to be held for the purposes of completing the consideration of those items, and they shall direct the Governance Professional to convene a meeting accordingly.

Quorum for Trustee meetings

117. Subject to Article 119, the quorum for a meeting of the Trustees, and any vote on any matter thereat, shall be any three Trustees, or where greater, any one third (rounded up to a whole number) of the total number of Trustees holding office at the date of the meeting, who are in each case present at the meeting and entitled to vote on the matters to be resolved.

118. The Trustees may act notwithstanding any vacancies in their number, but, if the numbers of Trustees is less than the number fixed as the quorum, the continuing Trustees may act only for the purpose of filling vacancies or of calling a General Meeting.

119. The quorum for the purposes of:

a. any vote on the removal of a Trustee in accordance with Article 66; and

b. any vote on the removal of the Chair of the Trustees in accordance with Article 90,

shall be any two-thirds (rounded up to a whole number) of the persons who are at the time Trustees present at the meeting and entitled to vote on those respective matters.

Voting at Trustee meetings

120. Subject to these Articles, every question to be decided at a meeting of the Trustees shall be determined by a majority of the votes of the Trustees present and

voting on the question. Every Trustee shall have one vote.

121. Subject to Articles 117-119, where there is an equal division of votes, the chair of the meeting shall have a casting vote in addition to any other vote they may have.

122. The proceedings of the Trustees shall not be invalidated by:

a. any vacancy among their number; or

b. any defect in the election, appointment or nomination of any Trustee.

123. A resolution in writing, which includes a resolution in electronic form, signed by all the Trustees entitled to receive notice of and vote at a meeting of Trustees or of a committee of Trustees, shall be valid and effective as if it had been passed at a meeting of Trustees or (as the case may be) a committee of Trustees duly convened and held. Such a resolution may consist of several documents in the same form, each signed or authenticated by one or more of the Trustees.

Making the minutes of Trustee meetings available

124. Subject to Article 125, the Trustees shall ensure that a copy of:

a. the agenda for every meeting of the Trustees;

b. the draft minutes of every such meeting, if they have been approved by the person acting as chair of that meeting;

c. the signed minutes of every such meeting; and

d. any report, document or other paper considered at any such meeting,

are, as soon as is reasonably practicable, made available at every Academy to persons wishing to inspect them.

125. There may be excluded from any item required to be made available in pursuance of Article 124, any material relating to:

a. a named teacher or other person employed, or proposed to be employed, at any Academy;

b. a named pupil or named student at, or candidate for admission or referral to, any Academy; and

c. any matter which, by reason of its nature, the Trustees are satisfied should remain confidential.

Participation at meetings

126. Any Trustee shall be able to participate in meetings of the Trustees by telephone or by any suitable electronic means agreed by the Trustees and by which all those participating in the meeting are able to communicate with all other participants.

126A. A person so participating by telephone or other communication shall be deemed to be present in person at the meeting and shall be counted in a quorum and entitled to vote. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no group which is larger than any other group, where the chair of the meeting is located at that time.

Patrons and honorary officers

127. The Trustees may from time to time appoint any person whether or not a Member of the Academy Trust to be a patron of the Academy Trust or to hold any honorary office and may determine for what period they are to hold such office.

The seal

128. The seal, if any, shall only be used by the authority of the Trustees or of a committee of Trustees authorised by the Trustees. The Trustees may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a Trustee and by the Governance Professional or by a second Trustee.

Accounts

129. Accounts shall be prepared in accordance with the relevant statement of recommended practice published by the Charity Commission from time to time (the "**Statement of Recommended Practice**") as if the Academy Trust was a non-exempt charity, and Parts 15 and 16 of the Companies Act 2006, and the Academy Trust shall

file these with the Secretary of State and the Principal Regulator by 31 December each Academy Financial Year.

Annual Report

130. The Trustees shall prepare the Annual Report in accordance with the Statement of Recommended Practice as if the Academy Trust was a non-exempt charity and shall file this with the Secretary of State and the Principal Regulator by 31 December each Academy Financial Year.

Confirmation statement

131. The Trustees shall comply with their obligations under Part 24 of the Companies Act 2006 (or any statutory re-enactment or modification of that Act) with regard to the preparation and delivery of a confirmation statement to the Registrar of Companies.

Notices

132. Any notice to be given to or by any person pursuant to the Articles (other than a notice calling a meeting of the Trustees) shall be in writing, which includes being given using electronic communications to an address for the time being notified for that purpose to the person giving the notice. In these Articles, “Address” in relation to electronic communications, includes a number or address used for the purposes of such communications.

133. A notice may be given by the Academy Trust to a Member either personally or by sending it by post in a prepaid envelope addressed to the Member at their registered address or by leaving it at that address or by giving it using electronic communications to an address for the time being notified to the Academy Trust by the Member. A Member whose registered address is not within the United Kingdom and who gives to the Academy Trust an address within the United Kingdom at which notices may be given to them, or an address to which notices may be sent using electronic communications, shall be entitled to have notices given to them at that address, but otherwise no such Member shall be entitled to receive any notice from the Academy Trust.

134. A Member present, either in person or by proxy, at any meeting of the Academy Trust shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.

135. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by The Chartered Governance Institute UK & Ireland shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted or, in the case of a notice contained in an electronic communication, at the expiration of 48 hours after the time it was sent.

Indemnity

136. Subject to the provisions of the Companies Act 2006 and Article 6.3, every Trustee or other officer or auditor of the Academy Trust shall be indemnified out of the assets of the Academy Trust against any liability incurred by them in that capacity in defending any proceedings, whether civil or criminal, in which judgment is given in favour or in which they are acquitted or in connection with any application in which relief is granted to them by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Academy Trust.

Rules

137. The Trustees may make such rules or bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Academy Trust including, but not limited to, how they take decisions, including the procedure at meetings, and the means of recording and communicating such rules to Trustees and Members, insofar as such rules are not already regulated by the Articles.

138. The Academy Trust in general meetings shall have power to alter, add or to repeal the rules or bye laws. No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in the Articles.

Avoiding influenced company status

139. Notwithstanding the number of Members from time to time, the maximum

aggregate number of votes exercisable by Local Authority Associated Persons shall never exceed 19.9% of the total number of votes exercisable by Members in general meeting and the votes of the other Members having a right to vote at the meeting will be increased on a pro-rata basis.

140. No person who is a Local Authority Associated Person may be appointed or elected as a Trustee if, once the appointment or election had taken effect, the number of Trustees who are Local Authority Associated Persons would represent 20% or more of the total number of Trustees. Upon any resolution put to the Trustees, the maximum aggregate number of votes exercisable by any Trustees who are Local Authority Associated Persons shall represent a maximum of 19.9% of the total number of votes cast by the Trustees on such a resolution and the votes of the other Trustees having a right to vote at the meeting will be increased on a pro-rata basis.

141. No person who is a Local Authority Associated Person is eligible to be appointed or elected to the office of Trustee unless their appointment or election to such office is authorised by the local authority to which they are associated.

142. If at the time of either their becoming a Member of the Academy Trust or their first appointment or election to office as a Trustee any Member or Trustee was not a Local Authority Associated Person but later becomes so during their membership or tenure as a Trustee they shall be deemed to have immediately resigned their membership and/or resigned from their office as a Trustee as the case may be.

143. If at any time the number of Trustees or Members who are also Local Authority Associated Persons would (but for Articles 139 to 142 inclusive) represent 20% or more of the total number of Trustees or Members (as the case may be) then a sufficient number of the Trustees or Members (as the case may be) who are Local Authority Associated Persons shall be deemed to have resigned as Trustees or Members (as the case may be) immediately before the occurrence of such an event to ensure that at all times the number of such Trustees or Members (as the case may be) is never equal to or greater than 20% of the total number of Trustees or Members (as the case may be). Trustees or Members (as the case may be) who are Local Authority Associated Persons shall be deemed to have resigned in order of their appointment or election date the most recently appointed or elected resigning first.

144. The Members will each notify the Academy Trust and each other if at any time they believe that the Academy Trust or any of its subsidiaries has become subject to the influence of a local authority (as described in section 69 of the Local Government and Housing Act) 1989.

Dated

Department for Education

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Company Registration Number: 07682294 (England & Wales)

Kingfisher Schools Trust

(A company limited by guarantee)

Annual report and financial statements

For the year ended 31 August 2025

VirtualSignature Transaction Ref. 8R2Q-6WNN-36FN 18 Dec 2025 20:08:25 GMT (UTC +0) D 1/3 P 2/72

Kingfisher Schools Trust
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Kingfisher Schools Trust
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS

Members	Mr Oliver Drury Mr Peter Aldous Mr Richard Cranmer (appointed 25 September 2025) Mrs Lindsay Hanger (resigned 23 September 2025) Mr Neil Collins (resigned 23 September 2025)
Trustees	Mr Keith Mogford (appointed 8 November 2024) Mr Mark Chapman (appointed 18 November 2024) Mr Neil Collins Mrs Catherine Ward Mrs Claire Pike Mrs Elaine Glendinning Mrs Lindsay Hanger Ms Gerardine Blake (resigned 27 November 2024) Mr Oliver Drury (resigned 26 September 2024) Mr Christopher Harrod (resigned 6 November 2024)
Company registered number	07682294
Company name	Kingfisher Schools Trust
Principal and registered office	Prospect House Loddon Business Park Loddon Norwich NR14 6JD
Company secretary	Ms Lisa Taylor
Chief executive officer	Mr Craig Morrison
Senior management team	Mr Craig Morrison, Chief Executive Officer Mrs Katherine Coates, Director of Education Mr Daniel Mayhew, Director of Community and Partnerships Mrs Alison O'Connor, Chief Operations Officer (resigned 31 December 2024) Mr David Watling, Chief Finance Officer (appointed 01 December 2024) Mrs Julia Niblock, Finance Manager (resigned 31 December 2024) Mrs Dynah Baller, HR Director Mrs Lisa Taylor, Governance Professional Mrs Charlotte Read, Operations Director
Independent auditors	Kreston Reeves Audit LLP Statutory Auditor Maritime Place Quayside Chatham Maritime Chatham Kent ME4 4QZ

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REFERENCE AND ADMINISTRATIVE DETAILS (continued)
For the year ended 31 August 2025

Bankers	Lloyds TSB 16 Gentlemans's Walk Norwich NR2 1LZ
Solicitors	Duncan A Pickering LL.B Solicitor 4 Southfields Bourne PE10 9T

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Trustees' report
For the year ended 31 August 2025

The Trustees present their annual report together with the financial statements and auditors' report of the charitable company for the year 1 September 2024 to 31 August 2025. The annual report serves the purposes of both a Trustees' report, and a directors' report and strategic report under company law.

On 1 March 2017, Sir John Leman High School (a single academy trust) converted to Waveney Valley Academies Trust, establishing a multi-academy trust. In November 2023, the Members approved a special resolution to change the Trust's name to Kingfisher Schools Trust.

As at 31 August 2025, the Trust comprised seven academies: Sir John Leman High School, Roman Hill Primary School, Stowmarket High School, Alde Valley Academy, Northgate Primary School, Southtown Primary School and Snape Primary School. The Trust serves communities across Norfolk and Suffolk. It has a pupil capacity of 4,200 and had a roll of 4,024 in the school census date on October 2025.

Structure, governance and management

a. Constitution

The Trust is a company limited by guarantee and an exempt charity. The charitable company's memorandum and articles of association are the primary governing documents of the Academy Trust. The Trustees of Kingfisher Schools Trust are also the directors of the charitable company for the purposes of company law. The charitable company is known as Kingfisher Schools Trust.

Details of the Trustees who served during the year and to the date these accounts are approved are included in the Reference and Administrative Details on page 1.

b. Members' liability

Each member of the charitable company undertakes to contribute to the assets of the charitable company in the event of it being wound up while they are a member, or within one year after they cease to be a member, such amount as may be required, not exceeding £10, for the debts and liabilities contracted before they ceased to be a member.

c. Trustees' indemnities

The central Trust and all academies participate in the DfE Risk Protection Arrangement (RPA). This provides cover for Members and Trustees against liabilities arising from negligence, default, breach of trust, or breach of duty in connection with the Trust.

d. Method of recruitment and appointment or election of Trustees

At the time of conversion to a multi academy trust in 2017, the members appointed trustees including the Chief Executive Officer, as approved by the DfE as part of the application process.

Since conversion, trustees are appointed in accordance with the Trust's Articles of Association. The Members of the Trust have responsibility for appointing Trustees, except for certain Trustees who may be co-opted by the Board. Where appropriate, Trustees are recruited to ensure the Board has a broad and relevant mix of skills, experience and knowledge. Potential candidates are identified through open recruitment, recommendations from existing Trustees, and approaches to individuals with expertise in key areas such as education, finance, legal, HR and estates management. All appointments are subject to formal approval by the Members or Board, as appropriate. The term of office for any Trustee is four years. The Members have not appointed the CEO as a Trustee.

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Structure, governance and management (continued)

e. Policies adopted for the induction and training of Trustees

All Trustees receive a personal briefing from the Chair, covering the Trust's structure, the Scheme of Delegation, and relevant governance guidance. Trustees undertake mandatory annual training, including Safeguarding, GDPR, and Cyber Security. Ongoing professional development is facilitated through Trust-led training, external resources such as The Key, GovernorHub, and membership of the Confederation of Schools Trusts and the National College. Trustees are invited to attend networking opportunities, Trust-wide INSET training, and strategy days with central and school leaders. The Trust's governance professional ensures Trustees are informed of relevant resources, documents, and legislative updates. Trustees are encouraged to visit schools and report on monitoring visits to support effective governance.

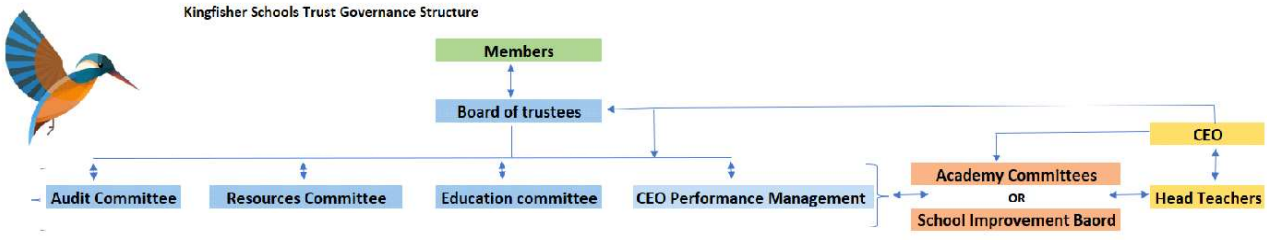
f. Organisational structure

Kingfisher Schools Trust is a company limited by guarantee and an exempt charity, governed by its Articles of Association and Scheme of Delegation.

The Members of Kingfisher Schools Trust hold ultimate responsibility for the Trust and act as guardians of its constitution. They appoint and, if necessary, remove Trustees, approve changes to the Articles of Association, and ensure that the Trust operates in accordance with its charitable objects. Members do not engage in the day-to-day management of the Trust, but provide oversight and ensure that governance arrangements and compliance with statutory requirements are maintained.

The Trustees of Kingfisher Schools Trust are responsible for the overall governance and strategic direction of the Trust. As outlined in the Scheme of Delegation, certain responsibilities are delegated to committees and the Chief Executive Officer, while Trustees retain ultimate accountability for compliance with statutory and regulatory requirements, oversight of academy performance, and safeguarding of the Trust's assets, operations, and educational standards. The Board reviews the Scheme of Delegation at least annually. Key responsibilities are delegated to committees approved by the Board, these are the Resources Committee (Finance, People, Estates), Education Committee (curriculum and standards), and Audit Committee (internal controls and risk management), each operating within an agreed term of reference. Financial decisions are made in accordance with the agreed Financial Delegation Policy. Minutes of committee meetings are available to all Trustees, and opportunities are provided for information to be shared both upwards and downwards across the Trust to ensure transparency and accountability.

Operational management is led by the Chief Executive Officer and the Central Leadership Team, with Heads of individual academies accountable for performance, safeguarding, and pupil wellbeing. Each academy has a local advisory board, known as an Academy Council, providing school-level insight to support governance or where required a School Improvement Board may be in post. Trustees maintain oversight through reporting, monitoring visits, and structured governance arrangements, ensuring clear lines of accountability across the Trust.



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Structure, governance and management (continued)

g. Arrangements for setting pay and remuneration of key management personnel

Pay and remuneration for employees under the scope of the Executive Pay Policy must be subject to approval by the Board of Trustees. At the start of each academic period a process of performance development review is undertaken to confirm objectives and targets with reference to the strategic plan. At the end of each period, performance is reviewed against each of these objectives and any recommendations for pay and remuneration are presented to the Trust Board for approval.

h. Trade union facility time

Relevant union officials

Number of employees who were relevant union officials during the year	**13**
Full-time equivalent employee number	**11**

Percentage of time spent on facility time

Percentage of time	**Number of employees**
0%	**6**
1%-50%	**7**
51%-99%	**-**
100%	**-**

Percentage of pay bill spent on facility time	**£**	
Total cost of facility time	**8,767**	
Total pay bill	**18,456,548**	
Percentage of total pay bill spent on facility time	**-**	%

Paid trade union activities

Time spent on paid trade union activities as a percentage of total paid facility time hours	**-**	%

i. Related parties and other connected charities and organisations

During the financial year ending 31 August 2025, it was noted that one member of Senior Management Team had a total of three family members working within the Trust. It can be evidenced that all recruitment procedures undertaken by the Trust have been fair and transparent. The appropriateness of all employment arrangements are monitored on an ongoing basis through the work of the Resources Committee.

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Structure, governance and management (continued)

j. Engagement with employees (including disabled persons)

The Trust communicates with all staff members through newsletters, staff briefings and e-mails. An ongoing policy review is being undertaken and ensures full consultation with all appropriate Trade Unions and Senior Leaders within the schools.

The Trust ensures equality throughout all actions, systems and procedures. This includes but is not limited to:-

- The employment of disabled persons
- The continued employment and training of persons who become disabled
- The training, career development and promotion of disabled persons employed by the trust.

k. Engagement with suppliers, customers and others in a business relationship with the Academy

Kingfisher Schools Trust is acutely aware of the need to foster and maintain mutually beneficial business relationships to achieve sustainable success. Stakeholder relationships are always encouraged at all levels of the organisation with a focus on excellent service. We communicate openly with our associated business links and ensure that our financial systems are accurate to allow us to undertake timely purchase and sales ledger transactions. Our strong stakeholder retention indicates that the structure and strategy in place is successful. We strive to treat our suppliers and contractors in a manner that we would like to be treated ourselves. The Trust has successful and active business links within school communities, particularly across our secondary schools. Local business professionals work with the schools regularly, including through the Careers/Information, Advice and Guidance aspects of the curriculum.

<u>The need to act fairly between stakeholders</u>

All stakeholders are treated with fairness and respect, irrespective of the position they hold within the organisation, their executive status or their length of service. The clarity of our structure (including both governance and non-governance roles) supports this, outlining open channels of communication between each level of the structure.

Objectives and activities

a. Objects and aims

Principal Activities
The objects are stated in the Articles of Association as:-

• To advance, 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 a school offering a broad and balanced curriculum.

• To promote, for the benefit of the inhabitants where the academy trust operates their academies and their surrounding areas, the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

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Objectives and activities (continued)

List of schools within the multi academy trust as at 1st September 2024

Full Members

Academy name	Location	Pupils/ Students	Age range	Date joined
Sir John Leman High School	Beccles, Suffolk	1443	Yrs 7 - 13	1st March 2017
Roman Hill Primary School	Lowestoft, Suffolk	465	Reception – Yr 6 Plus Nursery	1st March 2018
Stowmarket High School	Stowmarket, Suffolk	901	Yrs 7 – 13	1st September 2018
Alde Valley Acad emy	Leiston, Suffolk	643	Yrs 7 – 11	1st March 2019
Northgate Primary School	Great Yarmouth, Norfolk	418	Reception – Yr 6 Plus Nursery	1st November 2019
Southtown Primary School	Great Yarmouth, Norfolk	196	Reception – Yr 6	1st September 2020
Snape Primary School	Snape, Suffolk	81	Reception – Yr 6	1 December 2021

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Objectives and activities (continued)

Our Purpose: Achieving Success Together

Our core values We believe in:	**Our vision**
Opportunity	**We are ambitious for every child in our trust schools and we are dedicated to success for all.** The decisions we make as a trust and the way we work is built upon what is right for the young people in our care.
Community	**Each school will be a distinctive community that builds confidence in young people.** Pupils will grow as individuals, work together and develop an understanding of the world around them.
Excellence	**Every child will thrive in a strong school.** Expert teachers, supported by strong leaders, bring to life a curriculum that gives pupils the knowledge and skills to succeed.

The team of headteachers meet with the CEO and Director of Education on a weekly basis, online. The senior central team also meet in person once per week. Each of these meetings is focused on the aims of the trust and our activities. On a termly basis, colleagues from both these groups come together for a Termly Strategy Meeting, where the overall objectives and plans are developed.

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Objectives and activities (continued)

The nature of our collaboration, and the role of the central team, in this, is outlined below:

At Kingfisher Schools Trust, we:	The central team, supported by the Board:
• have a shared mission to extend opportunities for our young people: 'Achieving Success Together'	• support individual schools to be able to achieve more than they could alone
• collaborate to share what works in the interest of children's achievement and challenge one another to succeed	• provide continuity and clarity
• are committed to excellent, inclusive education, where all children thrive in a safe and nurturing environment	• are a champion for successes and be resilient and reliable when there are challenges
• seek for all of our schools to be excellent places to work, where colleagues wish to stay and grow their careers	• appoint and support the very best leaders to make an incredible difference to young people's life choices and to keep investing in these leaders to sustain them in their important work
	• provide exceptional support through trust and local governance, and expert support at the centre
	• offer the guiding values, vision and strategic planning to create a framework for school improvement and marshal the resources needed to support this.

2024-25 was the second and final year of the first Kingfisher strategic plan. The objectives, to improve educational performance, and to build a stronger organisation, have been largely met. The next strategic plan, for the years 2025-28, is focused upon achieving strong outcomes, rather than measuring improvement beyond the outcomes of the predecessor trust.

There are important improvements in the health of the organisation since the last report, including:

- Positive Ofsted outcomes (commented upon below)
- Financial efficiencies and planning, paving the way to surplus budget-setting for 25-26
- Rationalisation of key contracts, e.g. a new trust-wide MIS
- Introduction of key personnel, i.e. Chief Finance Officer and Director of IT

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Objectives and activities (continued)

b. Objectives, strategies and activities

The board endorsed the new 2025 – 28 Vision and Strategic Plan at their meeting in September 2025. The plan is focused upon three strategic priorities:

Strategic Priority 1:
Opening doors: secure **strong outcomes** for our pupils through high-quality, inclusive education

Strategic Priority 2:
Working together: Develop Kingfisher as a **strong and sustainable trust** and a flourishing community

Strategic Priority 3:
Valuing People: ensure **everyone is valued** and supported to do their best work in service of our pupils

We expect to see improvement in many forms, but will track the following measures to monitor progress:

- Examination and test outcomes, especially in terms of core subject attainment and progress made by pupils
- Attendance and behaviour
- Improved Ofsted grades wherever inspections take place
- Number of schools increases
- Balanced budget setting and strategic investment
- Stakeholder satisfaction (staff, parents and pupils) through Edurio surveys
- Lower staff absence levels

c. Public benefit

The Trustees have complied with their duty to pay due regard to guidance on public benefit published by the Charity Commission, in exercising their power and duties.

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Strategic report

Achievements and performance

Following improvements in 2024, academic outcomes in 2025 did not show improvements.

GCSE outcomes in English and Maths regressed at both 4+ and 5+ measures, with outcomes of 57% and 34% respectively.

A Level performance improved at Sir John Leman, with a higher C+ score, and fewer U grades.

Primary outcomes were very mixed. Results for GLD and Phonics improved and show stronger potential. However, KS2 outcomes regressed in 3 of 4 schools.

Overall, 37% of pupils achieved the expected standard, compared to 43% in 2024. One highlight was improvement at Southtown, the lowest performing school in 2024.

These disappointing results underline the need for the more joined-up and demanding Outcomes Strategy we are pursuing in schools.

We have in the last year introduced the following, but they were not in place long enough to have an impact on the 2025 outcomes:

- Introduction of one cloud-based MIS across the trust (Bromcom). This will better allow trust leaders to drive the improvement work
- The Outcomes Strategy has now been introduced as a drive across the trust and each school has their own clear plan.
- We have used FFT Aspire with all schools to set pupil-level targets which then create an ambitious set of whole school targets.

In better news, the trust has had real success in our Ofsted inspections, which comment very positively on the health of the whole school and hopefully the stronger outlook for year groups coming through:

- Roman Hill graded Good in all areas, bar Quality of Education (RI) and taken out of special measures, with termination warning notice rescinded
- Northgate Primary School graded Good in all areas, after a period of significant leadership turbulence
- Snape Primary School had a successful short inspection – the team said Behaviour and Attitudes and Personal Development would likely be Outstanding on a full inspection.
- Stowmarket High School was graded Good for the first time in 19 years and Outstanding for Leadership and Management (the only secondary to achieve this in Suffolk). 97% of parents would recommend the school on ParentView.

a. Going concern

After making appropriate enquiries, the Trust Board has a reasonable expectation that the multi academy trust has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies note of the financial statements.
Per the Statement of Financial Activities the Trust had the following fund reserves as at 31 August 2025:

Restricted (General Annual Grant) £NIL
Restricted (Other) £NIL
Unrestricted £915k
Capital (including SCA funding) £1,712k Assets £43,972k
Pension (deficit) £NIL

The pension reserve is payable out of future annual income and therefore does not cause any issues for the going concern of the Academy Trust.

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Strategic report (continued)

Achievements and performance (continued)

b. Promoting the success of the company

Section 172
In accordance with section 172, the Trust Board confirm that they have acted in a way that they consider, in good faith, will continue to promote the success of the Trust for the benefit of its stakeholders. The paragraphs below summarise how the Trustees have had regard to the matters set out in section 172(1)
(a) to (f) of the Act.

The likely long-term consequences of decisions

Kingfisher Schools Trust operates with an extended timeline and evaluates the consequences of significant decisions for the Trust several years into the future. Robust scrutiny and due consideration is given to the consequences of these decisions on the cost savings to the Trust, the ability to provide a consistently improving environment for employees and pupils/students, and the likely changes in the sector. Careful ongoing consideration is given to all strategic planning and decision making throughout the governance structure and within the executive leadership of the Trust. This includes, but is not limited to, the work of the following committees and groups :

- Trust Board
- Education Committee
- Resources Committee
- Audit and Risk Committee
- Academy (School) Council and School Improvement Boards
- Executive Leadership Team
- Senior Leadership Teams within the Trust and across the schools

The Trust also gives due consideration to the environmental impact of decisions. This is particularly evident within the new building at Stowmarket High School and, whilst the ageing school buildings across the remainder of the Trust do represent environmental challenges, the medium and long term plans of the Resources Committee, now supported by the Schools' Condition Allocation funding, include significant improvement to energy efficiency and more environmentally friendly infrastructures.

The interests of the Trust's employees

The Trust strives to provide a safe and stimulating working environment for its employees. Our intention is to provide sustainable employment conditions over time and to have staff benefit from the success of the Trust in the short and long term. The Trust aims to be a supporter of local employment within the communities of each school and is committed to the continued provision of opportunities and training to new and existing staff through CPD opportunities and apprentice schemes.

We enjoy a low level of staff turnover across the Trust, including within the teaching community where, across the country, it is evident that many teachers are leaving the profession. We believe that the significant proportion of our employees who have been with the Trust for an extended period is a testament to the fact that we are meeting these goals. The Trust Board has introduced a strategy, 'Valuing People', to build our approach to being a great employer. The safety and wellbeing of our staff, along with our pupils/students, is paramount.

The Trust holds regular meetings with relevant Trade Union representatives and we are proud of the excellent working relationships this approach has allowed us to build. The Trust employs an external HR consultancy service from Education Personnel Management to ensure the appropriateness of each and every aspect of our staff related policy, procedure and communication.

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Strategic report (continued)

Achievements and performance (continued)

Trustees and Sub-Committee Members are updated regularly through the use of Governor hub and by email as frequently as is appropriate and formal meetings are scheduled, conducted efficiently and recorded appropriately.

Executive leaders undertake formal weekly meetings as a group, with each headteacher also meeting more frequently with the Chief Executive Officer on a one-to-one basis.

The Resources Committee, alongside the Executive Leadership Team, ensure that employees are treated fairly across the Trust. The Trust considers fairness across the organisation to be of major importance and much work has already taken place to standardise pay structures and terms and conditions as incoming schools have joined. This has frequently led to much improved benefits and remuneration for individuals which the Trust has implemented to ensure the fairness we pride ourselves upon. Teaching and Support Staff School Committee members are actively sought with election processes undertaken in accordance with our governing documents.

All **pupils/students** across the Trust are treated fairly through Trust-wide approaches to safeguarding, curriculum, behavioural expectations, SEND and pastoral support. School leaders work with the Academy (School) Committees through a standardised set of half-termly agendas to ensure appropriate levels of scrutiny within these areas. The work of these committees is reported directly to the Trust Board for further oversight.

The Trust makes every effort to involve **wider local communities** in the operation of each school. This includes, but is not limited to, open evenings, school productions and performances, charity work undertaken within the community by pupils/students, church services and acts of remembrance. Academy Council members are actively sought from within the local communities in which our schools operate.

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Strategic report (continued)

Achievements and performance (continued)

Financial review

The majority of the Trust's income is obtained in the form of recurrent grants based on student numbers, the use of some of which is restricted to a particular purpose. The restricted grants during the year ended 31 August 2025 and the associated expenditure are shown as restricted funds in the Statement of Financial Activities on pages 48-49. Between 1 September 2024 and 31 August 2025, these grants were received from the ESFA (Education and Skills Funding Agency) and the the DfE(Department for Education)

During the year ending 31st August 2025, the trust also received a number of small grants from the Local Authority and a devolved capital grant from the ESFA/DfE for each school.

During the year ended 31st August 2025, the total expenditure of £35,253k was largely covered by recurrent grant funding and other incoming resources. The excess of expenditure over income for the year (excluding restricted fixed asset funds and restricted pension reserve funds) was £263k (2024: £877k).
At 31st August 2025, the net book value of fixed assets was £43,971k which includes assets gifted by the Local Authority at the time of:-

- Sir John Leman High School's conversion to Academy status in August 2011
- Roman Hill Primary School's conversion to Academy status in March 2018
- Stowmarket High School's conversion to Academy status in September 2018
- Alde Valley Academy's transfer to the Trust in March 2019
- Northgate Primary School's conversion to Academy status in November 2019
- Southtown Primary School's conversion to Academy status in September 2020
- Snape Primary School's conversion to Academy status in December 2021

Movements in tangible fixed assets are shown in note 14.

31 Aug 2021	£10,775,000
31 Aug 2022	£NIL
31 Aug 2023	£NIL
31 Aug 2024	£NIL

The fair value of the pension plan assets at 31 August 2025 of £22,910k is in excess of the present value of the defined benefit obligation at that date of £14,571k. This gives rise to a surplus of £8,339k.

The surplus is recognised in the financial statements only to the extent that the Trust can recover that surplus, either through a reduction in future contributions or through a refund to the Trust. The Trust is not able to determine that future contributions will be reduced, and it is not possible for Kingfisher Schools Trust to receive a refund, as the specific conditions for this have not been met. Therefore, the surplus of £8,339k is not recognised as an asset at 31 August 2025 as the Trust is not able to determine that future contributions will be reduced or that a refund of the surplus will be available in the foreseeable future.

a. Investment and Reserves policy

During the 2024/25 academic year, the Trustees reviewed the Trust Investment and Reserves Policy and made the decision to allow each school to carry forward year end reserves up to the value of 10% of their GAG income. Where a school has plans in place for the use of reserves, with approval from the Finance and Resources Committee, the policy allows for 25% of the GAG to be carried forward.

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The Trust held fund balances at 31 August 2025 of:

Restricted (General Annual Grant) £NIL Restricted (Other) £NIL
Unrestricted £915k
Capital (including SCA funding) £1,712k
Fixed Assets £43,972k
Pension (deficit) £NIL

The Trustees have reviewed the level of reserves and agreed to carry over the above balances.

There are no investments held beyond cash deposits retained with the major UK clearing banks. Due to the nature of funding, the Trust may at times hold cash balances surplus to its short term requirements.

b. Principal risks and uncertainties

The key areas of risk to a multi academy trust are widely considered to be financial risk and compliance with legislation. The trust has sought external professional assistance to ensure these and other risks are minimised to an acceptable level. The external services include:-

- Internal Audit Services
- HR Consultancy
- Payroll Service
- External Auditors
- Specialist Educational Solicitors

Risk Management

Kingfisher Schools Trust continually monitors and reviews its systems and procedures to ensure that major risks are identified and managed. The Trust works in accordance with its policies, procedures, protocols and risk assessments, reviewing these in a timely fashion and implementing appropriate amendments and/or additions as and when additional risks are identified. Risk is taken extremely seriously by the Trust Board and the Executive Leadership Team. Through their leadership and management this culture is extended through the entire staffing structure with risk being openly identified at source and reported through clear communication channels. All risks are assessed, minimised and managed at an appropriate level, dependent upon the level and nature of the risk.

Financial and Risk Management Objectives and Policies

The Trust Board take financial risk extremely seriously and use key controls to manage this effectively. These controls include but are not limited to:-

- A formal sub-committee structure with agreed terms of reference
- A central risk register to provide easily accessible assurance of successful risk management controls
- External Auditors
- Annual Trust-wide internal audit from external provider
- Master Audit Action Plan to ensure recommendations from internal and external audits are acted upon.
- Scheme of Delegation
- Record of Financial Responsibility detailing authorisation and approval levels
- Finance Policy, backed up by protocols and procedures
- Additional policies including Fraud, Fixed Assets, Gifts and Hospitality, VAT and Best Value
- Regular budget monitoring and reforecast reports
- Monthly management reports to the Trust Board

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Fundraising

The trust demonstrates its commitment to good fundraising practice and follows the Code of Fundraising Practice. The trust does not use professional fundraising agencies. No complaints regarding fundraising practice have been registered against the trust during the year under review.

Streamlined energy and carbon reporting

UK Greenhouse gas emissions and energy data for the period 1 September 2024 to 31 August 2025.

	2025	2024	
Scope 1 emissions in metric tonnes CO2e			
Emissions from owned vehicles	41.38	29.32	tCO2e
Gas consumption	458.00	542.56	tCO2e
Oil consumption	142.76	59.89	tCO2e
Scope 2 emissions in metric tonnes CO2e			
Purchased electricity	229.83	273.94	tCO2e
Scope 3 emissions in metric tonnes CO2e			
Business travel in employee owned vehicles	18.80	9.58	tCO2e
Total emissions in metric tonnes CO2e	**871.97**	**915.29**	**tCO2e**

Energy consumption used to calculate emissions (kWh)

Owned vehicles	169,494	122,668	
Gas	2,503,289	2,966,430	
Oil	578,502	242,696	
Electricity	1,298,478	1,323,062	
Employee owned vehicles	77,290	39,702	
Total energy consumption	**4,627,053**	**4,694,557**	**kWh**

Intensity ratio

Intensity ratio (tCO2e per pupil)	0.21	0.22	tCO2e

Quantification and Reporting Methodology:

The greenhouse gas emissions are calculated to cover all material sources of emissions for which Kingfisher Schools Trust is responsible. Responsibility for emissions sources was determined using the operational control approach. The methodology used was that of the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard. Emissions factors have been taken from the relevant official BEIS sources.

Energy consumption data for one small office building rented by the Trust has not been included in this report. Utilities for this site are paid as part of the rental agreement and are not itemised on invoices, and no separate metering or floor area data is available. The data cannot be obtained from the landlord this year and so we have determined that it is not possible to prepare a reasonable estimate for this reporting period. In accordance with SECR guidance, we disclose this omission and confirm that steps are being taken to work with the landlord to obtain the necessary information to enable reliable disclosure in the next reporting period. It should be noted that the value of energy likely to be disclosed from this small space will likely not significantly alter the results disclosed.

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Streamlined energy and carbon reporting (continued)

Intensity measurement:

The chosen intensity measurement ratio is total gross emissions in metric tonnes CO2e per pupil, the recommended ratio for the sector.

Plans for future periods

The trust is in a more stable position, in terms of leadership and governance, finances, and inspection outcomes. Outcomes are the key focus of our improvement work and this is also supported by the RISE programme in two primary schools.

The trust is in a stronger position to explore growth, especially when this would create a better balance of stability and challenge, and improve our ability to build school improvement expertise and capacity.

Funds held as Custodian Trustee on behalf of others

During the financial year ending 31st August 2025, the Trust held no funds on behalf of others.

Political donations

No political donations were made by the Trust.

Disclosure of information to auditors

Insofar as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware, and
- that 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 auditors are aware of that information.

Auditors

The audit registration of Kreston Reeves LLP was transferred to Kreston Reeves Audit LLP on 6 October 2025. Kreston Reeves Audit LLP were formally appointed as auditor of the company on 6 October 2025.

The auditors, Kreston Reeves Audit LLP, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

The Trustees' report, incorporating a strategic report, was approved by order of the Board of Trustees, as the company directors, on 18 December 2025 and signed on its behalf by:

N Collins
Neil Collins 18 Dec 2025 18:34:17 GMT (UTC +0)

N Collins
Chair of Trustees

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Kingfisher Schools Trust
(A company limited by guarantee)

Governance Statement

Scope of responsibility

As Trustees, we acknowledge we have overall responsibility for ensuring that Kingfisher Schools Trust has an effective and appropriate system of control, financial and otherwise. However, such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives and can provide only reasonable and not absolute assurance against material misstatement or loss.

As trustees, we have reviewed and taken account of the guidance in the DfE's Governance Guide.

During the 2024/25 financial year, the Board of Trustees has delegated the day-to-day responsibility to Mr C Morrison as Accounting Officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and are in accordance with the requirements and responsibilities assigned to it in the funding agreement between Kingfisher Schools Trust and the Secretary of State for Education. They are also responsible for reporting to the Trust Board any material weaknesses or breakdowns in internal control.

Governance

The information on governance included here supplements that described in the Trustees' report and in the Statement of trustees' responsibilities. The Board of Trustees has formally met 6 times during the year.

Attendance during the year at meetings of the Board of Trustees was as follows:

Governor	Appointed (resigned)	Meetings attended	Out of a possible
Neil Collins (Chair)	Member Appointed 1.9.2023	4	5
Lindsay Hanger (Vice Chair)	Member Appointed 14.7.20	5	6
Ged Blake	Co-opted 30.11.23 (27.11.24)	0	1
Mark Chapman	Co-opted 18.11.24	4	5
Oliver Drury	Co-opted 1.9.23 (26.9.24)	1	1
Chris Harrod	Member Appointed 1.3.17 (6.11.24)	0	1
Elaine Glendinning	Member Appointed 7.10.20	6	6
John Mitcheson	Co-opted 30.11.23 (4.11.24)	0	1
Keith Mogford	Member Appointed 8.11.24	4	5
Claire Pike	Co-opted 30.11.23	5	6
Katie Ward	Member Appointed 2.11.22	4	6

During the year, there were a number of key changes to the composition of the Board of Trustees. The appointments of Mark Chapman and Keith Mogford have been a significant enhancement to the Board's capacity and expertise. Both bring extensive and relevant financial knowledge, alongside previous experience in multi-academy trust (MAT) board leadership and senior professional careers. Their appointments directly address skills gaps previously identified through the Board's annual skills audit. The Board continues to explore opportunities for further appointments to strengthen committee membership and enhance expertise in other areas identified through its ongoing governance review process.

During the year, the Board's work has focused on providing strategic oversight of the Kingfisher Schools Trust's 2023–2025 strategic plan, which was completed within this academic year. This plan was designed to establish strong foundations for sustainable improvement across the Trust, focusing on improving the quality of education and outcomes and organisational redesign (workforce, finance and governance). The Board is confident that the structures, systems, and resources now in place are the right ones to drive continued improvement, with their full impact expected to become increasingly evident over time as further evidence emerges. Success has been validated through a series of positive Ofsted inspections. Notably, Stowmarket High School was judged Outstanding in Leadership and Management, reflecting the Trust's strengthened leadership capacity and governance oversight.

The Board has regularly considered and reviewed emerging risks throughout the year, ensuring that its risk management framework remains robust and responsive. Growth has remained a continuing area of discussion and focus, with trustees ensuring that any expansion opportunities are carefully evaluated and aligned with the

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Governance (continued)

Trust's capacity and long-term strategic priorities. The appointment of the Chief Finance Officer has provided greater assurance regarding the financial management of the organisation and has contributed to an improvement in the Trust's overall financial health. Trustees now benefit from enhanced regular financial reporting.

To further strengthen data management and reporting, the Board approved the implementation of a Trust-wide Management Information System (MIS) to improve the consistency and quality of data across all academies. While further development work is planned in 2025-26 to provide more dynamic and accessible reporting for committees, the system introduced during the year is already improving knowledge within schools. The Trust Board reviews a dashboard that supports effective oversight against key performance indicators and strategic objectives, alongside more detailed reports.

Working closely with the CEO and Executive Team, the Board has devoted significant time to developing the Strategic Plan for 2025–2028. This plan is built around the Trust's vision and values — Opening Doors, Working Together, and Valuing People — and defines what it means for the Trust to become a strong trust.

The Board and Academy Committees complete regular skills audits and governance efficacy tools to identify training needs, skills gaps, and areas for development. Trustees, the Executive Team, and governance professionals maintain a continually reflective approach, taking proactive steps to strengthen governance and ensure it remains effective and responsive. Continued development of Local Academy Councils has remained a key focus throughout the year, with a clear improvement plan in place for 2025–2026 to further enhance capacity, effectiveness, and a collaborative approach to governance across the Trust. During the year, the Trust joined the Confederation of Schools Trusts (CST), providing valuable sector knowledge, networking, and opportunities to share best practice for the Executive Team and Board. Trustees and the Executive Team also benefit from the introduction of targeted resources, including Trust Governance Professionals and more effective use of systems such as the National College to deliver Trust-wide and governance training. These resources support strategic decision-making, strengthen governance, and promote positive outward-facing collaboration across the Trust.

Conflicts of interest:

The Trust has established procedures to identify and manage conflicts of interest in line with DfE guidance. Trustees are required to declare any new or relevant interests at the start of all Board and Committee meetings. Declarations are recorded annually via Governorhub, published on the Trust's website, and updated as necessary throughout the year. All staff completed a full declaration of interests in September 2024, with HR processes ensuring ongoing review. Where related party transactions or potential conflicts are identified, trustees with an interest are excluded from discussions and decision-making. During the year, this process was applied in relation to the MIS system, where the Chair of Trustees held a shareholding in one of the companies considered. These arrangements ensure transparency, maintain the integrity of governance, and comply with statutory and regulatory requirements.

Governance reviews:

The Trustees confirm that an independent review of governance was completed in July 2023, undertaken at the wishes of the Regional Director, in line with Department for Education recommendations and sector best practice. Governance was a central strand of the Trust's initial Strategic Plan, which has now concluded having achieved its key objectives and addressed areas identified for improvement through the review.

The review found evidence of the Trust's ethos and value and trustees demonstrated effective oversight of financial performance. However, the review identified that the Board was not consistently or effectively holding the Chief Executive Officer to account for performance outcomes and strategic delivery and there was a lack of a well-articulated long-term vision, and a strategic approach to improvement and growth.

Following the review, the Board agreed the establishment of three formal committees to support effective governance: Resources, Education, and Audit & Risk. This structure ensures focused oversight of financial performance, educational outcomes, and compliance with internal control and risk management frameworks.

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Governance (continued)

Local governance was redefined as Academy Councils, operating as advisory bodies with a core focus on stakeholder engagement and community connection. A review of the new local governance model was completed after its first year of implementation, and further refinements were agreed to strengthen communication, reporting, and consistency of practice across academies.

In response to the governance review's findings, the Board approved a revised Scheme of Delegation and updated Terms of Reference to ensure clarity of responsibility and alignment across all tiers of governance. The Trust also adopted new Articles of Association (Sept 25), further embedding best practice and ensuring appropriate separation between Members and Trustees.

An annual skills audit of Trustees and a local governance effectiveness review were completed. Identified development needs have been addressed through training, mentoring, and access to sector resources. Governance capability was strengthened through the appointments of Mark Chapman (financial evaluation) and Keith Mogford (Chair of Trustees, with experience of trust growth), supported by the introduction of a Management Information System (MIS) to enhance data analysis and reporting across all levels of the Trust.

Trustees, central leaders, and school leaders participated in a Trust Strategy Day to reflect on progress against the previous Strategic Plan and contribute to the design of the next Trust Strategic Plan (2025–2028). Governance priorities, including strengthened accountability and reporting arrangements, were key elements of the discussions and have been embedded into the new plan.

The Trust maintains a continuous review of governance effectiveness, with ongoing conversations to strengthen:

- Data reporting to support informed decision-making;
- Reporting lines between layers of governance to ensure Trustees benefit from local insight; and
- Local governance capacity, including targeted recruitment to Academy Councils to increase both the expertise and quantity of members.

The Trust Board has agreed that governance will form a key area of internal scrutiny for 2025–26, with a view to a full External Review of Governance (ERG) planned for 2026–27, in line with best practice. The next governance self-evaluation is scheduled for Summer 2025.

Within the Scheme of Delegation, which is reviewed annually, the Trust Board sets out the responsibilities assigned to its own committees—Audit and Risk, Resources, Education, and local governance, either an Academy Councils or School Improvement Board—as well as those delegated to the Executive Team and school leaders

Trustee Sub-Committees

The Resources Committee is a sub-committee of the main board of Trustees. Its purpose is to provide oversight of the Trust's finances, staffing, and estates, ensuring effective governance, compliance with statutory requirements, and alignment with the Trust's strategic objectives. It monitors financial management and sustainability, oversees staffing, employment compliance, and staff welfare, and ensures that the Trust's estates are safe, well-maintained, and developed in line with strategic priorities. The Committee reviews and approves estates work in accordance with the financial scheme of delegation and provides recommendations to the Trust Board where required. During the year Mark Chapman joined the committee, a Finance Manager for a charity who run a specialist school for pupils with SEMH needs. Attendance at meetings in the year was as follows:

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Governance Statement (continued)

Governance (continued)

Trustee	Meetings attended	Out of a possible
Mark Chapman (Chair)	*2*	*2*
Neil Collins	*1*	*3*
Katie Ward	*2*	*3*
*Elaine Glendinning**	*1*	*1*
*Lindsay Hanger**	*2*	*2*
Gerardine Blake	*1*	*1*

* Trustees may be appointed to committees on an ad hoc basis to ensure quoracy and support the effective operation of the committee.

The Audit and Risk Committee is also a sub-committee of the main board of Trustees. Its purpose is to provide independent oversight of the Trust's financial reporting, internal controls, risk management, and compliance with legal and regulatory requirements. It reviews financial statements, monitors the effectiveness of internal and external audits, assesses the management of risk, and ensures that robust systems of control are in place. The Committee provides assurance to the Board and makes recommendations where appropriate to strengthen governance and accountability. During the year Keith Mogford, an experienced Chair of Trustees, joined the committee. Attendance at meetings in the year was as follows:

Trustee	Meetings attended	Out of a possible
Lindsay Hanger (Chair)	*2*	*3*
Keith Mogford	*3*	*3*
Katie Ward	*2*	*3*
*Neil Collins**	*1*	*1*
*Elaine Glendinning**	*1*	*1*
*Mark Chapman**	*1*	*1*

The Education Committee is also a sub-committee of the main board of Trustees. Its purpose is to oversee the quality of education across the Trust, including curriculum, teaching and learning, pupil progress, attendance, behaviour, SEND provision, and safeguarding. It ensures schools deliver a broad, balanced, and high-quality education that meets the Trust's aims, pupil needs, and legal requirements, making recommendations to the Trust Board where necessary. The Committee benefits from extensive experience across primary, further, and higher education, which supports its functions. Recruitment of new members will focus on increasing secondary expertise to further strengthen the Committee. Outcomes during the year were not as strong as hoped, and further work is planned to improve effectiveness. This includes enhanced data provision, strengthened link roles, spotlight days, and other initiatives to support the Trust's priority of raising pupil outcomes. Attendance at meetings in the year was as follows:

Trustee	Meetings attended	Out of a possible
Elaine Glendinning (Chair)	*1*	*3*
Lindsay Hanger	*3*	*3*
Claire Pike	*3*	*3*
Keith Mogford	*2*	*2*
Neil Collins	*2*	*2*

During this academic year, the Trust operated two local governance models: Alde Valley and Stowmarket, which continued to function within a School Improvement Board, while other schools transitioned to the new Academy Council model.

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Governance Statement (continued)

Governance (continued)

The delegated responsibilities of the School Improvement Board (SIB) enable a focused approach to rapid school improvement in line with the current Ofsted inspection framework. The SIB monitored the quality of education, pupil behaviour and attitudes, personal development, and leadership and management, with particular focus on areas identified in the Academy Development Plan. Given the improvements achieved under the SIB and the benefits of enhanced community engagement through the Academy Council model, the Trust Board, following consultation, disbanded the SIB for the 2025–26 academic year and transitioned to the Academy Council model, building on the positive impact already delivered by the SIB. The composition of the SIB remained unchanged throughout the year, with attendance at Alde Valley averaging 95% and Stowmarket High School at 100%. Several members have agreed, with Trustee approval, to transition to the Academy Council model.

The Academy Council aims to provide valuable local oversight to the Trust Board, ensuring that the Trust's vision, ethos, and culture are embedded within each academy. They provide meaningful stakeholder perspectives to inform the decisions of school and Trust leaders, act as ambassadors for the Trust, monitor key areas including safeguarding and SEND, and help anchor the school within its local community. There were small changes in membership during the year, with attendance averaging between 71% and 87%. A targeted recruitment campaign has been launched at the start of 2025–26 to increase committee numbers and ensure representation from parents, staff, and local community members in line with the constitution, supporting the Academy Council model in achieving its aims effectively.

The CEO and Executive Team are delegated responsibilities across all key areas, with progress and performance reported through the Trust Board's committees. The CEO and Director of Education are responsible for monitoring school outcomes, curriculum, and standards. A Trust Review Day summary serves as a core source of information, flowing through the governance model—initially to the Academy Councils, then supplemented and escalated to the Trust Board and its committees to inform strategic oversight and decision-making.

Executive Leadership Team during financial year ending 31 August 2025	
Mr C Morrison	Chief Executive Officer
Mrs A O'Connor	Chief Operating Officer/Chief Finance Officer (until 31.12.24)
Mrs K Coates	Director for Education
Mr D Mayhew	Director of Communities and Partnerships
Mrs D Baller	Director of Human Resources
Mrs J Niblock	Director of Finance (until 31.12.24)
Mrs C Read	Director of Operations
Ms L Taylor	Governance Professional
Mr D Watling	Chief Finance Officer (from 01.12.2024)

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Governance Statement (continued)

Governance (continued)

The trustees have delegated the operational running each of academy to the Headteacher:-

Senior Leadership Team during financial year ending 31 August 2024	
Ms S Hartshorn	Headteacher, Sir John Leman High School (from 28/04/2024)
Mrs R Gurney	Interim Headteacher (from 01/04/2023 to 28/04/2024)
Mr R Lee	Headteacher, Roman Hill Primary School
Ms L Hernandez	Headteacher, Stowmarket High School
Mr G Hetherington	Headteacher, Alde Valley Academy (from 01/01/2025)
Ms L Isaac	Acting Headteacher, Alde Valley Academy (from 04/11/2024 until 01/01/2025)
Mr J Harris	Interim Headteacher, Alde Valley Academy (until 04/11/2024)
Miss S Bacon	Headteacher, Northgate Primary School
Mr B Newstead	Headteacher, Southtown Primary School (from 04/11/2024, substantive post from 1.6.25)
Mrs C Wright	Headteacher, Southtown Primary School (to 3/11/2024)
Mrs S Gallagher	Headteacher, Snape Primary School

Review of value for money

As accounting officer, the Chief Executive Officer has responsibility for ensuring that the Trust delivers good value in the use of public resources. The accounting officer understands that value for money refers to the educational and wider societal outcomes achieved in return for the taxpayer resources received.

The accounting officer considers how the Academy Trust's use of its resources has provided good value for money during each academic year, and reports to the Board of Trustees where value for money can be improved, including the use of benchmarking data where available.

The purpose of the system of internal control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Academy Trust's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in the Trust for the year ended 31 August 2025 and up to the date of approval of the annual report and financial statements.

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Governance Statement (continued)

Risk and control framework and the Capacity to Handle Risk

The Trust's system of risk control is based on a framework of regular management information and administrative procedures including appropriate segregation of duties and a system of delegation and accountability.

All risks are assessed, minimised and managed at an appropriate level, dependent upon the level and nature of the risk. The culture is not one of blame but of sharing safe practice with a real commitment to reducing all risk to an absolute minimum.

All staff are made aware of the responsibilities in their role, including all procedures put in place to avoid risk of any kind. This includes protocols to protect against financial irregularity, well-rehearsed evacuation procedures in case of fire and an accident/incident/near miss reporting framework through the Health & Safety group. Appropriately qualified representatives within this group take responsibility for risk identification, assessment and notification within the following areas:-

- Financial Risk
- Premises Safety and Security
- Fire Safety
- First Aid, Medication and Medical Care
- Chemicals, Substances, Tools and Equipment
- Data Security
- Student Safety
- Staff Safety
- School Trips and Visits

Feedback from the schools' Health & Safety groups is reported directly to the Resources Committee.

The trust procures a robust Internal Audit Service from an external provider who undertakes three review days per academic year. These monitoring visits are carefully structured to ensure risks are minimised effectively. Areas of Internal Audit investigation include:-

- Governance
- Budget Setting
- Development Plan
- Transaction Review
- Payroll
- Purchasing
- Income Controls
- Payments and withdrawals
- Petty Cash
- Tax
- Assets
- Insurance
- Data security
- Annual Accounts and audit
- Borrowing

During the financial year ending 31st August 2025, only minor recommendations resulted from the Internal Audit process.

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Governance Statement (continued)

Risk and control framework and the Capacity to Handle Risk (continued)

Internal Auditor

The Board of Trustees has decided to employ Schools' Choice as internal auditor.

The internal auditor's role includes giving advice on financial and other matters and performing a range of checks on the Academy's financial systems. In particular, the checks carried out in the current period included:

- HR and personnel systems
- Risk Register
- Income Systems and controls

On a quarterly basis, the internal auditor reports to the Board of Trustees through the audit and risk committee on the operation of the systems of control and on the discharge of the Board of Trustees' financial responsibilities. On an annual basis the internal auditor prepares a summary report to the committee outlining the areas reviewed, key findings, recommendations and conclusions to help the committee consider actions and assess year on year progress.

Review of effectiveness

As accounting officer, Mr C Morrison has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by the work of internal and external parties:-

Internal
- Trust sub-committees
- Chief Finance Officer
- Finance staff

External
- Internal Audit Service
- External Auditors
- School Resource Management Adviser

The Accounting Officer has been advised of all information resulting from the review framework during the financial year ending 31st August 2025 and a plan to address any weaknesses and ensure continuous improvement of the system is in place.

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Governance Statement (continued)

Review of effectiveness (continued)

Conclusion

Based on the advice of the audit and risk committee and the accounting officer, the board of trustees is of the opinion that the academy trust has an adequate and effective framework for governance, risk management and control.

Approved by order of the members of the Board of Trustees on 18 December 2025 and signed on their behalf by:

N Collins

Neil Collins 18 Dec 2025 18:34:17 GMT (UTC +0)

N Collins
Chair of Trustees

Craig Morrison 18 Dec 2025 17:41:02 GMT (UTC +0)

C Morrison
Accounting Officer

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Kingfisher Schools Trust
(A company limited by guarantee)

Statement of Regularity, Propriety and Compliance

As accounting officer of Kingfisher Schools Trust, I confirm that I have had due regard to the framework of authorities governing regularity, propriety and compliance, including the trust's funding agreement with DfE, and the requirements of the Academy Trust Handbook, including responsibilities for estates safety and management. I have also considered my responsibility to notify the academy trust board of trustees and DfE of material irregularity, impropriety and non-compliance with terms and conditions of all funding, including for estates safety and management.

I confirm that I, and the board of trustees are able to identify any material irregular or improper use of all funds by the academy trust, or material non-compliance with the framework of authorities.

I confirm that the following instances of material irregularity, impropriety or non-compliance have been discovered to date and have been notified to the board of trustees and DfE. If any further instances are identified after the date of this statement, these will be notified to the board of trustees and DfE:

During the 2024-2025 academic year the trust identified the following issues with the financial oversight and management of the Academy Trust:

- The Trust did not ensure complete financial oversight due to historical errors within the trust internal control accounts.
- The Trust did not prepare and submit monthly management accounts to the chair of trustees and the board trustees from September 2024 to December 2024.

The DfE have been notified and the following steps have been put in place.

Following a DFE School Resource Management Adviser report and our own concerns around the capacity within the trust for financial oversight, a restructure exercise took place to establish a distinct Chief Finance Officer post, beginning 1st December 2024. The lapse in reporting management accounts occurred immediately prior to this restructuring and transition taking place. With the assistance of a new firm of auditors, we have been able to address the legacy issues reported in this year's financial statements and prevent them from reoccurring.


Craig Morrison 18 Dec 2025 17:41:02 GMT (UTC +0)

C Morrison
Accounting Officer
Date: 18 December 2025

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Statement of Trustees' responsibilities
For the year ended 31 August 2025

The Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with the Academies Accounts Direction published by the Department for Education, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees 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 its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP 2019 and the Academies Accounts Direction 2024 to 2025;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records 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 hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for ensuring that in its conduct and operation the charitable company applies financial and other controls, which conform with the requirements both of propriety and of good financial management. They are also responsible for ensuring grants received from DfE have been applied for the purposes intended.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by order of the members of the Board of Trustees on 18 December 2025 and signed on its behalf by:

N Collins

Neil Collins 18 Dec 2025 18:34:17 GMT (UTC +0)

N Collins
Chair of Trustees

VirtualSignature Transaction Ref. 8R2Q-6WNN-36FN 18 Dec 2025 20:08:25 GMT (UTC +0) D 1/3 P 31/72

Kingfisher Schools Trust
(A company limited by guarantee)

Independent auditors' Report on the financial statements to the Members of Kingfisher Schools Trust

Opinion

We have audited the financial statements of Kingfisher Schools Trust (the 'academy') for the year ended 31 August 2025 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Charities SORP 2019 and the Academies Accounts Direction 2024 to 2025 issued by the Department for Education.

In our opinion the financial statements:

- give a true and fair view of the state of the Academy's affairs as at 31 August 2025 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities SORP 2019 and the Academies Accounts Direction 2024 to 2025 issued by the Department for Education.

Basis for opinion

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

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Academy's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

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Independent auditors' Report on the financial statements to the Members of Kingfisher Schools Trust (continued)

Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report including the Strategic report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report and the Strategic report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the Academy and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report including the Strategic report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of trustees' responsibilities, the Trustees (who are also the directors of the Academy for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Academy's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Academy or to cease operations, or have no realistic alternative but to do so.

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Independent auditors' Report on the financial statements to the Members of Kingfisher Schools Trust (continued)

Auditors' responsibilities for the audit of the financial statements

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Capability of the audit in detecting irregularities, including fraud

Based on our understanding of the Academy Trust and the sector, and through discussion with the Trustees and other management (as required by auditing standards), we identified that the principal risks of non-compliance with laws and regulations related to child protection and safeguarding, health and safety and employment law. We considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006, Statement of Recommended Practice, Academies Accounts Direction, Academy Trust Handbook 2024, taxation, and pension legislation. We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit. We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to posting inappropriate journal entries to increase revenue or reduce expenditure, management bias in accounting estimates and judgemental areas of the financial statements such as the valuation of land and buildings and revenue and non-compliance with financial management and governance requirements which are consistent with the obligations of public funded bodies. Audit procedures performed by the engagement team included:

- Discussions with management and assessment of known or suspected instances of non-compliance with laws and regulations (including health and safety) and fraud, and review of the reports made by management and internal audit; and
- Assessment of identified fraud risk factors; and
- Identifying and assessing the design effectiveness of controls that management has in place to prevent and detect fraud; and
- Consideration of income streams, completeness of income and compliance with the obligations of funders including the DfE
- Testing of internal controls procedures relating to expenditure potentially more susceptible to fraud and other irregularities including the misuse of public funding in areas such as cash, payroll and credit card expenditure through the use of data analytics; and
- Review of cash and credit card expenditure to confirm no evidence of personal benefit; and
- Challenging assumptions and judgements made by management in its significant accounting estimates; and
- Performing analytical procedures with automated data analytics to identify any unusual or unexpected relationships, including related party transactions, that may indicate risks of material misstatement due to fraud; and
- Confirmation of related parties with management, and review of transactions throughout the period to identify any previously undisclosed transactions with related parties outside the normal course of business; and
- Reading minutes of meetings of those charged with governance, reviewing internal audit reports and reviewing correspondence with relevant tax and regulatory authorities; and
- Review of internal controls and physical inspection of tangible assets susceptible to fraud or irregularity; and
- Review of significant and unusual transactions and evaluation of the underlying financial rationale

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supporting the transactions; and
- Identifying and testing journal entries, in particular any manual entries made at the year end for financial statement preparation.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the Academy's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trustees.
- Conclude on the appropriateness of the Trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Academy's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditors' report. However, future events or conditions may cause the Academy to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

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Independent auditors' Report on the financial statements to the Members of Kingfisher Schools Trust (continued)

Use of our report

This report is made solely to the Academy's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Academy's members those matters we are required to state to them in an Auditors' 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 Academy and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

Kreston Reeves Audit LLP
Kelly Goodwin 18 Dec 2025 20:08:23 GMT (UTC +0)

Kreston Reeves Audit LLP
Statutory Auditor
Chatham Maritime

Date:18 December 2025

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Independent Reporting Accountant's Assurance Report on Regularity to Kingfisher Schools Trust and the Secretary of State for Education

In accordance with the terms of our engagement letter dated 24 October 2025 and further to the requirements of the Department for Education (DfE) as included in the extant Framework and Guide for External Auditors and Reporting Accountants of Academy Trusts 2024 to 2025, we have carried out an engagement to obtain limited assurance about whether anything has come to our attention that would suggest, in all material respects, the expenditure disbursed and income received by Kingfisher Schools Trust during the year 1 September 2024 to 31 August 2025 have not been applied to the purposes identified by Parliament and that the financial transactions do not conform to the authorities which govern them.

This report is made solely to Kingfisher Schools Trust and the Secretary of State for Education in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to Kingfisher Schools Trust and the Secretary of State for Education those matters we are required to state in a report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Kingfisher Schools Trust and the Secretary of State for Education, for our work, for this report, or for the conclusion we have formed.

Respective responsibilities of Kingfisher Schools Trust's accounting officer and the reporting accountant

The accounting officer is responsible, under the requirements of Kingfisher Schools Trust's funding agreement with the Secretary of State for Education dated 1 December 2014 and the Academy Trust Handbook, extant from 1 September 2024, for ensuring that expenditure disbursed and income received is applied for the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

Our responsibilities for this engagement are established in the United Kingdom by our profession's ethical guidance and are to obtain limited assurance and report in accordance with our engagement letter and the requirements of the extant Framework and Guide for External Auditors and Reporting Accountants of Academy Trusts 2024 to 2025. We report to you whether anything has come to our attention in carrying out our work which suggests that in all material respects, expenditure disbursed and income received during the year 1 September 2024 to 31 August 2025 have not been applied to purposes intended by Parliament or that the financial transactions do not conform to the authorities which govern them.

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Independent Reporting Accountant's Assurance Report on Regularity to Kingfisher Schools Trust and the Secretary of State for Education (continued)

Approach

We conducted our engagement in accordance with the Framework and Guide for External Auditors and Reporting Accountant of Academy Trusts issued by DfE. We performed a limited assurance engagement as defined in our engagement letter.

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

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

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

The work undertaken to draw to our conclusion includes:

- Reviewed the evidence used to support the Accounting Officer's sign off of the regularity statement.
- Reviewed expenditure against specific terms of grant funding within the Funding Agreement.
- Reviewed that grants have been applied for the purposes for which they were intended.
- Confirmed that internal control procedures exist relating to expenditure incurred of cash and credit cards.
- Confirmed items claimed on cash and credit cards are not for personal benefit.
- Reviewed expenditure and considered whether any supplies are from related parties.
- Reviewed Board of Trustee minutes for declaration of interests.
- Considered whether other income activities are permitted within the Academy Trust's charitable objects.
- Considered if borrowing agreements, including leases, have been made in accordance with the Academy Trust Handbook.
- Confirmed that procurement and tendering procedures exist relating to expenditure and have been complied with.
- Considered if the Trust's governance arrangements and composition are in-line with the Academy Trust Handbook.

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Independent Reporting Accountant's Assurance Report on Regularity to Kingfisher Schools Trust and the Secretary of State for Education (continued)

Conclusion

In the course of our work, except for the matters listed below nothing has come to our attention which suggest in all material respects the expenditure disbursed and income received during the year 1 September 2024 to 31 August 2025 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

During the 2024-2025 academic year the trust identified the following issues with the financial oversight and management of the Academy Trust:

- The Trust did not ensure complete financial oversight due to historical errors within the trust internal control accounts.
- The Trust did not prepare and submit monthly management accounts to the chair of trustees and the board trustees from September 2024 to December 2024.

The DfE have been notified and the following steps have been put in place.

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Independent Reporting Accountant's Assurance Report on Regularity to Kingfisher Schools Trust and the Secretary of State for Education (continued)

Following a DFE School Resource Management Adviser report and our own concerns around the capacity within the trust for financial oversight, a restructure exercise took place to establish a distinct Chief Finance Officer post, beginning 1st December 2024. The lapse in reporting management accounts occurred immediately prior to this restructuring and transition taking place. With the assistance of a new firm of auditors, we have been able to address the legacy issues reported in this year's financial statements and prevent them from reoccurring.

Kreston Reeves Audit LLP
Kelly Goodwin 18 Dec 2025 20:08:23 GMT (UTC +0)

Reporting Accountant
Kreston Reeves Audit LLP
Statutory Auditor

Date: 18 December 2025

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Kingfisher Schools Trust

(A company limited by guarantee)

Statement of financial activities (incorporating income and expenditure account)
For the year ended 31 August 2025

	Note	Unrestricted funds 2025 £	Restricted funds 2025 £	Restricted fixed asset funds 2025 £	Total funds 2025 £	As restated Total funds 2024 £
Income from:						
Donations and capital grants	3	**66,956**	**-**	**1,105,755**	**1,172,711**	1,266,998
Other trading activities		**1,070,150**	**312,779**	**-**	**1,382,929**	869,524
Investments	6	**9,329**	**196,000**	**-**	**205,329**	121,561
Charitable activities		**111,909**	**30,861,905**	**-**	**30,973,814**	28,394,754
Total income		**1,258,344**	**31,370,684**	**1,105,755**	**33,734,783**	30,652,837
Expenditure on:						
Raising funds		**23,856**	**-**	**-**	**23,856**	29,140
Charitable activities		**759,318**	**31,594,033**	**2,875,383**	**35,228,734**	32,100,468
Total expenditure		**783,174**	**31,594,033**	**2,875,383**	**35,252,590**	32,129,608
Net income/(expenditure)		**475,170**	**(223,349)**	**(1,769,628)**	**(1,517,807)**	(1,476,771)
Transfers between funds	18	**(738,349)**	**738,349**	**-**	**-**	-
Net movement in funds before other recognised gains/(losses)		**(263,179)**	**515,000**	**(1,769,628)**	**(1,517,807)**	(1,476,771)
Other recognised gains/(losses):						
Actuarial losses on defined benefit pension schemes	24	**-**	**(515,000)**	**-**	**(515,000)**	(330,000)
Net movement in funds		**(263,179)**	**-**	**(1,769,628)**	**(2,032,807)**	(1,806,771)
Reconciliation of funds:						
Total funds brought forward		**1,179,044**	**-**	**47,453,960**	**48,633,004**	50,439,775
Net movement in funds		**(263,179)**	**-**	**(1,769,628)**	**(2,032,807)**	(1,806,771)
Total funds carried forward		**915,865**	**-**	**45,684,332**	**46,600,197**	48,633,004

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 41 to 70 form part of these financial statements.

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Kingfisher Schools Trust

(A company limited by guarantee)
Registered number: 07682294

Balance sheet
As at 31 August 2025

	Note		2025 £		2024 £
Fixed assets					
Tangible assets	14		**43,971,902**		45,534,962
			43,971,902		45,534,962
Current assets					
Stocks	15	**1,800**		1,800	
Debtors	16	**894,325**		694,896	
Cash at bank and in hand		**4,170,395**		3,750,562	
		5,066,520		4,447,258	
Current liabilities					
Creditors: amounts falling due within one year	17	**(2,438,225)**		(1,349,216)	
Net current assets			**2,628,295**		3,098,042
Total assets less current liabilities			**46,600,197**		48,633,004
Net assets excluding pension asset			**46,600,197**		48,633,004
Total net assets			**46,600,197**		48,633,004
Funds of the Academy					
Restricted funds:					
Fixed asset funds	18	**45,684,332**		47,453,960	
Total restricted funds	18		**45,684,332**		47,453,960
Unrestricted income funds	18		**915,865**		1,179,044
Total funds			**46,600,197**		48,633,004

The financial statements on pages 38 to 70 were approved by the Trustees, and authorised for issue on 18 December 2025 and are signed on their behalf, by:

N Collins
Neil Collins 18 Dec 2025 18:34:17 GMT (UTC +0)

Mr Neil Collins
Chair of Trustees

The notes on pages 41 to 70 form part of these financial statements.

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Kingfisher Schools Trust
(A company limited by guarantee)

Statement of cash flows
For the year ended 31 August 2025

	Note	2025 £	2024 £
Cash flows from operating activities			
Net cash used in operating activities	20	**(505,226)**	(1,826,541)
Cash flows from investing activities	21	**925,059**	608,103
Change in cash and cash equivalents in the year		**419,833**	(1,218,438)
Cash and cash equivalents at the beginning of the year		**3,750,562**	4,969,000
Cash and cash equivalents at the end of the year	22, 23	**4,170,395**	3,750,562

The notes on pages 41 to 70 form part of these financial statements

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Notes to the financial statements
For the year ended 31 August 2025

1. Accounting policies

A summary of the principal accounting policies adopted (which have been applied consistently, except where noted), judgments and key sources of estimation uncertainty, is set out below.

1.1 Basis of preparation of financial statements

The financial statements of the Academy, which is a public benefit entity under FRS 102, have been prepared under the historic cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102), the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP (FRS 102)), the Academies Accounts Direction 2024 to 2025 issued by DfE, the Charities Act 2011 and the Companies Act 2006.

1.2 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Academy to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Academy has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Academy's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Income

All incoming resources are recognised when the Academy has entitlement to the funds, the receipt is probable and the amount can be measured reliably.

- **Grants**
  Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of meeting any performance-related conditions there is not unconditional entitlement to the income and its recognition is deferred and included in creditors as deferred income until the performance-related conditions are met. Where entitlement occurs before income is received, the income is accrued.

  General Annual Grant is recognised in full in the Statement of financial activities in the year for which it is receivable and any abatement in respect of the year is deducted from income and recognised as a liability.

  Capital grants are recognised in full when there is an unconditional entitlement to the grant. Unspent amounts of capital grants are reflected in the Balance sheet in the restricted fixed asset fund. Capital grants are recognised when there is entitlement and are not deferred over the life of the asset on which they are expended.

- **Donations**
  Donations are recognised on a receivable basis (where there are no performance-related conditions) where the receipt is probable and the amount can be reliably measured.

- **Other income**
  Other income, including the hire of facilities, is recognised in the year it is receivable and to the extent the Academy has provided the goods or services.

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1. Accounting policies (continued)

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

- **Expenditure on raising funds**
  This includes all expenditure incurred by the Academy to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

- **Charitable activities**
  These are costs incurred on the Academy's educational operations, including support costs and costs relating to the governance of the Academy apportioned to charitable activities.

  All resources expended are inclusive of irrecoverable VAT.

1.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Academy; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

1.6 Tangible fixed assets

Assets costing £5,000 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any provision for impairment.

Where tangible fixed assets have been acquired with the aid of specific grants, either from the government or from the private sector, they are included in the Balance sheet at cost and depreciated over their expected useful economic life. Where there are specific conditions attached to the funding requiring the continued use of the asset, the related grants are credited to a restricted fixed asset fund in the Statement of financial activities and carried forward in the Balance sheet. Depreciation on the relevant assets is charged directly to the restricted fixed asset fund in the Statement of financial activities. Where tangible fixed assets have been acquired with unrestricted funds, depreciation on such assets is charged to the unrestricted fund.

Depreciation is provided on all tangible fixed assets other than freehold land and assets under construction, at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life, as follows:

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1. Accounting policies (continued)

1.6 Tangible fixed assets (continued)

Depreciation is provided on the following bases:

Long-term leasehold property	- Lower of estimated useful economic life or 50 years
Furniture and equipment	- 10-20%
Plant and machinery	- 20%
Computer equipment	- 22-50%
Motor vehicles	- 20%

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities.

1.7 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

1.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.10 Liabilities

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Academy anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

1.11 Financial instruments

The Academy only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the Academy and their measurement bases are as follows:

Financial assets - trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost as detailed in note 16. Prepayments are not financial instruments.

Cash at bank is classified as a basic financial instrument and is measured at face value.

Financial liabilities - trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost as detailed in note 17. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

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1. Accounting policies (continued)

1.12 Pensions

Retirement benefits to employees of the Academy are provided by the Teachers' Pension Scheme ("TPS") and the Local Government Pension Scheme ("LGPS"). These are defined benefit schemes.

The TPS is an unfunded scheme and contributions are calculated to spread the cost of pensions over employees' working lives with the Academy in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary based on quadrennial valuations using a prospective unit credit method. TPS is an unfunded multi-employer scheme with no underlying assets to assign between employers. Consequently, the TPS is treated as a defined contribution scheme for accounting purposes and the contributions recognised in the period to which they relate.

The LGPS is a funded multi-employer scheme, and the assets are held separately from those of the Academy in separate trustee administered funds. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit credit method and discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least triennially and are updated at each Balance sheet date. The amounts charged to operating surplus are the current service costs and the costs of scheme introductions, benefit changes, settlements and curtailments. They are included as part of staff costs as incurred. Net interest on the net defined benefit liability/asset is also recognised in the Statement of financial activities and comprises the interest cost on the defined benefit obligation and interest income on the scheme assets, calculated by multiplying the fair value of the scheme assets at the beginning of the period by the rate used to discount the benefit obligations. The difference between the interest income on the scheme assets and the actual return on the scheme assets is recognised in other recognised gains and losses.

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

1.13 Fund accounting

Unrestricted income funds represent those resources which may be used towards meeting any of the charitable objects of the Academy at the discretion of the Trustees.

Restricted fixed asset funds are resources which are to be applied to specific capital purposes imposed by the funders where the asset acquired or created is held for a specific purpose.

Restricted general funds comprise all other restricted funds received with restrictions imposed by the funder/donor and include grants from the Department for Education Group.

Investment income, gains and losses are allocated to the appropriate fund.

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2. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Academy makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Multi-employer benefit pension scheme

The present value of the Local Government Pension Scheme defined benefit liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost or income for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 24, will impact the carrying amount of the pension liability. Furthermore a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2022 has been used by the actuary in valuing the pensions liability at 31 August 2025. Any differences between the figures derived from the roll forward approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

Tangible fixed assets

The Academy Trust has recognised tangible fixed assets with a carrying value of £43,971,902 at the reporting date (see note 14). These assets are stated at their cost less provision for depreciation and impairment. The Academy Trust's accounting policy sets out the approach to calculating depreciation for immaterial assets acquired. For material assets such as land and buildings the Academy Trust determines at acquisition reliable estimates for the useful life of the asset, its residual value and decommissioning costs. These estimates are based upon such factors as the expected use of the acquired asset and market conditions. At subsequent reporting dates the Trustees consider whether there are any factors such as technological advancements or changes in market conditions that indicate a need to reconsider the estimates used.

Where there are indicators that the carrying value of tangible assets may be impaired the Academy Trust undertakes tests to determine the recoverable amount of assets. These tests require estimates of the fair value of assets less cost to sell and of their value in use. Wherever possible the estimate of the fair value of assets is based upon observable market prices less incremental cost for disposing of the asset. The value in use calculation is based upon a discounted cash flow model, based upon the Academy Trusts' forecasts for the foreseeable future which do not include any restructuring activities that the Academy Trust is not yet committed to or significant future investments that will enhance the asset's performance. The recoverable amount is most sensitive to the discount rate used for the discounted cash flow model as well expected future cash flows and the growth rate used for extrapolation purposes.

Critical areas of judgment:

Lease commitments

The Academy Trust has entered into a range of lease commitments in respect of plant and equipment. The classification of these leases as either financial or operating leases requires the Trustees to consider whether the terms and conditions of each lease are such that the Academy Trust has acquired the risks and rewards associated with the ownership of the underlying assets.

Multi-employer defined benefit pension scheme
I
Certain employees participate in a multi-employer defined benefit pension scheme with other Academy

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2. Critical accounting estimates and areas of judgment (continued)

Trusts. In the judgement of the Trustees, the Academy Trust does not have sufficient information on the plan assets and liabilities to be able to reliably account for its share of the defined obligation and plan assets. Therefore the scheme is accounted for as a defined contribution scheme, see note 25 for further details.

The plan surplus as at the 31 August 2025 was £8,339,000 (2024: surplus of £3,788,000). A pension plan asset recognised to the extent that the company is able to recover the surplus either through reduced contributions in the future or through refunds from the plan. In the opinion of the trustees, the academy trust will not recover the surplus through reduced contributions and they do not anticipate receiving any refunds from the plan and therefore the net surplus recognised within the financial statements has been restricted to £Nil.

3. Income from donations and capital grants

	Unrestricted funds 2025 £	**Restricted fixed asset funds 2025 £**	**Total funds 2025 £**
Donations	66,956	-	**66,956**
DfE capital grants	-	1,074,672	**1,074,672**
Other capital grant	-	31,083	**31,083**
	66,956	1,105,755	**1,172,711**

	Unrestricted funds 2024 £	Restricted fixed asset funds 2024 £	Total funds 2024 £
Donations	30,015	-	30,015
DfE capital grants	-	1,139,754	1,139,754
Other capital grants	-	97,229	97,229
	30,015	1,236,983	1,266,998

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4. Funding for the Academy's charitable activities

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £
Educational operations			
DfE grants			
General Annual Grant (GAG)	-	24,136,598	**24,136,598**
Other DfE grants			
Pupil Premium	-	1,549,339	**1,549,339**
Core School Budget	-	886,948	**886,948**
16-19 budget share	-	948,751	**948,751**
Other DfE	-	1,257,374	**1,257,374**
	-	28,779,010	**28,779,010**
Other Government grants			
Local authority funding	-	1,995,815	**1,995,815**
	-	1,995,815	**1,995,815**
Other income from the Academy's educational operations	111,909	87,080	**198,989**
	111,909	30,861,905	**30,973,814**
	111,909	30,861,905	**30,973,814**

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4. Funding for the Academy's charitable activities (continued)

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Educational operations			
DfE grants			
General Annual Grant (GAG)	-	22,623,403	22,623,403
Other DfE grants			
Pupil premium	-	1,514,260	1,514,260
16-19 Allocations	-	868,336	868,336
Other DfE grants	-	1,973,122	1,973,122
	-	26,979,121	26,979,121
Other Government grants			
Local authority funding	-	1,238,689	1,238,689
	-	1,238,689	1,238,689
Other income from the Academy's educational operations	103,955	72,989	176,944
	103,955	28,290,799	28,394,754
	103,955	28,290,799	28,394,754

5. Income from other trading activities

	Unrestricted funds 2025 £	**Restricted funds 2025 £**	**Total funds 2025 £**
Educational visits	-	286,274	**286,274**
Catering income	626,062	-	**626,062**
Other income	444,088	26,505	**470,593**
	1,070,150	312,779	**1,382,929**

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5. Income from other trading activities (continued)

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Educational visits	-	348,943	348,943
Catering income	227,172	-	227,172
Other income	287,394	6,015	293,409
	514,566	354,958	869,524

6. Investment income

	Unrestricted funds 2025 £	**Restricted funds 2025 £**	**Total funds 2025 £**
Interest received	9,329	-	**9,329**
Pension income	-	196,000	**196,000**
	9,329	196,000	**205,329**

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Interest received	561	-	561
Pension income	-	121,121	121,121
	561	121,121	121,682

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Notes to the financial statements
For the year ended 31 August 2025

7. Expenditure

	Staff Costs 2025 £	Premises 2025 £	Other 2025 £	Total 2025 £
Expenditure on fundraising trading activities:				
Direct costs	-	-	23,856	**23,856**
Educational operations				
Direct costs	22,423,396	-	2,576,859	**25,000,255**
Allocated support costs	3,374,682	3,573,096	3,280,701	**10,228,479**
	25,798,078	3,573,096	5,881,416	**35,252,590**

	Staff Costs 2024 £	Premises 2024 £	Other 2024 £	Total 2024 £
Expenditure on fundraising trading activities:				
Direct costs	-	-	29,140	29,140
Educational operations				
Direct costs	21,023,903	-	2,517,067	23,540,970
Allocated support costs	3,227,488	2,328,626	3,003,384	8,559,498
	24,251,391	2,328,626	5,549,591	32,129,608

8. Analysis of expenditure by activities

	Activities undertaken directly 2025 £	Support costs 2025 £	Total funds 2025 £
Educational operations	25,000,255	10,228,479	**35,228,734**

	Direct costs 2024 £	Support costs 2024 £	Total funds 2024 £
Educational operations	23,540,970	8,559,498	32,100,468

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8. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Educational operations 2025 £	Total funds 2025 £
Staff costs	22,423,396	**22,423,396**
Educational supplies	1,848,701	**1,848,701**
Educational equipment	291,858	**291,858**
Other staff costs	129,609	**129,609**
Educational visits	306,691	**306,691**
	25,000,255	**25,000,255**

	Educational operations 2024 £	Total funds 2024 £
Staff costs	21,023,903	21,023,903
Educational supplies	1,557,586	1,557,586
Educational equipment	345,051	345,051
Other staff costs	242,485	242,485
Educational visits	371,945	371,945
	23,540,970	23,540,970

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8. Analysis of expenditure by activities (continued)

Analysis of support costs

	Educational operations 2025 £	Total funds 2025 £
Staff costs	3,374,682	**3,374,682**
Depreciation	1,753,316	**1,753,316**
Premise maintenance	1,511,726	**1,511,726**
Cleaning costs	526,046	**526,046**
Office costs	258,272	**258,272**
Rent & rates	128,541	**128,541**
Light & heat	489,905	**489,905**
Catering costs	1,198,350	**1,198,350**
Technology cost	44,707	**44,707**
Professional fees	477,363	**477,363**
Security & transport	280,499	**280,499**
Insurance	135,669	**135,669**
Other support costs	49,403	**49,403**
	10,228,479	**10,228,479**

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8. Analysis of expenditure by activities (continued)

Analysis of support costs (continued)

	Educational operations 2024 £	Total funds 2024 £
Staff costs	3,227,488	3,227,488
Depreciation	1,719,338	1,719,338
Premises maintenance costs	345,106	345,106
Cleaning costs	486,628	486,628
Office costs	547,877	547,877
Rent & rates	73,702	73,702
Light & heat	507,316	507,316
Catering costs	783,058	783,058
Technology costs	22,685	22,685
Professional fees	323,757	323,757
Security & transport	276,257	276,257
Insurance	122,196	122,196
Other support costs	95,350	95,350
Governance costs	28,740	28,740
	8,559,498	8,559,498

9. Net income/(expenditure)

Net income/(expenditure) for the year includes:

	2025 £	2024 £
Operating lease rentals	**53,768**	-
Depreciation of tangible fixed assets	**1,753,316**	1,748,195
Fees paid to auditors for:		
- audit	**23,500**	21,000
- other services	**8,550**	8,000

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Notes to the financial statements
For the year ended 31 August 2025

10. Staff

a. Staff costs and employee benefits

Staff costs during the year were as follows:

	2025	2024
	£	£
Wages and salaries	**18,449,797**	17,963,591
Social security costs	**2,069,501**	1,792,999
Pension costs	**4,250,278**	3,992,235
	24,769,576	23,748,825
Agency staff costs	**781,443**	502,566
Staff restructuring costs	**247,059**	-
	25,798,078	24,251,391

Staff restructuring costs comprise:

	2025	2024
	£	£
Redundancy payments	**194,764**	-
Payments in Lieu of Notice (PILON)	**52,295**	-
	247,059	-

b. Staff numbers

The average number of persons employed by the Academy during the year was as follows:

	2025	2024
	No.	No.
Teachers	**256**	269
Administration and support	**335**	390
Management	**10**	10
	601	669

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10. Staff (continued)

b. Staff numbers (continued)

The average headcount expressed as full-time equivalents was:

	2025	2024
	No.	No.
Teachers	**222**	233
Administration and support	**209**	243
Management	**9**	9
	440	485

c. Higher paid staff

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2025	2024
	No.	No.
In the band £60,001 - £70,000	**21**	15
In the band £70,001 - £80,000	**11**	4
In the band £80,001 - £90,000	**5**	2
In the band £90,001 - £100,000	**1**	1
In the band £100,001 - £110,000	**1**	2
In the band £110,001 - £120,000	**1**	1
In the band £130,001 - £140,000	**1**	-
In the band £150,001 - £160,000	**-**	1
In the band £160,001 - £170,000	**1**	-

d. Key management personnel

The key management personnel of the Academy comprise the Trustees and the senior management team as listed on page 1. The total amount of key management personnel benefits (including employer pension contributions and employer national insurance contributions) received by key management personnel for their services to the Academy was £1,033,657 (2024 - £1,922,000).

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11. Central services

The Academy has provided the following central services to its academies during the year:

- Human resources
- Payroll
- Financial services
- Insurance
- Procurement
- Clerking services
- Principals and business leader costs
- Education support services

The Academy charges for these services on the following basis:

6% of the total General Annual Grant received by each school

The actual amounts charged during the year were as follows:

	2025	2024
	£	£
Sir John Leman High School	**524,688**	470,691
Roman Hill Primary School	**152,172**	154,494
Stowmarket High School	**341,052**	315,565
Alde Valley Academy	**251,976**	220,137
Northgate Primary School	**134,844**	129,941
Southtown Primary School	**74,760**	70,045
Snape Primary School	**31,674**	29,447
Total	**1,511,166**	1,390,320

12. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2024 - £NIL).

During the year ended 31 August 2025, no Trustee expenses have been incurred (2024 - £NIL).

13. Trustees' and Officers' insurance

The Academy has opted into the Department for Education's risk protection arrangement (RPA), an alternative to insurance where UK government funds cover losses that arise. This scheme protects Trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on academy business, and provides cover up to £10,000,000. It is not possible to quantify the Trustees and officers indemnity element from the overall cost of the RPA scheme membership.

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14. Tangible fixed assets

	Long-term leasehold property £	Furniture and equipment £	Plant and machinery £	Computer equipment £	Motor vehicles £	Total £
Cost or valuation						
At 1 September 2024	**55,429,137**	**333,917**	**395,630**	**1,143,450**	**180,482**	**57,482,616**
Additions	**14,362**	**31,405**	**-**	**144,258**	**-**	**190,025**
At 31 August 2025	**55,443,499**	**365,322**	**395,630**	**1,287,708**	**180,482**	**57,672,641**
Depreciation						
At 1 September 2024	**10,693,887**	**97,289**	**185,497**	**844,539**	**126,442**	**11,947,654**
Charge for the year	**1,451,282**	**32,659**	**66,295**	**182,263**	**20,586**	**1,753,085**
At 31 August 2025	**12,145,169**	**129,948**	**251,792**	**1,026,802**	**147,028**	**13,700,739**
Net book value						
At 31 August 2025	**43,298,330**	**235,374**	**143,838**	**260,906**	**33,454**	**43,971,902**
At 31 August 2024	44,735,250	236,628	210,133	298,911	54,040	45,534,962

Included in long-term leasehold property is land valued at £10,071k (2024: £10,071k).

The cost brought forward for long-term leasehold property restated to remove depreciation historically charged on land.

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15. Stocks

	2025 £	2024 £
Finished goods and goods for resale	**1,800**	1,800

16. Debtors

	2025 £	2024 £
Due within one year		
Trade debtors	**52,243**	36,334
Other debtors	**270,126**	54,529
Prepayments and accrued income	**571,956**	604,033
	894,325	694,896

17. Creditors: Amounts falling due within one year

	2025 £	2024 £
Trade creditors	**664,474**	4,603
Other taxation and social security	**962,499**	386,647
Other creditors	**86,217**	70,880
Accruals and deferred income	**725,035**	887,086
	2,438,225	1,349,216

	2025 £	2024 £
Deferred income at 1 September 2024	**488,776**	345,150
Resources deferred during the year	**543,871**	488,776
Amounts released from previous periods	**(488,776)**	(345,150)
	543,871	488,776

Deferred income includes funding for Higher needs and Senior leadership team grant funding, School trips and other trading income.

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Notes to the financial statements
For the year ended 31 August 2025

18. Statement of funds

	Balance at 1 September 2024 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2025 £
Unrestricted funds						
Unrestricted general funds	**1,179,044**	**1,258,344**	**(783,174)**	**(738,349)**	**-**	**915,865**
Restricted general funds						
General Annual Grant (GAG)	**-**	**24,136,598**	**(24,874,947)**	**738,349**	**-**	**-**
Pupil premium	**-**	**1,549,339**	**(1,549,339)**	**-**	**-**	**-**
16-19 allocation	**-**	**948,751**	**(948,751)**	**-**	**-**	**-**
CSBG	**-**	**886,948**	**(886,948)**	**-**	**-**	**-**
Other DfE	**-**	**1,257,374**	**(1,257,374)**	**-**	**-**	**-**
Other gov grants	**-**	**1,975,016**	**(1,975,016)**	**-**	**-**	**-**
Early years	**-**	**24,131**	**(24,131)**	**-**	**-**	**-**
Other income	**-**	**396,527**	**(396,527)**	**-**	**-**	**-**
Pension reserve	**-**	**196,000**	**319,000**	**-**	**(515,000)**	**-**
	-	**31,370,684**	**(31,594,033)**	**738,349**	**(515,000)**	**-**
Restricted fixed asset funds						
NBV of fixed assets	**45,534,962**	**-**	**(1,753,085)**	**190,025**	**-**	**43,971,902**
DfE capital grants	**1,918,998**	**1,105,755**	**(1,122,298)**	**(190,025)**	**-**	**1,712,430**
	47,453,960	**1,105,755**	**(2,875,383)**	**-**	**-**	**45,684,332**
Total Restricted funds	**47,453,960**	**32,476,439**	**(34,469,416)**	**738,349**	**(515,000)**	**45,684,332**
Total funds	**48,633,004**	**33,734,783**	**(35,252,590)**	**-**	**(515,000)**	**46,600,197**

The specific purposes for which the funds are to be applied are as follows:

The General fund has been created to recognise the incoming and outgoing resources in respect of activities undertaken by the Trust which fall outside the scope of its core activities.

The General Annual Grant (GAG) represents the core funding for the educational activities of the school that has been provided to the Trust via the Department for Education (DfE). The GAG fund has been set

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18. Statement of funds (continued)

up because the GAG must be used for the normal running costs of the Trust.

The Pupil Premium fund has been established to recognise the restricted funding from the DfE to raise the attainment of disadvantaged pupils and close the gap between them and their peers.

The Other DfE revenue grants fund represents a variety of other grant incomes that are received from the ESFA.

The Local Authority revenue grants fund has been set up to recognise the income received from the local council as a contribution towards the cost of the Trust's revenue expenditure.

The Non-government revenue grants fund has been established to recognise grants received from non-government bodies.

The Other activities fund has been established to recognise all other restricted income and expenditure which falls outside the scope of the Trust's core funding.

The LGPS deficit (pension reserve) fund represents the pension deficit inherited from the Local Authority upon conversion to academy trust status, and through which all the pension scheme movements are recognised. The fund is in deficit, but given the nature of the liability this is not payable immediately. Plans are in place to reduce the deficit.

The NBV of fixed assets fund relates to the tangible assets held by the Trust and is equivalent to the net book value of tangible fixed assets. Depreciation of tangible fixed assets is allocated to this fund. As tangible fixed assets are purchased from other funds, a transfer is made into this fund.

The DfE capital grants fund relates to capital grants received from the DfE. Capital grants spent on capital expenditure are shown as a transfer within the restricted fixed asset fund between the capital grants fund and the NBV of fixed assets fund. Capital grants spent on revenue expenditure are shown as expenditure within this fund. Capital grants received and receivable, but not yet spent, are held as current assets within the restricted fixed assets fund.

Under the funding agreement with the Secretary of State, the Academy was not subject to a limit on the amount of GAG it could carry forward at 31 August 2025.

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18. Statement of funds (continued)

Comparative information in respect of the preceding year is as follows:

	Balance at 1 September 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 August 2024 £
Unrestricted funds					
Unrestricted general funds	1,664,000	648,536	(1,133,492)	-	1,179,044
Restricted general funds					
General Annual Grant (GAG)	963,000	22,623,403	(23,586,403)	-	-
Pupil premium	-	1,514,260	(1,514,260)	-	-
16-19 allocation	-	868,336	(868,336)	-	-
Other DfE grants	-	1,973,122	(1,973,122)	-	-
Other government grants	-	1,238,689	(1,238,689)	-	-
Other income	-	72,989	(72,989)	-	-
Restricted Other activities	-	354,958	(354,958)	-	-
Pension reserve	-	121,000	209,000	(330,000)	-
	963,000	28,766,757	(29,399,757)	(330,000)	-
Restricted fixed asset funds					
NBV of fixed assets	46,653,276	-	(1,748,195)	629,861	45,534,942
DfE capital grants	1,729,879	1,237,000	(418,000)	(629,861)	1,919,018
	48,383,155	1,237,000	(2,166,195)	-	47,453,960
Total Restricted funds	49,346,155	30,003,757	(31,565,952)	(330,000)	47,453,960
Total funds	51,010,155	30,652,293	(32,699,444)	(330,000)	48,633,004

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18. Statement of funds (continued)

Total funds analysis by academy

Fund balances at 31 August 2025 were allocated as follows:

	2025 **£**	2024 £
Alde Valley Academy	**(110,520)**	(373,000)
Northgate Primary School	**484,032**	306,000
Roman Hill Primary School	**(30,041)**	(37,000)
Stowmarket Hill High School	**410,131**	261,000
Sir John Leman High School	**586,747**	512,000
Southtown Primary School	**40,850**	27,000
Snape Primary School	**83,696**	60,000
Central Trust	**(549,030)**	423,044
Total before fixed asset funds and pension reserve	**915,865**	1,179,044
Restricted fixed asset fund	**45,684,332**	47,453,960
Total	**46,600,197**	48,633,004

The following academies are carrying a net deficit on their portion of the funds as follows:

	Deficit **£**
Alde Valley Academy	**(110,520)**
Roman Hill Primary School	**(30,041)**
Central Trust	**(549,030)**

Roman Hill Primary School has experienced expenditure in excess of income over recent years. A restructure exercise took place in summer 2024, reducing spending in the medium term but also creating short term redundancy costs

Alde Valley Academy has been through a period of rapid growth in pupil numbers, exacerbated more recently by the closure of the nearest neighbour secondary school. Due to the lagged funding model, Alde Valley has had 10% of pupils on roll not recognised with in year funding in each of the last 3 years.

The Trust is taking the following action to return the academies to surplus:

The schools that still have deficit reserves all made an in year surplus in 2024/25 and are forecast to generate a surplus in 2025/26 or close to it. The exception is the central trust which will produce a surplus of £9k in 2025/26 which will not materially impact on the overall deficit but a significant improvement on 2024/25, so action has already been taken and is in place to ensure the schools' finance performance improves.

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18. Statement of funds (continued)

Total cost analysis by academy

Expenditure incurred by each academy during the year was as follows:

	Teaching and educational support staff costs £	Other support staff costs £	Educational supplies £	Other costs excluding depreciation £	Total 2025 £
Alde Valley Academy	3,757,604	127,084	353,204	825,712	**5,063,604**
Northgate Primary School	2,342,211	81,514	102,986	236,358	**2,763,069**
Roman Hill Primary School	2,673,704	106,379	159,357	483,252	**3,422,692**
Stowmarket High School	4,897,503	165,756	370,422	950,630	**6,384,311**
Sir John Leman High School	7,703,694	376,078	659,606	1,237,266	**9,976,644**
Southtown Primary School	1,208,134	75,175	108,846	225,865	**1,618,020**
Snape Primary School	1,165,171	-	94,280	816,479	**2,075,930**
Central Trust	-	722,147	-	1,472,857	**2,195,004**
Academy	23,748,021	1,654,133	1,848,701	6,248,419	**33,499,274**

Comparative information in respect of the preceding year is as follows:

	Teaching and educational support staff costs £	Other support staff costs £	Educational supplies £	Other costs excluding depreciation £	Total 2024 £
Alde Valley Academy	3,384,000	111,000	228,000	887,000	4,610,000
Northgate Primary School	2,379,000	107,000	125,000	421,000	3,032,000
Roman Hill Primary School	2,895,000	164,000	184,000	453,000	3,696,000
Stowmarket High School	4,574,000	189,000	356,000	1,230,000	6,349,000
Sir John Leman High School	7,221,000	372,000	481,000	1,513,000	9,587,000
Southtown Primary School	1,167,000	69,000	92,000	272,000	1,600,000
Central Trust	971,000	646,000	82,000	(162,730)	1,536,270
Academy	22,591,000	1,658,000	1,548,000	4,613,270	30,410,270

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19. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2025 £	Restricted funds 2025 £	Restricted fixed asset funds 2025 £	Total funds 2025 £
Tangible fixed assets	-	-	43,971,902	**43,971,902**
Current assets	915,865	2,438,225	1,712,430	**5,066,520**
Creditors due within one year	-	(2,438,225)	-	**(2,438,225)**
Total	915,865	-	45,684,332	**46,600,197**

Analysis of net assets between funds - prior year

	Unrestricted funds 2024 £	Restricted funds 2024 £	Restricted fixed asset funds 2024 £	Total funds 2024 £
Tangible fixed assets	-	-	45,534,962	45,534,962
Current assets	1,179,044	1,349,216	1,918,998	4,447,258
Creditors due within one year	-	(1,349,216)	-	(1,349,216)
Total	1,179,044	-	47,453,960	48,633,004

20. Reconciliation of net expenditure to net cash flow from operating activities

	2025 £	2024 £
Net expenditure for the year (as per Statement of financial activities)	**(1,517,807)**	(1,476,771)
Adjustments for:		
Depreciation	**1,753,085**	1,748,195
Capital grants from DfE and other capital income	**(1,105,755)**	(1,236,983)
Interest receivable	**(9,329)**	(561)
Defined benefit pension scheme cost less contributions payable	**(319,000)**	(209,000)
Defined benefit pension scheme finance cost	**(196,000)**	(121,000)
(Increase)/decrease in debtors	**(199,429)**	14,104
Increase/(decrease) in creditors	**1,089,009**	(544,525)
Net cash used in operating activities	**(505,226)**	(1,826,541)

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Notes to the financial statements
For the year ended 31 August 2025

21. Cash flows from investing activities

	2025 £	2024 £
Dividends, interest and rents from investments	**9,329**	561
Purchase of tangible fixed assets	**(190,025)**	(629,441)
Capital grants from DfE Group	**1,105,755**	1,236,983
Net cash provided by investing activities	**925,059**	608,103

22. Analysis of cash and cash equivalents

	2025 £	2024 £
Cash in hand and at bank	**4,170,395**	3,750,562
Total cash and cash equivalents	**4,170,395**	3,750,562

23. Analysis of changes in net debt

	At 1 September 2024 £	Cash flows £	At 31 August 2025 £
Cash at bank and in hand	**3,750,562**	**419,833**	**4,170,395**
	3,750,562	**419,833**	**4,170,395**

24. Pension commitments

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

The latest actuarial valuation of the TPS related to the period ended 31 March 2020 and of the LGPS 31 March 2022.

Contributions amounting to £375,106 were payable to the schemes at 31 August 2025 (2024 - £ -) and are included within creditors.

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24. Pension commitments (continued)

Teachers' Pension Scheme

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. Membership is automatic for full-time teachers in academies. All teachers have the option to opt-out of the TPS following enrolment.

The TPS is an unfunded scheme to which both the member and employer makes contributions, as a percentage of salary - these contributions are credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

Valuation of the Teachers' Pension Scheme

The Government Actuary, using normal actuarial principles, conducts a formal actuarial review of the TPS in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014 published by HM Treasury every 4 years. The aim of the review is to ensure scheme costs are recognised and managed appropriately and the review specifies the level of future contributions.

Actuarial scheme valuations are dependent on assumptions about the value of future costs, design of benefits and many other factors. The latest actuarial valuation of the TPS was carried out as at 31 March 2020. The valuation report was published by the Department for Education on 27 October 2023, with the SCAPE rate, set by HMT, applying a notional investment return based on 1.7% above the rate of CPI. The key elements of the valuation outcome are:

- Employer contribution rates set at 28.68% of pensionable pay (including a 0.08% administration levy). This is an increase of 5% in employer contributions and the cost control result is such that no change in member benefits is needed.
- Total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £262,000 million and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £222,200 million, giving a notional past service deficit of £39,800 million.

The result of this valuation will be implemented from 1 April 2024. The next valuation result is due to be implemented from 1 April 2027.

The employer's pension costs paid to TPS in the year amounted to £3,212,793 (2024 - £2,878,230).

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website (https://www.teacherspensions.co.uk/news/employers/2019/04/teachers-pensions-valuation-report.aspx).

Under the definitions set out in FRS 102, the TPS is an unfunded multi-employer pension scheme. The Academy is unable to identify its share of the underlying assets and liabilities of the plan. Accordingly, the Academy has taken advantage of the exemption in FRS 102 and has accounted for its contributions to the scheme as if it were a defined contribution scheme. The Academy has set out above the information available on the scheme.

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24. Pension commitments (continued)

Local Government Pension Scheme

The LGPS is a funded defined benefit pension scheme, with the assets held in separate trustee-administered funds. The total contribution made for the year ended 31 August 2025 was £1,649,000 (2024 - £1,596,000), of which employer's contributions totalled £1,338,000 (2024 - £1,251,000) and employees' contributions totalled £311,000 (2024 - £345,000). The agreed contribution rates for future years are 21.3 - 22.5 per cent for employers and 5.5 - 12.5 per cent for employees.

Parliament has agreed, at the request of the Secretary of State for Education, to a guarantee that, in the event of academy closure, outstanding Local Government Pension Scheme liabilities would be met by the Department for Education. The guarantee came into force on 18 July 2013 and on 21 July 2022, the Department for Education reaffirmed its commitment to the guarantee, with a parliamentary minute published on GOV.UK.

Principal actuarial assumptions

	2025 **%**	2024 %
Rate of increase in salaries	**2.7**	3.35 - 3.65
Rate of increase for pensions in payment/inflation	**3.4 - 3.7**	2.65
Discount rate for scheme liabilities	**6.05 - 6.10**	5.0
Inflation assumption (CPI)	**3.4 - 3.7**	2.65

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

	2025 **Years**	2024 Years
Retiring today		
Males	**20.8 - 21.6**	20.6 - 21.3
Females	**24.2 - 24.7**	24.1 - 24.7
Retiring in 20 years		
Males	**20.5 - 21.5**	20.3 - 21.3
Females	**25.0 - 25.4**	25.0 - 25.4

Sensitivity analysis

	2025 **£000**	2024 £000
Discount rate -0.1%	**316,000**	379,000
Mortality assumption - 1 year increase	**583,000**	650,000
CPI rate -0.1%	**313,000**	371,000

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24. Pension commitments (continued)

Share of scheme assets

The Academy's share of the assets in the scheme was:

	At 31 August 2025 £	At 31 August 2024 £
Equities	**14,044,000**	12,518,000
Corporate bonds	**6,311,000**	5,671,000
Property	**2,195,000**	1,554,000
Cash and other liquid assets	**360,000**	276,000
Total market value of assets	**22,910,000**	20,019,000

The actual return on scheme assets was £1,489,000 (2024 - £2,142,000).

The amounts recognised in the Statement of financial activities are as follows:

	2025 £	2024 £
Current service cost	**(912,000)**	(1,042,000)
Interest income	**1,034,000**	897,000
Interest cost	**(838,000)**	(776,000)
Administrative expenses	**(107,000)**	-
Total amount recognised in the Statement of financial activities	**(823,000)**	(921,000)

Changes in the present value of the defined benefit obligations were as follows:

	2025 £	2024 £
At 1 September	**16,241,000**	14,350,000
Pension ass/liab - current service cost - scheme 1	**912,000**	1,042,000
Interest cost	**838,000**	776,000
Employee contributions	**311,000**	345,000
Actuarial gains	**(3,591,000)**	(77,000)
Benefits paid	**(247,000)**	(195,000)
Past service costs	**107,000**	-
At 31 August	**14,571,000**	16,241,000

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24. Pension commitments (continued)

Changes in the fair value of the Academy's share of scheme assets were as follows:

	2025 £	2024 £
At 1 September	**16,241,000**	14,350,000
Interest income	**1,034,000**	897,000
Actuarial gains	**455,000**	1,165,000
Employer contributions	**1,338,000**	1,251,000
Employee contributions	**311,000**	345,000
Benefits paid	**(247,000)**	(195,000)
At 31 August	**14,571,000**	16,241,000

The Academy has an unrecognised surplus of £8,339,000 (2024 - £3,778,000) in respect of its defined benefit pension scheme as it does not expect to recover the plan surplus either through reduced contributions in the future or through refunds from the plan.

25. Operating lease commitments

At 31 August 2025 the Academy had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2025 £	2024 £
Not later than 1 year	**43,115**	58,000
Later than 1 year and not later than 5 years	**48,712**	87,000
	91,827	145,000

26. Members' liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £NIL for the debts and liabilities contracted before he/she ceases to be a member.

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27. Related party transactions

Owing to the nature of the Academy and the composition of the Board of Trustees being drawn from local public and private sector organisations, transactions may take place with organisations in which the trustees have an interest. All transactions involving such organisations are conducted in accordance with the requirements of the Academy Trust Handbook, including notifying the DfE of all transactions made on or after 1 April 2019 and obtaining their approval where required, and with the Academy's financial regulations and normal procurement procedures relating to connected and related party transactions.

Expenditure Transactions

Enrich Learning Trust - an academy trust of which Mr N Collins (a trustee) is also a member. During the year the academy trust purchased outreach services totalling £Nil (2024: £375). There were no amounts outstanding at the year end.

G Mayhew, a family member of D Mayhew, a member of Key management personnel, is employed by the academy trust. G Mayhew's's appointment was made in open competition and D Mayhew was not involved in the decision-making process regarding appointment. G Mayhew is paid within the normal pay scale for her role and receives no special treatment as a result of her relationship to a Key management personnel.

J Mayhew, a family member of D Mayhew, a member of Key management personnel, is employed by the academy trust. J Mayhew's's appointment was made in open competition and D Mayhew was not involved in the decision-making process regarding appointment. J Mayhew is paid within the normal pay scale for his role and receives no special treatment as a result of his relationship to a Key management personnel.

O Mayhew, a family member of D Mayhew, a member of Key management personnel, is employed by the academy trust. O Mayhew's's appointment was made in open competition and D Mayhew was not involved in the decision-making process regarding appointment. O Mayhew is paid within the normal pay scale for his role and receives no special treatment as a result of his relationship to a Key management personnel.

28. Agency arrangements

The Trust administers the distribution of the discretionary support for learners, 16-19 Bursary funds, on behalf of the DfE. During the year, the Trust received funds of £66,931 (2024: £30,000) and disbursed £1,859 (2024:£2,000). A balance of £136,072 (2024: £71,000) relating to undistributed funds is repayable to the DfE as at the balance sheet date.

29. Controlling party

The Trustees consider there to be no ultimate controlling party.



CHILD PROTECTION POLICY

(including safer recruitment, allegations against staff and low-level concerns)

Policy Type	Mandatory – Version 01
Author	Kate Coates, Director of Education
Approved by	Trust Board on 19.07.24
Release date	1st September 2024
Next release date	1st September 2025 (or sooner as required)
Description of changes	**Treat as new** / outline changes / New policy

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Important contacts

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	Robert Lee	TEL: 01502563161 EMAIL: r.lee@romanhill-pri.suffolk.sch.uk
Deputy DSL	Jason Bedward Debbie Robertson Gemma Clarke Becky Davey Olivia Gillard Sophie Adams	j.bedward@romanhill-pri.suffolk.sch.uk d.bromage@romanhill-pri.suffolk.sch.uk gclarke@romanhill-pri.suffolk.sch.uk b.davey@romanhill-pri.suffolk.sch.uk o.gillard@romanhill-pri.suffolk.sch.uk s.adams@romanhill-pri.suffolk.sch.uk
Local Authority Designated Officer (LADO)	Suffolk Safeguarding Children's Partnership - LADO	EMAIL: lado@suffolk.gov.uk
Multi-agency Safeguarding Hub	Suffolk Safeguarding Partnership	Tel: 01472 265500
Chair of Academy Council	Neil Collins	N.Collins@kingfisherschools.co.uk
Kingfisher Schools Trust Safeguarding Lead	Kate Coates	Email: k.coates@kingfisherschools.co.uk
HELPLINES		
Channel helpline	Tel: 020 7340 7264	
NSPCC – what you can do to report abuse helpline	Tel: 0808 800 5000 Email: Help@nspcc.org.uk	
Disclosure and Barring Service	**Disclosure Service** ADDRESS: DBS customer services, PO Box 3961, Royal Wootton Bassett, SN4 4HF, United Kingdom TEL: 03000 200 190 EMAIL: customerservices@dbs.gov.uk **Barring Service** ADDRESS: DBS customer services, PO Box 3961, Royal Wootton Bassett, SN4 4HF Tel: 03000 200 1190	
OFSTED (concerns)	Tel: 0300 123 4666 Email: cie@ofsted.gov.uk	

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Teaching Regulation Agency	Tel: 0207 593 5393 Email: misconduct.teacher@education.gov.uk	

1. Aims

The school aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly trained in recognising and reporting safeguarding issues

2. Legislation and statutory guidance

This policy is based on the Department for Education's (DfE's) statutory guidance Keeping Children Safe in Education (2024) and Working Together to Safeguard Children (2023), and the Governance Handbook. We comply with this guidance and the arrangements agreed and published by our 3 local safeguarding partners (see section 3).

This policy is also based on the following legislation:

- Part 3 of the schedule to the Education (Independent School Standards) Regulations 2014, which places a duty on academies and independent schools to safeguard and promote the welfare of pupils at the school
- The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015, which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
- Statutory guidance on FGM, which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
- The Rehabilitation of Offenders Act 1974, which outlines when people with criminal convictions can work with children
- Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, which defines what 'regulated activity' is in relation to children
- Statutory guidance on the Prevent duty, which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism
- The Human Rights Act 1998, which explains that being subjected to harassment, violence and/or abuse, including that of a sexual nature, may breach any or all of the rights which apply to individuals under the European Convention on Human Rights (ECHR)
- The Equality Act 2010, which makes it unlawful to discriminate against people regarding particular protected characteristics (including disability, sex, sexual orientation, gender reassignment and race). This means our governors and headteacher should carefully consider how they are supporting their pupils with regard to these characteristics. The Act allows our school to take positive action to deal with particular disadvantages affecting pupils (where we can show it's proportionate). This includes making reasonable adjustments for disabled pupils. For example, it could include taking positive action to support girls where there's evidence that they're being disproportionately subjected to sexual violence or harassment
- The Public Sector Equality Duty (PSED), which explains that we must have due regard to eliminating unlawful discrimination, harassment and victimisation. The PSED helps us to focus on key issues of concern and how to improve pupil outcomes. Some pupils may be more at risk of harm from issues such as sexual violence; homophobic, biphobic or transphobic bullying; or racial discrimination

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (referred to in this policy as the "2018 Childcare Disqualification Regulations") and Childcare Act 2006, which set out who is disqualified from working with children
- This policy also meets requirements relating to safeguarding and welfare in the statutory framework for the Early Years Foundation Stage

This policy also complies with our funding agreement and articles of association.

3. Definitions

Safeguarding and promoting the welfare of children means:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment whether that is within or outside the home, including online
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Child protection is part of this definition and refers to activities undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

Abuse is a form of maltreatment of a child and may involve inflicting harm or failing to act to prevent harm. Appendix 1 explains the different types of abuse.

Neglect is a form of abuse and is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Appendix 1 defines neglect in more detail.

Sharing of nudes and semi-nudes (also known as sexting or youth-produced sexual imagery) is where children share nude or semi-nude images, videos or live streams. This also includes pseudo-images that are computer-generated images that otherwise appear to be a photograph or video.

Children includes everyone under the age of 18.

The following 3 **safeguarding partners** are identified in Keeping Children Safe in Education (and defined in the Children Act 2004, as amended by chapter 2 of the Children and Social Work Act 2017). They will make arrangements to work together to safeguard and promote the welfare of local children, including identifying and responding to their needs:

- The local authority (LA)
- Integrated care boards (previously known as clinical commissioning groups) for an area within the LA
- The chief officer of police for a police area in the LA area

Victim is a widely understood and recognised term, but we understand that not everyone who has been subjected to abuse considers themselves a victim or would want to be described that way. When managing an incident, we will be prepared to use any term that the child involved feels most comfortable with.

Alleged perpetrator(s) and **perpetrator(s)** are widely used and recognised terms. However, we will think carefully about what terminology we use (especially in front of children) as, in some cases, abusive behaviour can be harmful to the perpetrator too. We will decide what's appropriate and which terms to use on a case-by-case basis.

4. Equality statement

Some children have an increased risk of abuse, both online and offline, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

We give special consideration to children who:

- Have special educational needs and/or disabilities (SEND) or health conditions (see section 10)
- Are young carers
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- Have English as an additional language (EAL)
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of female genital mutilation (FGM), sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers
- Are at risk due to either their own or a family member's mental health needs
- Are looked after or previously looked after (see section 12)
- Are missing or absent from education for prolonged periods and/or repeat occasions
- Whose parent/carer has expressed an intention to remove them from school to be home educated

5. Roles and responsibilities

Safeguarding and child protection is **everyone's** responsibility. This policy applies to all staff, volunteers and governors in the school and is consistent with the procedures of the 3 safeguarding partners. Our policy and procedures also apply to extended school and off-site activities.

The school plays a crucial role in preventative education. This is in the context of a whole-school approach to preparing pupils for life in modern Britain, and a culture of zero tolerance of sexism, misogyny/misandry, homophobia, biphobia, transphobia and sexual violence/harassment. This will be underpinned by our:

- Behaviour policy
- Pastoral support system
- Planned programme of relationships, sex and health education (RSHE), which is inclusive and delivered regularly, tackling issues such as:
  - Healthy and respectful relationships
  - Boundaries and consent
  - Stereotyping, prejudice and equality
  - Body confidence and self-esteem
  - How to recognise an abusive relationship (including coercive and controlling behaviour)
  - The concepts of, and laws relating to, sexual consent, sexual exploitation, abuse, grooming, coercion, harassment, rape, domestic abuse, so-called honour-based violence such as forced marriage and FGM and how to access support
  - What constitutes sexual harassment and sexual violence and why they are always unacceptable

5.1 All staff

We recognise that only staff who work directly with children are expected to read at least part 1 of Keeping Children Safe in Education (KCSIE) and Annex B but we expect **all** staff to read this because safeguarding is everyone's

responsibility.

All staff will:

- Read and understand part 1 and annex B of the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, and review this guidance at least annually
- Sign a declaration at the beginning of each academic year to say that they have reviewed the guidance
- Reinforce the importance of online safety when communicating with parents and carers. This includes making parents and carers aware of what we ask children to do online (e.g. sites they need to visit or who they will be interacting with online)
- Provide a safe space for pupils who are LGBTQ+ to speak out and share their concerns

All staff will be aware of:

- Our systems that support safeguarding, including this child protection and safeguarding policy, the staff code of conduct and staff handbook, the role and identity of the designated safeguarding lead (DSL) and deputy/deputies, the behaviour policy, online safety that includes the expectations, applicable roles and responsibilities in relation to filtering and monitoring, and the safeguarding response to children who go missing from education
- The early help assessment process (sometimes known as the common assessment framework) and their role in it, including identifying emerging problems, liaising with the DSL, and sharing information with other professionals to support early identification and assessment
- The process for making referrals to local authority children's social care and for statutory assessments that may follow a referral, including the role they might be expected to play
- What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals
- The signs of different types of abuse, neglect and exploitation, including domestic and sexual abuse (including controlling and coercive behaviour, as well as parental conflict that is frequent, intense, and unresolved), as well as specific safeguarding issues, such as child-on-child abuse, grooming, child sexual exploitation (CSE), child criminal exploitation (CCE), indicators of being at risk from or involved with serious violent crime, FGM, radicalisation and serious violence (including that linked to county lines)
- New and emerging threats, including online harm, grooming, sexual exploitation, criminal exploitation, radicalisation, and the role of technology and social media in presenting harm
- The importance of reassuring victims that they are being taken seriously and that they will be supported and kept safe
    - The fact that children can be at risk of harm inside and outside of their home, at school and online
    - The fact that children who are (or who are perceived to be) lesbian, gay, bisexual or gender questioning (LGBTQ+) can be targeted by other children
    - That a child and their family may be experiencing multiple needs at the same time
    - What to look for to identify children who need help or protection

Section 16 and appendix 4 of this policy outline in more detail how staff are supported to do this.

5.2 The designated safeguarding lead (DSL)

The DSL is a member of the senior leadership team. Our DSL is Robert Lee – Headteacher.

The DSL takes lead responsibility for child protection and wider safeguarding in the school. This includes online safety, and understanding our filtering and monitoring processes on school devices and school networks to keep pupils safe online. During term time, the DSL will be available during school hours for staff to discuss any safeguarding concerns. Outside of work hours, please contact Robert Lee via email: r.lee@romanhill-pri.suffolk.sch.uk

When the DSL is absent, the deputies – Jason Bedward (Safeguarding and Welfare Manager), Olivia Gillard (Assistant Headteacher), Gemma Clarke (Deputy Headteacher), Becky Davey (Deputy Headteacher), Sophie Adams (School Office Manager) – will act as cover.

The DSL will be given the time, funding, training, resources and support to:

- Provide advice and support to other staff on child welfare and child protection matters
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so
- Contribute to the assessment of children
- Refer suspected cases, as appropriate, to the relevant body (local authority children's social care, Channel programme, Disclosure and Barring Service, and/or police), and support staff who make such referrals directly
- Have a good understanding of harmful sexual behaviour
- Have a good understanding of the filtering and monitoring systems and processes in place at our school

The DSL will also:

- Keep the headteacher informed of any issues
- Liaise with local authority case managers and designated officers for child protection concerns as appropriate
- Discuss the local response to sexual violence and sexual harassment with police and local authority children's social care colleagues to prepare the school's policies
- Be confident that they know what local specialist support is available to support all children involved (including victims and alleged perpetrators) in sexual violence and sexual harassment, and be confident as to how to access this support
- Be aware that children must have an 'appropriate adult' to support and help them in the case of a police investigation or search

The full responsibilities of the DSL and deputies are set out in their job description.

5.3 The trust board

The trust board will:

- Facilitate a whole-trust approach to safeguarding, ensuring that safeguarding and child protection are at the forefront of, and underpin, all relevant aspects of process and policy development
- Evaluate and approve this policy at each review, ensuring it complies with the law, and hold the headteacher to account for its implementation
- Be aware of its obligations under the Human Rights Act 1998, the Equality Act 2010 (including the Public Sector Equality Duty), and our school's local multi-agency safeguarding arrangements
- Appoint the trust safeguarding lead, link trustee and link Academy Council member of each school to monitor the effectiveness of this policy in conjunction with the full trust board. This is always a different person from the DSL
- Ensure all staff undergo safeguarding and child protection training, including online safety, and that such training is regularly updated and is in line with advice from the safeguarding partners
- Ensure that the school has appropriate filtering and monitoring systems in place, and review their effectiveness. This includes:
    - Making sure that the leadership team and staff are aware of the provisions in place, and that they understand their expectations, roles and responsibilities around filtering and monitoring as part of safeguarding training
    - Reviewing the DfE's filtering and monitoring standards, and discussing with IT staff and service providers what needs to be done to support the school in meeting these standards

- Make sure:
    - The DSL has the appropriate status and authority to carry out their job, including additional time, funding, training, resources and support
    - Online safety is a running and interrelated theme within the whole-school approach to safeguarding and related policies
    - The DSL has lead authority for safeguarding, including online safety and understanding the filtering and monitoring systems and processes in place
    - The school has procedures to manage any safeguarding concerns (no matter how small) or allegations that do not meet the harm threshold (low-level concerns) about staff members (including supply staff, volunteers and contractors). Appendix 3 of this policy covers this procedure
    - That this policy reflects that children with SEND, or certain medical or physical health conditions, can face additional barriers to any abuse or neglect being recognised
- Where another body is providing services or activities (regardless of whether or not the children who attend these services/activities are children on the school roll):
    - Seek assurance that the other body has appropriate safeguarding and child protection policies/procedures in place, and inspect them if needed
    - Make sure there are arrangements for the body to liaise with the school about safeguarding arrangements, where appropriate
    - Make sure that safeguarding requirements are a condition of using the school premises, and that any agreement to use the premises would be terminated if the other body fails to comply

The chair of Academy Council will act as the 'case manager' in the event that an allegation of abuse is made against the headteacher, where appropriate (see appendix 3). All trustees and Academy Council members will read Keeping Children Safe in Education in its entirety. Section 15 of this policy has information on how trustees and Academy Council members are supported to fulfil their role.

5.4 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that staff (including temporary staff) and volunteers:
    - Are informed of our systems that support safeguarding, including this policy, as part of their induction
    - Understand and follow the procedures included in this policy, particularly those concerning referrals of cases of suspected abuse and neglect
- Communicating this policy to parents/carers when their child joins the school and via the school website
- Ensuring that the DSL has appropriate time, funding, training and resources, and that there is always adequate cover if the DSL is absent
- Acting as the 'case manager' in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate (see appendix 3)
- Making decisions regarding all low-level concerns, though they may wish to collaborate with the DSL on this
- Ensuring the relevant staffing ratios are met, where applicable
- Making sure each child in the Early Years Foundation Stage is assigned a key person
- Overseeing the safe use of technology, mobile phones and cameras in the setting

5.5 Virtual school heads

Virtual school heads have a non-statutory responsibility for the strategic oversight of the educational attendance, attainment and progress of pupils with a social worker.

They should also identify and engage with key professionals, e.g. DSLs, special educational needs co-ordinators (SENDCOs), social workers, mental health leads and others.

6. Confidentiality and Information Sharing

Information sharing is vital in identifying and tackling all forms of abuse and neglect whilst also promoting children's welfare, including their educational outcomes. Therefore, we believe and comply with the following statements:

- Timely information sharing is essential to effective safeguarding
- Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children
- The Data Protection Act (DPA) 2018 and the UK GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe
- If staff need to share 'special category personal data', the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent if: it is not possible to gain consent; it cannot be reasonably expected that a practitioner gains consent; or if to gain consent would place a child at risk
- Staff should never promise a child that they will not tell anyone about a report of abuse, as this may not be in the child's best interests
- If a victim asks the school not to tell anyone about the sexual violence or sexual harassment:
    - There's no definitive answer, because even if a victim doesn't consent to sharing information, staff may still lawfully share it if there's another legal basis under the UK GDPR that applies
    - The DSL will have to balance the victim's wishes against their duty to protect the victim and other children
    - The DSL should consider that:
        - Parents or carers should normally be informed (unless this would put the victim at greater risk)
        - The basic safeguarding principle is: if a child is at risk of harm, is in immediate danger, or has been harmed, a referral should be made to local authority children's social care
        - Rape, assault by penetration and sexual assault are crimes. Where a report of rape, assault by penetration or sexual assault is made, this should be referred to the police. While the age of criminal responsibility is 10, if the alleged perpetrator is under 10, the starting principle of referring to the police remains
- Regarding anonymity, all staff will:
    - Be aware of anonymity, witness support and the criminal process in general where an allegation of sexual violence or sexual harassment is progressing through the criminal justice system
    - Do all they reasonably can to protect the anonymity of any children involved in any report of sexual violence or sexual harassment – for example, carefully considering which staff should know about the report, and any support for children involved
    - Consider the potential impact of social media in facilitating the spreading of rumours and exposing victims' identities
- The government's information sharing advice for safeguarding practitioners includes 7 'golden rules' for sharing information, and will support staff who have to make decisions about sharing information
- If staff are in any doubt about sharing information, they should speak to the DSL (or deputy)
    - Confidentiality is also addressed in this policy with respect to record-keeping in section 15, and allegations of abuse against staff in appendix 3

7. Recognising abuse and taking action

All staff are expected to be able to identify and recognise all forms of abuse, neglect and exploitation and shall be alert to the potential need for early help for a child who:

- Is disabled
- Has special educational needs (whether or not they have a statutory education health and care (EHC) plan)
- Is a young carer
- Is bereaved
- Is showing signs of being drawn into anti-social or criminal behaviour, including being affected by gangs and county lines and organised crime groups and/or serious violence, including knife crime
- Is frequently missing/goes missing from education, care or home
- Is at risk of modern slavery, trafficking, sexual and/or criminal exploitation
- Is at risk of being radicalised or exploited
- Is viewing problematic and/or inappropriate online content (for example, linked to violence), or developing inappropriate relationships online
- Is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- Is misusing drugs or alcohol
- Is suffering from mental ill health
- Has returned home to their family from care
- Is at risk of so-called 'honour'-based abuse such as female genital mutilation (FGM) or forced marriage
- Is a privately fostered child
- Has a parent or carer in custody or is affected by parental offending
- Is missing education, or persistently absent from school, or not in receipt of full-time education
- Has experienced multiple suspensions and is at risk of, or has been permanently excluded

Staff, volunteers and governors must follow the procedures set out below in the event of a safeguarding issue. Please note – in this and subsequent sections, you should take any references to the DSL to mean "the DSL (or deputy DSL)".

7.1 If a child is suffering or likely to suffer harm, or in immediate danger

Make a referral to local authority children's social care and/or the police **immediately** if you believe a child is suffering or likely to suffer from harm, or is in immediate danger. **Anyone can make a referral.** Tell the DSL (see section 5.2) as soon as possible if you make a referral directly.
Referrals can be made by clicking the following link: Reporting a child at risk of harm, abuse or neglect (safeguarding) - Suffolk County Council

Please use the following link to report child abuse to your local council: https://www.gov.uk/report-child-abuse-to-local-council1

7.2 If a child makes a disclosure to you

If a child discloses a safeguarding issue to you, you should:

- Listen to and believe them. Allow them time to talk freely and do not ask leading questions
- Stay calm and do not show that you are shocked or upset
- Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner

- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
- Log your conversation on CPOMS as soon as possible using the child's own words. Stick to the facts, and do not put your own judgement on it
- If appropriate, make a referral to local authority children's social care and/or the police directly (see 7.1), and tell the DSL as soon as possible that you have done so. Aside from these people, do not disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process

Bear in mind that some children may:

- Not feel ready, or know how to tell someone that they are being abused, exploited or neglected
- Not recognise their experiences as harmful
- Feel embarrassed, humiliated or threatened. This could be due to their vulnerability, disability, sexual orientation and/or language barriers

None of this should stop you from having a 'professional curiosity' and speaking to the DSL if you have concerns about a child.

7.3 If you discover that FGM has taken place or a pupil is at risk of FGM

Keeping Children Safe in Education explains that FGM comprises "all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs". FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as 'female genital cutting', 'circumcision' or 'initiation'.

Possible indicators that a pupil has already been subjected to FGM, and factors that suggest a pupil may be at risk, are set out in appendix 4 of this policy.

Any teacher who either:

- Is informed by a girl under 18 that an act of FGM has been carried out on her; or
- Observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth

Must immediately report this to the police, personally. This is a mandatory statutory duty and teachers will face disciplinary sanctions for failing to meet it. Unless they have been specifically told not to disclose, they should also discuss the case with the DSL and involve local authority children's social care as appropriate.

Any other member of staff who discovers that an act of FGM appears to have been carried out on a **pupil under 18** must speak to the DSL and follow our local safeguarding procedures.

The duty for teachers mentioned above does not apply in cases where a pupil is *at risk* of FGM or FGM is suspected but is not known to have been carried out. Staff should not examine pupils.

Any member of staff who suspects a pupil is *at risk* of FGM or suspects that FGM has been carried out should speak to the DSL and follow our local safeguarding procedures.

Staff members need to report any concerns directly to the Police by calling 101.

7.4 If you have concerns about a child (as opposed to believing a child is suffering or likely to suffer from harm, or is in immediate danger)

Figure 1 below, before section 7.7, illustrates the procedure to follow if you have any concerns about a child's welfare. Where possible, speak to the DSL first to agree a course of action. If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Speak to a member of the senior leadership team and/or take advice from local authority children's social care. You can also seek advice at any time from the

NSPCC helpline on 0808 800 5000. Share details of any actions you take with the DSL as soon as practically possible. Make a referral to local authority children's social care directly, if appropriate (see 'Referral' below). Share any action taken with the DSL as soon as possible.

Early help assessment (EHA)
If an early help assessment is appropriate, the DSL will generally lead on liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead practitioner. We will discuss and agree, with statutory safeguarding partners, levels for the different types of assessment, as part of local arrangements.

The DSL will keep the case under constant review and the school will consider a referral to local authority children's social care if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed.

Parents and carers can arrange a discussion around the support and EHA can provide their child and family at any point. Jason Bedward (Safeguarding and Pupil Welfare Officer), 01502563161 will be able to discuss this further and complete the referral should parents/carers wish to proceed.

Referral
If it is appropriate to refer the case to local authority children's social care or the police, the DSL will make the referral or support you to do so. If you make a referral directly (see section 7.1), you must tell the DSL as soon as possible. The local authority will make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available, and ensure outcomes are properly recorded.

If the child's situation does not seem to be improving after the referral, the DSL or person who made the referral must follow local escalation procedures to ensure their concerns have been addressed and that the child's situation improves.

In most cases parents and carers are made aware of any referrals unless there is a significant or immediate risk of harm to the child.

7.5 If you have concerns about extremism

If a child is not suffering or likely to suffer from harm, or in immediate danger, where possible speak to the DSL first to agree a course of action. If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Speak to a member of the senior leadership team and/or seek advice from local authority children's social care. Make a referral to local authority children's social care directly, if appropriate (see 'Referral' above). Inform the DSL or deputy as soon as practically possible after the referral.

Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to. This could include the police or Channel, the government's programme for identifying and supporting individuals at risk of becoming involved with or supporting terrorism, or the local authority children's social care team.

The DfE also has a dedicated telephone helpline, 020 7340 7264, which school staff and governors can call to raise concerns about extremism with respect to a pupil. You can also email counter.extremism@education.gov.uk. Note that this is not for use in emergency situations.

In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:

- Think someone is in immediate danger
- Think someone may be planning to travel to join an extremist group
- See or hear something that may be terrorist-related

7.6 If you have a concern about mental health

Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

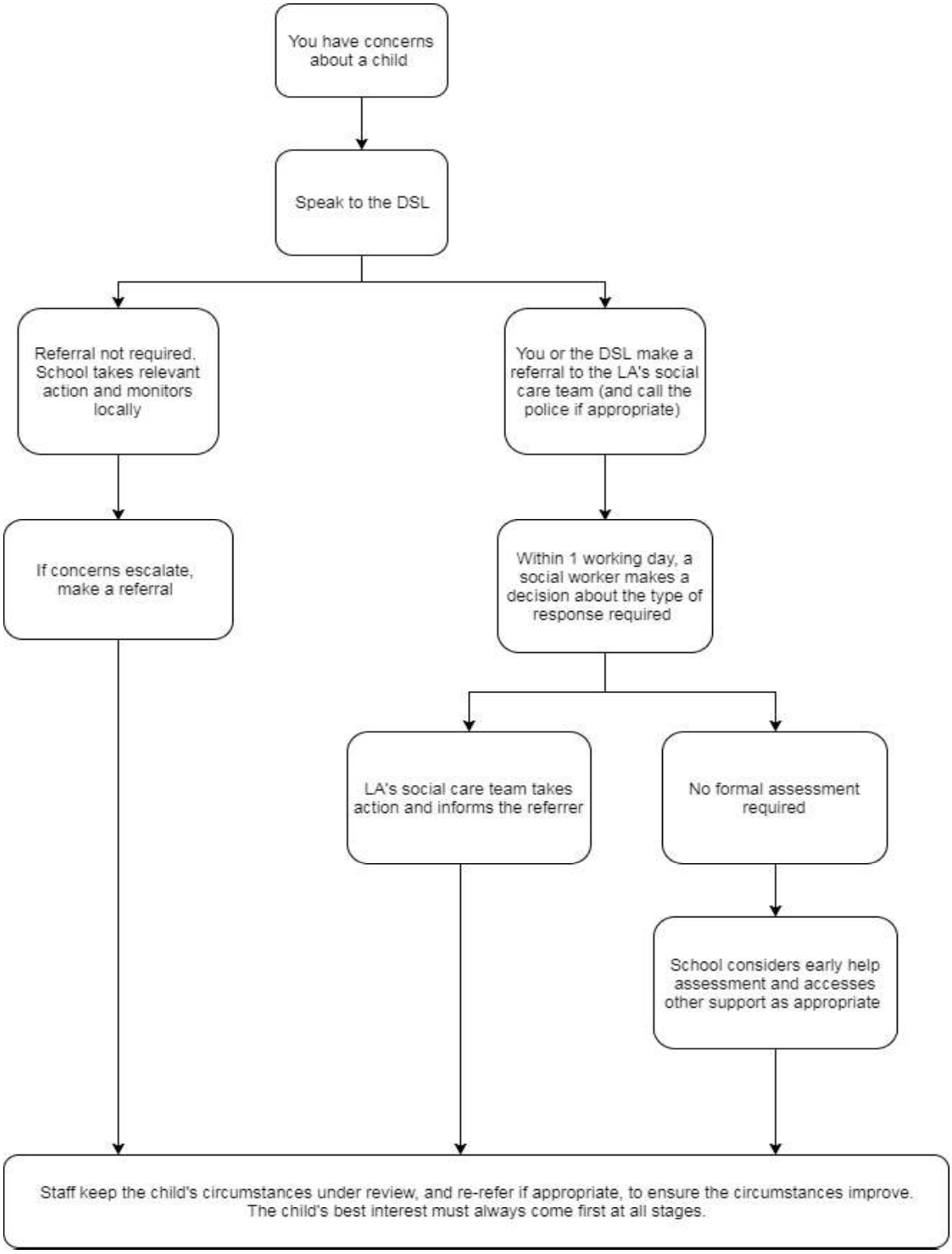
Staff will be alert to behavioural signs that suggest a child may be experiencing a mental health problem or be at risk of developing one.

If you have a mental health concern about a child that is also a safeguarding concern, take immediate action by following the steps in section 7.4.

If you have a mental health concern that is **not** also a safeguarding concern, speak to the DSL to agree a course of action.

Figure 1: procedure if you have concerns about a child's welfare (as opposed to believing a child is suffering or likely to suffer from harm, or in immediate danger)

(Note – if the DSL is unavailable, this should not delay action. See section 7.4 for what to do.)



7.7 Concerns about a staff member, supply teacher, volunteer or contractor

If you have concerns about a member of staff (including a supply teacher, volunteer or contractor), or an allegation is made about a member of staff (including a supply teacher, volunteer or contractor) posing a risk of harm to children, speak to the headteacher as soon as possible. If the concerns/allegations are about the headteacher, speak to the chair of governors. The headteacher/chair of governors will then follow the procedures set out in appendix 3, if appropriate.

Where you believe there is a conflict of interest in reporting a concern or allegation about a member of staff

(including a supply teacher, volunteer or contractor) to the headteacher, report it directly to the local authority designated officer (LADO).
If you receive an allegation relating to an incident where an individual or organisation was using the school premises for running an activity for children, follow our school safeguarding policies and procedures, informing the LADO, as you would with any safeguarding allegation.

7.8 Allegations of abuse made against other pupils

We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up", as this can lead to a culture of unacceptable behaviours and an unsafe environment for pupils. We also recognise the gendered nature of child-on-child abuse. However, all child-on-child abuse is unacceptable and will be taken seriously.

Most cases of pupils hurting other pupils will be dealt with under our school's behaviour policy, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put pupils in the school at risk
- Is violent
- Involves pupils being forced to use drugs or alcohol
- Involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, upskirting or sexually inappropriate pictures or videos (including the sharing of nudes and semi-nudes)

See appendix 4 for more information about child-on-child abuse.

Procedures for dealing with allegations of child-on-child abuse
If a pupil makes an allegation of abuse against another pupil:

- You must record the allegation and tell the DSL, but do not investigate it
- The DSL will contact the local authority children's social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence
- The DSL will put a risk assessment and support plan into place for all children involved (including the victim(s), the child(ren) against whom the allegation has been made and any others affected) with a named person they can talk to if needed. This will include considering school transport as a potentially vulnerable place for a victim or alleged perpetrator(s)
- The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate

If the incident is a criminal offence and there are delays in the criminal process, the DSL will work closely with the police (and other agencies as required) while protecting children and/or taking any disciplinary measures against the alleged perpetrator. We will ask the police if we have any questions about the investigation.

- The school record all issues on CPOMs for evidence. This includes incidents and actions in relation concerns that are raised.

Creating a supportive environment in school and minimising the risk of child-on-child abuse

We recognise the importance of taking proactive action to minimise the risk of child-on-child abuse, and of creating a supportive environment where victims feel confident in reporting incidents.

To achieve this, we will:

- Challenge any form of derogatory or sexualised language or inappropriate behaviour between peers, including requesting or sending sexual images
- Be vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys
- Ensure our curriculum helps to educate pupils about appropriate behaviour and consent

- Ensure pupils can easily and confidently report abuse using our reporting systems (as described in section 7.10 below)
- Ensure staff reassure victims that they are being taken seriously
- Be alert to reports of sexual violence and/or harassment that may point to environmental or systemic problems that could be addressed by updating policies, processes and the curriculum, or could reflect wider issues in the local area that should be shared with safeguarding partners
- Support children who have witnessed sexual violence, especially rape or assault by penetration. We will do all we can to make sure the victim, alleged perpetrator(s) and any witnesses are not bullied or harassed
- Consider intra-familial harms and any necessary support for siblings following a report of sexual violence and/or harassment
- Ensure staff are trained to understand:
    - How to recognise the indicators and signs of child-on-child abuse, and know how to identify it and respond to reports
    - That even if there are no reports of child-on-child abuse in school, it does not mean it is not happening – staff should maintain an attitude of "it could happen here"
    - That if they have any concerns about a child's welfare, they should act on them immediately rather than wait to be told, and that victims may not always make a direct report. For example:
        - Children can show signs or act in ways they hope adults will notice and react to
        - A friend may make a report
        - A member of staff may overhear a conversation
        - A child's behaviour might indicate that something is wrong
    - That certain children may face additional barriers to telling someone because of their vulnerability, disability, gender, ethnicity and/or sexual orientation
    - That a pupil harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy
    - The important role they have to play in preventing child-on-child abuse and responding where they believe a child may be at risk from it
    - That they should speak to the DSL if they have any concerns
    - That social media is likely to play a role in the fall-out from any incident or alleged incident, including for potential contact between the victim, alleged perpetrator(s) and friends from either side

The DSL will take the lead role in any disciplining of the alleged perpetrator(s). We will provide support at the same time as taking any disciplinary action.

Disciplinary action can be taken while other investigations are going on, e.g. by the police. The fact that another body is investigating or has investigated an incident doesn't (in itself) prevent our school from coming to its own conclusion about what happened and imposing a penalty accordingly. We will consider these matters on a case-by-case basis, taking into account whether:

- Taking action would prejudice an investigation and/or subsequent prosecution – we will liaise with the police and/or local authority children's social care to determine this
- There are circumstances that make it unreasonable or irrational for us to reach our own view about what happened while an independent investigation is ongoing

7.9 Sharing of nudes and semi-nudes ('sexting')

Your responsibilities when responding to an incident

If you are made aware of an incident involving the consensual or non-consensual sharing of nude or semi-nude images/videos, including pseudo-images, which are computer-generated images that otherwise appear to be a

photograph or video (also known as 'sexting' or 'youth produced sexual imagery'), you must report it to the DSL immediately.

You must **not**:

- View, copy, print, share, store or save the imagery yourself, or ask a pupil to share or download it (if you have already viewed the imagery by accident, you must report this to the DSL)
- Delete the imagery or ask the pupil to delete it
- Ask the pupil(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL's responsibility)
- Share information about the incident with other members of staff, the pupil(s) it involves or their, or other, parents and/or carers
- Say or do anything to blame or shame any young people involved

You should explain that you need to report the incident, and reassure the pupil(s) that they will receive support and help from the DSL.

Initial review meeting

Following a report of an incident, the DSL will hold an initial review meeting with appropriate school staff – this may include the staff member who reported the incident and the safeguarding or leadership team that deals with safeguarding concerns. This meeting will consider the initial evidence and aim to determine:

- Whether there is an immediate risk to pupil(s)
- If a referral needs to be made to the police and/or children's social care
- If it is necessary to view the image(s) in order to safeguard the young person (in most cases, images or videos should not be viewed)
- What further information is required to decide on the best response
- Whether the image(s) has been shared widely and via what services and/or platforms (this may be unknown)
- Whether immediate action should be taken to delete or remove images or videos from devices or online services
- Any relevant facts about the pupils involved which would influence risk assessment
- If there is a need to contact another school, college, setting or individual
- Whether to contact parents or carers of the pupils involved (in most cases parents/carers should be involved)

The DSL will make an immediate referral to police and/or children's social care if:

- The incident involves an adult. Where an adult poses as a child to groom or exploit a child or young person, the incident may first present as a child-on-child incident. See appendix 4 for more information on assessing adult-involved incidents
- There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example, owing to SEN)
- What the DSL knows about the images or videos suggests the content depicts sexual acts which are unusual for the young person's developmental stage, or are violent
- The imagery involves sexual acts and any pupil in the images or videos is under 13
- The DSL has reason to believe a pupil is at immediate risk of harm owing to the sharing of nudes and semi-nudes (for example, the young person is presenting as suicidal or self-harming)

If none of the above apply then the DSL, in consultation with the headteacher and other members of staff as appropriate, may decide to respond to the incident without involving the police or children's social care. The decision will be made and recorded in line with the procedures set out in this policy.

Further review by the DSL

If at the initial review stage a decision has been made not to refer to police and/or children's social care, the DSL will conduct a further review to establish the facts and assess the risks. They will hold interviews with the pupils involved (if appropriate). If at any point in the process there is a concern that a pupil has been harmed or is at risk of harm, a referral will be made to children's social care and/or the police immediately.

Informing parents/carers
The DSL will inform parents/carers at an early stage and keep them involved in the process, unless there is a good reason to believe that involving them would put the pupil at risk of harm.

Referring to the police
If it is necessary to refer an incident to the police, this will be done through dialling 101.

Recording incidents
All incidents of sharing of nudes and semi-nudes, and the decisions made in responding to them, will be recorded. The record-keeping arrangements set out in section 14 of this policy also apply to recording these incidents.

Curriculum coverage

Pupils are taught about the issues surrounding the sharing of nudes and semi-nudes as part of our PSHE and computing programmes. Teaching covers the following in relation to the sharing of nudes and semi-nudes:

- What it is
- How it is most likely to be encountered
- The consequences of requesting, forwarding or providing such images, including when it is and is not abusive and when it may be deemed as online sexual harassment
- Issues of legality
- The risk of damage to people's feelings and reputation

Pupils also learn the strategies and skills needed to manage:
- Specific requests or pressure to provide (or forward) such images
- The receipt of such images

This policy on the sharing of nudes and semi-nudes is also shared with pupils so they are aware of the processes the school will follow in the event of an incident. Teaching follows best practice in delivering safe and effective education, including:
- Putting safeguarding first
- Approaching from the perspective of the child
- Promoting dialogue and understanding
- Empowering and enabling children and young people
- Never frightening or scare-mongering
- Challenging victim-blaming attitudes

7.10 Reporting systems for our pupils

Where there is a safeguarding concern, we will take the child's wishes and feelings into account when determining what action to take and what services to provide.
We recognise the importance of ensuring pupils feel safe and comfortable to come forward and report any concerns and/or allegations.

To achieve this, we will:
- Put systems in place for pupils to confidently report abuse
- Ensure our reporting systems are well promoted, easily understood and easily accessible for pupils

- Make it clear to pupils that their concerns will be taken seriously, and that they can safely express their views and give feedback
- Pupils are actively encouraged to share their worries with adults in the school. This can be any adult the children feel safe to talk to and in most cases will be their teachers, Teaching Assistants, MDSA's and the Welfare Team. All concerns are documented on CPOMs and explored by DSL's.
- Pupils are spoken to about the importance of sharing their feelings and worries through PSHE activities and assemblies.
- Pupils are reassured that speak out is the right thing to do and praised for this. Pupils are made aware that the information will be shared with DSL's to investigate further and understand that secrets cannot be kept for their own safety.

8. Online safety and the use of mobile technology

We recognise the importance of safeguarding children from potentially harmful and inappropriate online material, and we understand that technology is a significant component in many safeguarding and wellbeing issues.

To address this, our school aims to:

- Have robust processes (including filtering and monitoring systems) in place to ensure the online safety of pupils, staff, volunteers and governors
- Protect and educate the whole school community in its safe and responsible use of technology, including mobile and smart technology (which we refer to as 'mobile phones')
- Set clear guidelines for the use of mobile phones for the whole school community
- Establish clear mechanisms to identify, intervene in and escalate any incidents or concerns, where appropriate

The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk:

- **Content** – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, antisemitism, radicalisation and extremism
- **Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes
- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scams

To meet our aims and address the risks above, we will:

- Educate pupils about online safety as part of our curriculum. For example:
    - The safe use of social media, the internet and technology
    - Keeping personal information private
    - How to recognise unacceptable behaviour online
    - How to report any incidents of cyber-bullying, ensuring pupils are encouraged to do so, including where they're a witness rather than a victim
- Train staff, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying, the risks of online radicalisation, and the expectations, roles and responsibilities around filtering and monitoring. All staff members will receive refresher training as required and at least once each academic year

- Educate parents/carers about online safety via our website, communications sent directly to them and during parents' evenings. We will also share clear procedures with them so they know how to raise concerns about online safety
- Make sure staff are aware of any restrictions placed on them with regards to the use of their mobile phone and cameras, for example that:
    - Staff are allowed to bring their personal phones to school for their own use, but will limit such use to non-contact time when pupils are not present
    - Staff will not take pictures or recordings of pupils on their personal phones or cameras
- Make all pupils, parents/carers, staff, volunteers and governors aware that they are expected to sign an agreement regarding the acceptable use of the internet in school, use of the school's ICT systems and use of their mobile and smart technology
- Explain the sanctions we will use if a pupil is in breach of our policies on the acceptable use of the internet and mobile phones
- Make sure all staff, pupils and parents/carers are aware that staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation
- Put in place robust filtering and monitoring systems to limit children's exposure to the 4 key categories of risk (described above) from the school's IT systems
- Carry out an annual review of our approach to online safety, supported by an annual risk assessment that considers and reflects the risks faced by our school community
- Provide regular safeguarding and children protection updates including online safety to all staff, at least annually, in order to continue to provide them with the relevant skills and knowledge to safeguard effectively
- Review the child protection and safeguarding policy, including online safety, annually and ensure the procedures and implementation are updated and reviewed regularly

This section summarises our approach to online safety and mobile phone use. For full details about our school's policies in these areas, please refer to our online safety policy and mobile phone policies which can be found on our website online-safety-policy-2023.pdf (primarysite-prod-sorted.s3.amazonaws.com)

8.1 Artificial intelligence (AI)

Generative artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard.

Our school recognises that AI has many uses, including enhancing teaching and learning, and in helping to protect and safeguard pupils. However, AI may also have the potential to facilitate abuse (e.g. bullying and grooming) and/or expose pupils to harmful content. For example, in the form of 'deepfakes', where AI is used to create images, audio or video hoaxes that look real.

We will treat any use of AI to access harmful content or bully pupils in line with this policy and our behaviour policy.

Staff should be aware of the risks of using AI tools whilst they are still being developed and should carry out risk assessments for any new AI tool being used by the school.

9. Notifying parents or carers

Where appropriate, we will discuss any concerns about a child with the child's parents or carers. The DSL will normally do this in the event of a suspicion or disclosure. Other staff will only talk to parents or carers about any such concerns following consultation with the DSL. If we believe that notifying the parents or carers would increase the risk to the child, we will discuss this with the local authority children's social care team before doing so.

In the case of allegations of abuse made against other children, we will normally notify the parents or carers of all the children involved. We will think carefully about what information we provide about the other child involved, and when. We will work with the police and/or local authority children's social care to make sure our approach to

information sharing is consistent.

The DSL will, along with any relevant agencies (this will be decided on a case-by-case basis):

- Meet with the victim's parents or carers, with the victim, to discuss what's being put in place to safeguard them, and understand their wishes in terms of what support they may need and how the report will be progressed
- Meet with the alleged perpetrator's parents or carers to discuss support for them, and what's being put in place that will impact them, e.g. moving them out of classes with the victim, and the reason(s) behind any decision(s)

10. Pupils with special educational needs, disabilities or health issues

We recognise that pupils with SEND or certain health conditions can face additional safeguarding challenges. Children with disabilities are more likely to be abused than their peers. Additional barriers can exist when recognising abuse, exploitation and neglect in this group, including:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration
- Pupils being more prone to peer group isolation or bullying (including prejudice-based bullying) than other pupils
- The potential for pupils with SEN, disabilities or certain health conditions being disproportionally impacted by behaviours such as bullying, without outwardly showing any signs
- Communication barriers and difficulties in managing or reporting these challenges
- Cognitive understanding – being unable to understand the difference between fact and fiction in online content and then repeating the content/behaviours in schools or colleges or the consequences of doing so

We offer extra pastoral support for these pupils. This includes:

- Worry boxes in all classrooms
- Mentoring sessions
- Sand play therapy
- Widgets and Zones of Regulation

Any abuse involving pupils with SEND will require close liaison with the DSL (or deputy) and the SENDCo.

11. Pupils with a social worker

Pupils may need a social worker due to safeguarding or welfare needs. We recognise that a child's experiences of adversity and trauma can leave them vulnerable to further harm as well as potentially creating barriers to attendance, learning, behaviour and mental health.

The DSL and all members of staff will work with and support social workers to help protect vulnerable children.

Where we are aware that a pupil has a social worker, the DSL will always consider this fact to ensure any decisions are made in the best interests of the pupil's safety, welfare and educational outcomes. For example, it will inform decisions about:

- Responding to unauthorised absence or missing education where there are known safeguarding risks
- The provision of pastoral and/or academic support

12. Looked-after and previously looked-after children

We will ensure that staff have the skills, knowledge and understanding to keep looked-after children and previously looked-after children safe. In particular, we will ensure that:

- Appropriate staff have relevant information about children's looked after legal status, contact arrangements with birth parents or those with parental responsibility, and care arrangements
- The DSL has details of children's social workers and relevant virtual school heads

We have appointed a designated teacher, Becky Davey, who is responsible for promoting the educational achievement of looked-after children and previously looked-after children in line with statutory guidance.

The designated teacher is appropriately trained and has the relevant qualifications and experience to perform the role.

As part of their role, the designated teacher will:

- Work closely with the DSL to ensure that any safeguarding concerns regarding looked-after and previously looked-after children are quickly and effectively responded to
- Work with virtual school heads to promote the educational achievement of looked-after and previously looked-after children, including discussing how pupil premium plus funding can be best used to support looked-after children and meet the needs identified in their personal education plans

13. Pupils who are lesbian, gay, bisexual or gender questioning

We recognise that pupils who are (or who are perceived to be) lesbian, gay, bisexual or gender questioning (LGBTQ+) can be targeted by other children. See our behaviour policy for more detail on how we prevent bullying based on gender or sexuality.

We also recognise that LGBTQ+ children are more likely to experience poor mental health. Any concerns should be reported to the DSL.

When families/carers are making decisions about support for gender questioning pupils, they should be encouraged to seek clinical help and advice. This should be done as early as possible when supporting pre-pubertal children.

When supporting a gender questioning pupil, we will take a cautious approach as there are still unknowns around the impact of social transition, and a pupil may have wider vulnerability, such as complex mental health and psychosocial needs, and in some cases, autism spectrum disorder (ASD) and/or attention deficit hyperactivity disorder (ADHD).

We will also consider the broad range of their individual needs, in partnership with their parents/carers (other than in rare circumstances where involving parents/carers would constitute a significant risk of harm to the pupil). We will also include any clinical advice that is available and consider how to address wider vulnerabilities such as the risk of bullying.

Risks can be compounded where children lack trusted adults with whom they can be open. We therefore aim to reduce the additional barriers faced and create a culture where pupils can speak out or share their concerns with members of staff.

14. Complaints and concerns about school safeguarding policies

14.1 Complaints against staff

Complaints against staff that are likely to require a child protection investigation will be handled in accordance with our procedures for dealing with allegations of abuse made against staff (see appendix 3).

14.2 Other complaints

Other complaints received regarding pupils or premises are dealt with timely in the first instance by the Headteacher who may delegate these to other members of the Senior Leadership Team to investigate.

In serious cases the Headteacher will investigate these personally.

14.3 Whistle-blowing

Whistle-blowing is the reporting of a suspected wrongdoing in the workplace which is regard as making a disclosure in the public interest. We actively encourage all personnel within our schools to report any serious concerns they may have. The trust's whistle-blowing policy can be found here.

15. Record-keeping

We will hold records in line with our records retention schedule. All safeguarding concerns, discussions, decisions made and the rationale for those decisions, must be recorded in writing. This should include instances where referrals were or were not made to another agency such as local authority children's social care or the Prevent programme, etc. If you are in any doubt about whether to record something, discuss it with the DSL.

Records will include:

- A clear and comprehensive summary of the concern
- Details of how the concern was followed up and resolved
- A note of any action taken, decisions reached and the outcome

Concerns and referrals will be kept in a separate child protection file for each child.

Any non-confidential records will be readily accessible and available. Confidential information and records will be held securely and only available to those who have a right or professional need to see them.

Safeguarding records relating to individual children will be retained for a reasonable period of time after they have left the school. If a child for whom the school has, or has had, safeguarding concerns moves to another school, the DSL will ensure that their child protection file is forwarded as soon as possible, securely, and separately from the main pupil file. To allow the new school/college to have support in place when the child arrives, this should be within:

- **5 days** for an in-year transfer, or within
- **The first 5 days** of the start of a new term

In addition, if the concerns are significant or complex, and/or social services are involved, the DSL will speak to the DSL of the receiving school and provide information to enable them to have time to make any necessary preparations to ensure the safety of the child.

Our records are kept predominantly on an electronic system with secure backup. Where paper records continue to exist, these are held in a locked space accessible only to DSLs. The information will be retained for the length of time indicated by the DfE. Records are shared with other agencies only when a safeguarding concern has been raised.

In addition:

- Appendix 2 sets out our policy on record-keeping specifically with respect to recruitment and pre-appointment checks
- Appendix 3 sets out our policy on record-keeping with respect to allegations of abuse made against staff

16. Training

16.1 All staff

All staff members will undertake safeguarding and child protection training at induction, including on whistle-blowing procedures and online safety, to ensure they understand the school's safeguarding systems and their responsibilities, and can identify signs of possible abuse, exploitation or neglect.
This training will be regularly updated and will:

- Be integrated, aligned and considered as part of the whole-school safeguarding approach and wider staff training, and curriculum planning

- Be in line with advice from the 3 safeguarding partners
- Include online safety, including an understanding of the expectations, roles and responsibilities for staff around filtering and monitoring
- Have regard to the Teachers' Standards to support the expectation that all teachers:
    - Manage behaviour effectively to ensure a good and safe environment
    - Have a clear understanding of the needs of all pupils

All staff will have training on the government's anti-radicalisation strategy, Prevent, to enable them to identify children at risk of becoming involved with or supporting terrorism, and to challenge extremist ideas.

Staff will also receive regular safeguarding and child protection updates, including on online safety, as required but at least annually (for example, through emails, e-bulletins and staff meetings).

Contractors who are provided through a private finance initiative (PFI) or similar contract will also receive safeguarding training.

Volunteers will receive appropriate training, if applicable.

16.2 The DSL and deputies

The DSL and deputies will undertake child protection and safeguarding training at least every 2 years
In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments). They, or any other designated Prevent lead, will also undertake more in-depth Prevent awareness training, including on extremist and terrorist ideologies.

16.3 Governors

All governors receive training about safeguarding and child protection (including online safety) at induction, which is regularly updated. This is to make sure that they:

- Have the knowledge and information needed to perform their functions and understand their responsibilities, such as providing strategic challenge
- Can be assured that safeguarding policies and procedures are effective and support the school to deliver a robust whole-school approach to safeguarding

As the chair of governors may be required to act as the 'case manager' in the event that an allegation of abuse is made against the headteacher, they receive training in managing allegations for this purpose.

16.4 Recruitment – interview panels

At least 1 person conducting any interview for any post at the school will have undertaken safer recruitment training. This will cover, as a minimum, the contents of Keeping Children Safe in Education, and will be in line with local safeguarding procedures. See appendix 2 of this policy for more information about our safer recruitment procedures.

16.5 Staff who have contact with pupils and families

All staff who have contact with children and families will have supervisions which will provide them with support, coaching and training, promote the interests of children and allow for confidential discussions of sensitive issues.

17. Monitoring arrangements

This policy will be reviewed **annually** by the trust's safeguarding lead. At every review, it will be approved by the Board of Trustees.

18. Links with other policies

This policy links to the following policies and procedures:

- Leadership Charter
- Staff code of conduct - code-of-conduct.pdf (primarysite-prod-sorted.s3.amazonaws.com)
- Complaints - Waveney Valley Academies Trust (primarysite-prod-sorted.s3.amazonaws.com)
- Attendance - Waveney Valley Academies Trust (primarysite-prod-sorted.s3.amazonaws.com)
- Online safety - online-safety-policy-2023.pdf (primarysite-prod-sorted.s3.amazonaws.com)
- Curriculum - rhps-curriculum-policy-2023.pdf (primarysite-prod-sorted.s3.amazonaws.com)
- Whistle-blowing - TRC Ltd. (primarysite-prod-sorted.s3.amazonaws.com)
- Supporting pupils with medical conditions - supporting-pupils-with-medical-conditions-23_24.pdf (primarysite-prod-sorted.s3.amazonaws.com)
- Behaviour for Learning - 2024-behaviour-for-learning-policy-1.pdf (primarysite-prod-sorted.s3.amazonaws.com)
- Toileting & Intimate Handling Policy - Roman Hill Primary School (primarysite-prod-sorted.s3.amazonaws.com)

These appendices are based on the Department for Education's statutory guidance, Keeping Children Safe in Education.

Appendix 1: types of abuse

Abuse, including neglect, and safeguarding issues are rarely standalone events that can be covered by 1 definition or label. In most cases, multiple issues will overlap.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone. Emotional abuse may involve:

- Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve:

- Physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Appendix 2: safer recruitment and DBS checks – policy and procedures

Refer to the trust's 'safer recruitment' policy which can be found here.

Appendix 3: allegations of abuse made against staff

Allegations against staff (including low-level concerns) policy

Section 1: allegations that may meet the harm threshold

This section is based on 'Section 1: Allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education and applies to all cases in which it is alleged that a current member of staff, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place both inside and outside of school

If we are in any doubt as to whether a concern meets the harm threshold, we will consult out local authority designated officer (LADO). We will deal with any allegation of abuse quickly, in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation. A 'case manager' will lead any investigation. This will be the headteacher, or the chair of the Academy Council where the headteacher is the subject of the allegation. The case manager will be identified at the earliest opportunity.
Our procedures for dealing with allegations will be applied with common sense and judgement.

If we receive an allegation of an incident happening while an individual or organisation was using the school premises to run activities for children, we will follow our safeguarding policies and procedures and inform our LADO.

Suspension of the accused until the case is resolved

Suspension of the accused will not be the default position, and will only be considered in cases where there is reason to suspect that a child or other children is/are at risk of harm, or the case is so serious that there might be grounds for dismissal. In such cases, we will only suspend an individual if we have considered all other options available and there is no reasonable alternative.

Based on an assessment of risk, we will consider alternatives such as:

- Redeployment within the school so that the individual does not have direct contact with the child or children concerned
- Providing an assistant to be present when the individual has contact with children
- Redeploying the individual to alternative work in the school so that they do not have unsupervised access to children
- Moving the child or children to classes where they will not come into contact with the individual, making it clear that this is not a punishment and parents/carers have been consulted
- Temporarily redeploying the individual to another role in a different location, for example to an alternative school or other work for Kingfisher Schools Trust.

If in doubt, the case manager will seek views from the school's personnel adviser and the designated officer at the local authority, as well as the police and local authority children's social care where they have been involved.

Definitions for outcomes of allegation investigations

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive, or to cause harm to the subject of the allegation
- **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation (this does not imply guilt or innocence)
- **Unfounded**: to reflect cases where there is no evidence or proper basis which supports the allegation being made

Procedure for dealing with allegations

In the event of an allegation that meets the criteria above, the case manager will take the following steps:

- Conduct basic enquiries in line with local procedures to establish the facts to help determine whether there is any foundation to the allegation before carrying on with the steps below
- Discuss the allegation with the designated officer at the local authority. This is to consider the nature, content and context of the allegation and agree a course of action, including whether further enquiries are necessary to enable a decision on how to proceed, and whether it is necessary to involve the police and/or local authority children's social care services. (The case manager may, on occasion, consider it necessary to involve the police *before* consulting the designated officer – for example, if the accused individual is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. In such cases, the case manager will notify the designated officer as soon as practicably possible after contacting the police)
- Inform the accused individual of the concerns or allegations and likely course of action as soon as possible after speaking to the designated officer (and the police or local authority children's social care services, where necessary). Where the police and/or local authority children's social care services are involved, the case manager will only share such information with the individual as has been agreed with those agencies
- Where appropriate (in the circumstances described above), carefully consider whether suspension of the individual from contact with children at the school is justified or whether alternative arrangements such as those outlined above can be put in place. Advice will be sought from the designated officer, police and/or local authority children's social care services, as appropriate
- Where the case manager is concerned about the welfare of other children in the community or the individual's family, they will discuss these concerns with the DSL and make a risk assessment of the situation. If necessary, the DSL may make a referral to local authority children's social care
- **If immediate suspension is considered necessary**, agree and record the rationale for this with the designated officer. The record will include information about the alternatives to suspension that have been considered, and why they were rejected. Written confirmation of the suspension will be provided to the individual facing the allegation or concern within 1 working day, and the individual will be given a named contact at the school and their contact details
- **If it is decided that no further action is to be taken** in regard to the subject of the allegation or concern, record this decision and the justification for it and agree with the designated officer what information should be put in writing to the individual and by whom, as well as what action should follow both in respect of the individual and those who made the initial allegation
- **If it is decided that further action is needed**, take steps as agreed with the designated officer to initiate the appropriate action in school and/or liaise with the police and/or local authority children's social care services as appropriate
- Provide effective support for the individual facing the allegation or concern, including appointing a named representative to keep them informed of the progress of the case and considering what other support is appropriate.
- Inform the parents or carers of the child/children involved about the allegation as soon as possible if they do not already know (following agreement with local authority children's social care services and/or the police, if applicable). The case manager will also inform the parents or carers of the requirement to maintain

confidentiality about any allegations made against teachers (where this applies) while investigations are ongoing. Any parent or carer who wishes to have the confidentiality restrictions removed in respect of a teacher will be advised to seek legal advice

- Keep the parents or carers of the child/children involved informed of the progress of the case (only in relation to their child – no information will be shared regarding the staff member)
- Make a referral to the DBS where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a child, or if the individual otherwise poses a risk of harm to a child
- We will inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere), and any action taken in respect of the allegations. This notification will be made as soon as reasonably possible and always within 14 days of the allegations being made
- If the school is made aware that the secretary of state has made an interim prohibition order in respect of an individual, we will immediately suspend that individual from teaching, pending the findings of the investigation by the Teaching Regulation Agency.
- Where the police are involved, wherever possible the school will ask the police at the start of the investigation to obtain consent from the individuals involved to share their statements and evidence for use in the school's disciplinary process, should this be required at a later point.

Additional considerations for supply teachers and all contracted staff

If there are concerns or an allegation is made against someone not directly employed by the school, such as a supply teacher or contracted staff member provided by an agency, we will take the actions below in addition to our standard procedures.

- We will not decide to stop using an individual due to safeguarding concerns without finding out the facts and liaising with our LADO to determine a suitable outcome
- The Trust Safeguarding Lead will discuss with the agency whether it is appropriate to suspend the individual, or redeploy them to another part of the school, while the school carries out the investigation
- We will involve the agency fully, but the school will take the lead in collecting the necessary information and providing it to the LADO as required
- We will address issues such as information sharing, to ensure any previous concerns or allegations known to the agency are taken into account (we will do this, for example, as part of the allegations management meeting or by liaising directly with the agency where necessary)

When using an agency, we will inform them of our process for managing allegations, and keep them updated about our policies as necessary, and will invite the agency's HR manager or equivalent to meetings as appropriate.

Timescales

We will deal with all allegations as quickly and effectively as possible and will endeavour to comply with the following timescales, where reasonably practicable:

- Any cases where it is clear immediately that the allegation is unsubstantiated or malicious should be resolved within 1 week
- If the nature of an allegation does not require formal disciplinary action, appropriate action should be taken within 3 working days
- If a disciplinary hearing is required and can be held without further investigation, this should be held within 15 working days

However, these are objectives only and where they are not met, we will endeavour to take the required action as soon as possible thereafter.

Specific actions

Action following a criminal investigation or prosecution
The case manager will discuss with the local authority's designated officer whether any further action, including disciplinary action, is appropriate and, if so, how to proceed, taking into account information provided by the police and/or local authority children's social care services.

Conclusion of a case where the allegation is substantiated
If the allegation is substantiated and the individual is dismissed or the school ceases to use their services, or the individual resigns or otherwise ceases to provide their services, the school will make a referral to the DBS for consideration of whether inclusion on the barred lists is required.

If the individual concerned is a member of teaching staff, the school will consider whether to refer the matter to the Teaching Regulation Agency to consider prohibiting the individual from teaching.

Individuals returning to work after suspension
If it is decided on the conclusion of a case that an individual who has been suspended can return to work, the case manager will consider how best to facilitate this.

The case manager will also consider how best to manage the individual's contact with the child or children who made the allegation, if they are still attending the school.

Unsubstantiated, unfounded, false or malicious reports
If a report is:

- Determined to be unsubstantiated, unfounded, false or malicious, the DSL will consider the appropriate next steps. If they consider that the child and/or person who made the allegation is in need of help, or the allegation may have been a cry for help, a referral to local authority children's social care may be appropriate
- Shown to be deliberately invented, or malicious, the school will consider whether any disciplinary action is appropriate against the individual(s) who made it

Unsubstantiated, unfounded, false or malicious allegations
If an allegation is:

- Determined to be unsubstantiated, unfounded, false or malicious, the LADO and case manager will consider the appropriate next steps. If they consider that the child and/or person who made the allegation is in need of help, or the allegation may have been a cry for help, a referral to local authority children's social care may be appropriate
- Shown to be deliberately invented, or malicious, the school will consider whether any disciplinary action is appropriate against the individual(s) who made it

Confidentiality and information sharing

The school will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.
The case manager will take advice from the LADO, police and local authority children's social care services, as appropriate, to agree:

- Who needs to know about the allegation and what information can be shared
- How to manage speculation, leaks and gossip, including how to make parents or carers of a child/children involved aware of their obligations with respect to confidentiality
- What, if any, information can be reasonably given to the wider community to reduce speculation
- How to manage press interest if, and when, it arises

Record-keeping

The case manager will maintain clear records about any case where the allegation or concern meets the criteria

above and store them on the individual's confidential personnel file for the duration of the case.
The records of any allegation that, following an investigation, is found to be malicious or false will be deleted from the individual's personnel file (unless the individual consents for the records to be retained on the file).
For all other allegations (which are not found to be malicious or false), the following information will be kept on the file of the individual concerned:

- A clear and comprehensive summary of the allegation
- Details of how the allegation was followed up and resolved
- Notes of any action taken, decisions reached and the outcome
- A declaration on whether the information will be referred to in any future reference

In these cases, the school will provide a copy to the individual, in agreement with local authority children's social care or the police as appropriate. We will retain all records at least until the accused individual has reached normal pension age, or for 10 years from the date of the allegation if that is longer.

References

When providing employer references, we will:

- Not refer to any allegation that has been found to be false, unfounded, unsubstantiated or malicious, or any repeated allegations which have all been found to be false, unfounded, unsubstantiated or malicious
- Include substantiated allegations, provided that the information is factual and does not include opinions

Learning lessons

After any cases where the allegations are *substantiated*, the case manager will review the circumstances of the case with the local authority's designated officer to determine whether there are any improvements that we can make to the school's procedures or practice to help prevent similar events in the future.
This will include consideration of (as applicable):

- Issues arising from the decision to suspend the member of staff
- The duration of the suspension
- Whether or not the suspension was justified
- The use of suspension when the individual is subsequently reinstated. We will consider how future investigations of a similar nature could be carried out without suspending the individual

For all other cases, the case manager will consider the facts and determine whether any improvements can be made.

Non-recent allegations

Abuse can be reported, no matter how long ago it happened.

We will report any non-recent allegations made by a child to the LADO in line with our local authority's procedures for dealing with non-recent allegations.

Where an adult makes an allegation to the school that they were abused as a child, we will advise the individual to report the allegation to the police.

Section 2: concerns that do not meet the harm threshold

This section applies to all concerns (including allegations) about members of staff, including supply teachers, volunteers and contractors, which do not meet the harm threshold set out in section 1 above. Concerns may arise through, for example:

- Suspicion
- Complaint

- Safeguarding concern or allegation from another member of staff
- Disclosure made by a child, parent or other adult within or outside the school
- Pre-employment vetting checks

We recognise the importance of responding to and dealing with any concerns in a timely manner to safeguard the welfare of children.

Definition of low-level concerns

The term 'low-level' concern is any concern – no matter how small – that an adult working in or on behalf of the school may have acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, **and**
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the designated officer at the local authority
- Examples of such behaviour could include, but are not limited to:
- Being overly friendly with children
- Having favourites
- Taking photographs of children on their mobile phone
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- Humiliating pupils

Sharing low-level concerns

We recognise the importance of creating a culture of openness, trust and transparency to encourage all staff to confidentially share low-level concerns so that they can be addressed appropriately.

We will create this culture by:

- Ensuring staff are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others
- Empowering staff to share any low-level concerns as per section 7.7 of this policy
- Empowering staff to self-refer
- Addressing unprofessional behaviour and supporting the individual to correct it at an early stage
- Providing a responsive, sensitive and proportionate handling of such concerns when they are raised
- Helping to identify any weakness in the school's safeguarding system
- During annual Safeguarding training, low level concerns are discussed and the importance of staff to feel confident to raise concerns. These concerns are raised to the headteacher or if about the head teacher to the chair of the committee. There is a culture of honesty with the staff team to be supportive of each other even when concerns arise. By raising concerns staff can be supported appropriately.

Responding to low-level concerns

If the concern is raised via a third party, the headteacher will collect evidence where necessary by speaking:

- Directly to the person who raised the concern, unless it has been raised anonymously
- To the individual involved and any witnesses

The headteacher will use the information collected to categorise the type of behaviour and determine any further action, in line with the school's staff code of conduct. The headteacher will be the ultimate decision-maker in respect of all low-level concerns, though they may wish to collaborate with the DSL.

Record keeping

All low-level concerns will be recorded in writing. In addition to details of the concern raised, records will include the context in which the concern arose, any action taken and the rationale for decisions and action taken.

Records will be:

- Kept confidential, held securely and comply with the DPA 2018 and UK GDPR
- Reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, we will decide on a course of action, either through our disciplinary procedures or, where a pattern of behaviour moves from a concern to meeting the harm threshold as described in section 1 of this appendix, we will refer it to the designated officer at the local authority
- Retained at least until the individual leaves employment at the school

Where a low-level concern relates to a supply teacher or contractor, we will notify the individual's employer, so any potential patterns of inappropriate behaviour can be identified.

References

We will not include low-level concerns in references unless:

- The concern (or group of concerns) has met the threshold for referral to the designated officer at the local authority and is found to be substantiated; and/or
- The concern (or group of concerns) relates to issues which would ordinarily be included in a reference, such as misconduct or poor performance

Appendix 4: specific safeguarding issues

Assessing adult-involved nude and semi-nude sharing incidents

This section is based on annex A of the UK Council of Internet Safety's advice for education settings.

All adult-involved nude and semi-nude image sharing incidents are child sexual abuse offences and must immediately be referred to police/social care. However, as adult-involved incidents can present as child-on-child nude/semi-nude sharing, it may be difficult to initially assess adult involvement.

There are two types of common adult-involved incidents: sexually motivated incidents and financially motivated incidents.

Sexually motivated incidents

In this type of incident, an adult offender obtains nude and semi-nudes directly from a child or young person using online platforms.

To make initial contact, the offender may present as themselves or use a false identity on the platform, sometimes posing as a child or young person to encourage a response and build trust. The offender often grooms the child or young person on social media, in chatrooms or on gaming platforms, and may then move the conversation to a private messaging app or an end-to-end encrypted (E2EE) environment where a request for a nude or semi-nude is made. To encourage the child or young person to create and share nude or semi-nude, the offender may share pornography or child sexual abuse material (images of other young people), including AI-generated material.

Once a child or young person shares a nude or semi-nude, an offender may blackmail the child or young person into sending more images by threatening to release them online and/or send them to friends and family.

Potential signs of adult-involved grooming and coercion can include the child or young person being:

- Contacted by an online account that they do not know but appears to be another child or young person
- Quickly engaged in sexually explicit communications, which may include the offender sharing unsolicited images
- Moved from a public to a private/E2EE platform
- Coerced/pressured into doing sexual things, including creating nudes and semi-nudes
- Offered something of value such as money or gaming credits
- Threatened or blackmailed into carrying out further sexual activity. This may follow the child or young person initially sharing the image or the offender sharing a digitally manipulated image of the child or young person to extort 'real' images

Financially motivated incidents

Financially motivated sexual extortion (often known as 'sextortion') is an adult-involved incident in which an adult offender (or offenders) threatens to release nudes or semi-nudes of a child or young person unless they pay money or do something else to benefit them.

Unlike other adult-involved incidents, financially motivated sexual extortion is usually carried out by offenders working in sophisticated organised crime groups (OCGs) overseas and are only motivated by profit. Adults are usually targeted by these groups too.

Offenders will often use a false identity, sometimes posing as a child or young person, or hack another young person's account to make initial contact. To financially blackmail the child or young person, they may:

- Groom or coerce the child or young person into sending nudes or semi-nudes and financially blackmail them
- Use images that have been stolen from the child or young person taken through hacking their account
- Use digitally manipulated images, including AI-generated images, of the child or young person

The offender may demand payment or the use of the victim's bank account for the purposes of money laundering.

Potential signs of adult-involved financially motivated sexual extortion can include the child or young person being:

- Contacted by an online account that they do not know but appears to be another child or young person. They may be contacted by a hacked account of a child or young person
- Quickly engaged in sexually explicit communications which may include the offender sharing an image first
- Moved from a public to a private/E2EE platform
- Pressured into taking nudes or semi-nudes
- Told they have been hacked and they have access to their images, personal information and contacts
- Blackmailed into sending money or sharing bank account details after sharing an image or the offender sharing hacked or digitally manipulated images of the child or young person

Children who are absent from education

A child being absent from education, particularly repeatedly, can be a warning sign of a range of safeguarding issues. This might include abuse or neglect, such as sexual abuse or exploitation or child criminal exploitation, or issues such as mental health problems, substance abuse, radicalisation, FGM or forced marriage.

There are many circumstances where a child may be absent or become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Are at risk of forced marriage or FGM
- Come from Gypsy, Roma, or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Cease to attend a school
- Come from new migrant families

We will follow our procedures for unauthorised absence and for dealing with children who are absent from education, particularly on repeat occasions, to help identify the risk of abuse, exploitation and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being absent, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect, we will follow local child protection procedures, including with respect to making reasonable enquiries. We will make an immediate referral to the local authority children's social care team, and the police, if the child is suffering or likely to suffer from harm, or in immediate danger.

Child criminal exploitation

Child criminal exploitation (CCE) is a form of abuse where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into criminal activity. It may involve an exchange for something the victim needs or wants, and/or for the financial or other advantage of the perpetrator or facilitator, and/or through violence or the threat of violence.

The abuse can be perpetrated by males or females, and children or adults. It can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse.

The victim can be exploited even when the activity appears to be consensual. It does not always involve physical contact and can happen online. For example, young people may be forced to work in cannabis factories, coerced into moving drugs or money across the country (county lines), forced to shoplift or pickpocket, or to threaten other young people.

Indicators of CCE can include a child:

- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Suffering from changes in emotional wellbeing
- Misusing drugs and alcohol
- Going missing for periods of time or regularly coming home late
- Regularly missing school or education
- Not taking part in education

If a member of staff suspects CCE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's children's social care team and the police, if appropriate.

Child sexual exploitation

Child sexual exploitation (CSE) is a form of child sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity. It may involve an exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. It may, or may not, be accompanied by violence or threats of violence.

The abuse can be perpetrated by males or females, and children or adults. It can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse.

The victim can be exploited even when the activity appears to be consensual. Children or young people who are being sexually exploited may not understand that they are being abused. They often trust their abuser and may be tricked into believing they are in a loving, consensual relationship.

CSE can include both physical contact (penetrative and non-penetrative acts) and non-contact sexual activity. It can also happen online. For example, young people may be persuaded or forced to share sexually explicit images of themselves, have sexual conversations by text, or take part in sexual activities using a webcam. CSE may also occur without the victim's immediate knowledge, for example through others copying videos or images.

In addition to the CCE indicators above, indicators of CSE can include a child:

- Having an older boyfriend or girlfriend
- Suffering from sexually transmitted infections or becoming pregnant

If a member of staff suspects CSE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's children's social care team and the police, if appropriate.

Child-on-child abuse

Child-on-child abuse is when children abuse other children. This type of abuse can take place inside and outside of school. It can also take place both face-to-face and online, and can occur simultaneously between the 2.
Our school has a zero-tolerance approach to sexual violence and sexual harassment. We recognise that even if there are there no reports, that does not mean that this kind of abuse isn't happening.
Child-on-child abuse is most likely to include, but may not be limited to:

- Bullying (including cyber-bullying, prejudice-based and discriminatory bullying)
- Abuse in intimate personal relationships between children (this is sometimes known as 'teenage relationship abuse')

- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- Sexual violence, such as rape, assault by penetration and sexual assault (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- Upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
- Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element)

Where children abuse their peers online, this can take the form of, for example, abusive, harassing, and misogynistic messages; the non-consensual sharing of indecent images, especially around chat groups; and the sharing of abusive images and pornography, to those who don't want to receive such content.

If staff have any concerns about child-on-child abuse, or a child makes a report to them, they will follow the procedures set out in section 7 of this policy, as appropriate. In particular, section 7.8 and 7.9 set out more detail about our school's approach to this type of abuse.

When considering instances of harmful sexual behaviour between children, we will consider their ages and stages of development. We recognise that children displaying harmful sexual behaviour have often experienced their own abuse and trauma, and will offer them appropriate support.

Domestic abuse

Children can witness and be adversely affected by domestic abuse and/or violence at home where it occurs between family members. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse (abuse in intimate personal relationships between children) and child/adolescent to parent violence and abuse. It can be physical, sexual, financial, psychological or emotional. It can also include ill treatment that isn't physical, as well as witnessing the ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects.

Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socioeconomic status, sexuality or background, and domestic abuse can take place inside or outside of the home. Children who witness domestic abuse are also victims.

Exposure to domestic abuse and/or violence can have a serious, long-lasting emotional and psychological impact on children and affect their health, wellbeing, development and ability to learn.

If police are called to an incident of domestic abuse and any children in the household have experienced the incident, the police will inform the key adult in school (usually the designated safeguarding lead) before the child or children arrive at school the following day. This is the procedure where police forces are part of Operation Encompass.

The DSL will provide support according to the child's needs and update records about their circumstances.

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare.

The DSL and deputies will be aware of contact details and referral routes in to the local housing authority so they can raise/progress concerns at the earliest opportunity (where appropriate and in accordance with local procedures).

Where a child has been harmed or is at risk of harm, the DSL will also make a referral to local authority children's social care.

So-called 'honour-based' abuse (including FGM and forced marriage)

So-called 'honour-based' abuse (HBA) encompasses incidents or crimes committed to protect or defend the honour of the family and/or community, including FGM, forced marriage, and practices such as breast ironing.

Abuse committed in this context often involves a wider network of family or community pressure and can include multiple perpetrators.

All forms of HBA are abuse and will be handled and escalated as such. All staff will be alert to the possibility of a child being at risk of HBA or already having suffered it. If staff have a concern, they will speak to the DSL, who will activate local safeguarding procedures.

FGM

The DSL will make sure that staff have access to appropriate training to equip them to be alert to children affected by FGM or at risk of FGM.

Section 7.3 of this policy sets out the procedures to be followed if a staff member discovers that an act of FGM appears to have been carried out or suspects that a pupil is at risk of FGM.

Indicators that FGM has already occurred include:

- A pupil confiding in a professional that FGM has taken place
- A mother/family member disclosing that FGM has been carried out
- A family/pupil already being known to social services in relation to other safeguarding issues
- A girl:
    - Having difficulty walking, sitting or standing, or looking uncomfortable
    - Finding it hard to sit still for long periods of time (where this was not a problem previously)
    - Spending longer than normal in the bathroom or toilet due to difficulties urinating
    - Having frequent urinary, menstrual or stomach problems
    - Avoiding physical exercise or missing PE
    - Being repeatedly absent from school, or absent for a prolonged period
    - Demonstrating increased emotional and psychological needs – for example, withdrawal or depression, or significant change in behaviour
    - Being reluctant to undergo any medical examinations
    - Asking for help, but not being explicit about the problem
    - Talking about pain or discomfort between her legs

Potential signs that a pupil may be at risk of FGM include:

- The girl's family having a history of practising FGM (this is the biggest risk factor to consider)
- FGM being known to be practised in the girl's community or country of origin
- A parent or family member expressing concern that FGM may be carried out
- A family not engaging with professionals (health, education or other) or already being known to social care in relation to other safeguarding issues
- A girl:
    - Having a mother, older sibling or cousin who has undergone FGM

- Having limited level of integration within UK society
- Confiding to a professional that she is to have a "special procedure" or to attend a special occasion to "become a woman"
- Talking about a long holiday to her country of origin or another country where the practice is prevalent, or parents/carers stating that they or a relative will take the girl out of the country for a prolonged period
- Requesting help from a teacher or another adult because she is aware or suspects that she is at immediate risk of FGM
- Talking about FGM in conversation – for example, a girl may tell other children about it (although it is important to take into account the context of the discussion)
- Being unexpectedly absent from school
- Having sections missing from her 'red book' (child health record) and/or attending a travel clinic or equivalent for vaccinations/anti-malarial medication

The above indicators and risk factors are not intended to be exhaustive.

Forced marriage

Forcing a person into marriage is a crime. A forced marriage is one entered into without the full and free consent of 1 or both parties and where violence, threats, or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological.

It is also illegal to cause a child under the age of 18 to marry, even if violence, threats or coercion are not involved.

Staff will receive training around forced marriage and the presenting symptoms. We are aware of the '1 chance' rule, i.e. we may only have 1 chance to speak to the potential victim and only 1 chance to save them.

If a member of staff suspects that a pupil is being forced into marriage, they will speak to the pupil about their concerns in a secure and private place. They will then report this to the DSL.

The DSL will:

- Speak to the pupil about the concerns in a secure and private place
- Activate the local safeguarding procedures and refer the case to the local authority's designated officer
- Seek advice from the Forced Marriage Unit on 020 7008 0151 or fmu@fco.gov.uk
- Refer the pupil to an education welfare officer, pastoral tutor, learning mentor, or school counsellor, as appropriate

Preventing radicalisation

- **Radicalisation** refers to the process of a person legitimising support for, or use of, terrorist violence
- **Extremism** is the promotion or advancement of an ideology based on violence, hatred or intolerance, that aims to:
    - Negate or destroy the fundamental rights and freedoms of others; or
    - Undermine, overturn or replace the UK's system of liberal parliamentary democracy and democratic rights; or
    - Intentionally create a permissive environment for others to achieve the results outlined in either of the above points
- **Terrorism** is an action that:
    - Endangers or causes serious violence to a person/people;
    - Causes serious damage to property; or
    - Seriously interferes or disrupts an electronic system

The use or threat of terrorism must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

Schools have a duty to prevent children from becoming involved with or supporting terrorism. The DSL, or designated Prevent lead, will undertake in-depth Prevent awareness training, including on extremist and terrorist ideologies. They'll make sure that staff have access to appropriate training to equip them to identify children at risk.

We will assess the risk of children in our school from becoming involved with or supporting terrorism. This assessment will be based on an understanding of the potential risk in our local area, in collaboration with our local safeguarding partners and local police force. We will ensure that suitable internet filtering is in place, and equip our pupils to stay safe online at school and at home. There is no single way of identifying an individual who is likely to be susceptible to radicalisation into terrorism. Radicalisation can occur quickly or over a long period. Staff will be alert to changes in pupils' behaviour.

The government website Educate Against Hate and charity NSPCC say that signs that a pupil is being radicalised can include:

- Refusal to engage with, or becoming abusive to, peers who are different from themselves
- Becoming susceptible to conspiracy theories and feelings of persecution
- Changes in friendship groups and appearance
- Rejecting activities they used to enjoy
- Converting to a new religion
- Isolating themselves from family and friends
- Talking as if from a scripted speech
- An unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger
- Increased secretiveness, especially around internet use
- Expressions of sympathy for extremist ideologies and groups, or justification of their actions
- Accessing extremist material online, including on Facebook or Twitter
- Possessing extremist literature
- Being in contact with extremist recruiters and joining, or seeking to join, extremist organisations

Children who are at risk of radicalisation may have low self-esteem or be victims of bullying or discrimination. It is important to note that these signs can also be part of normal teenage behaviour – staff should have confidence in their instincts and seek advice if something feels wrong.

If staff are concerned about a pupil, they will follow our procedures set out in section 7.5 of this policy, including discussing their concerns with the DSL.

Staff should **always** take action if they are worried.

Sexual violence and sexual harassment between children in schools

Sexual violence and sexual harassment can occur:

- Between 2 children of any age and sex
- Through a group of children sexually assaulting or sexually harassing a single child or group of children
- Online and face to face (both physically and verbally)

Sexual violence and sexual harassment exist on a continuum and may overlap.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment and will be exacerbated if the alleged perpetrator(s) attends the same school.

If a victim reports an incident, it is essential that staff make sure they are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting any form of abuse or neglect. Nor should a victim ever be made to feel ashamed for making a report.

When supporting victims, staff will:

- Reassure victims that the law on child-on-child abuse is there to protect them, not criminalise them
- Regularly review decisions and actions, and update policies with lessons learnt
- Look out for potential patterns of concerning, problematic or inappropriate behaviour, and decide on a course of action where we identify any patterns
- Consider if there are wider cultural issues within the school that enabled inappropriate behaviour to occur and whether revising policies and/or providing extra staff training could minimise the risk of it happening again
- Remain alert to the possible challenges of detecting signs that a child has experienced sexual violence, and show sensitivity to their needs

Some groups are potentially more at risk. Evidence shows that girls, children with SEN and/or disabilities, and lesbian, gay, bisexual and transgender (LGBT) children are at greater risk.

Staff should be aware of the importance of:

- Challenging inappropriate behaviours
- Making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up
- Challenging physical behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them

If staff have any concerns about sexual violence or sexual harassment, or a child makes a report to them, they will follow the procedures set out in section 7 of this policy, as appropriate. In particular, section 7.8 and 7.9 set out more detail about our school's approach to this type of abuse.

Serious violence

Indicators which may signal that a child is at risk from, or involved with, serious violent crime may include:

- Increased absence from school
- Change in friendships or relationships with older individuals or groups
- Significant decline in performance
- Signs of self-harm or a significant change in wellbeing
- Signs of assault or unexplained injuries
- Unexplained gifts or new possessions (this could indicate that the child has been approached by, or is involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation (see above))

Risk factors which increase the likelihood of involvement in serious violence include:

- Being male
- Having been frequently absent or permanently excluded from school
- Having experienced child maltreatment
- Having been involved in offending, such as theft or robbery

Staff will be aware of these indicators and risk factors. If a member of staff has a concern about a pupil being involved in, or at risk of, serious violence, they will report this to the DSL.

Checking the identity and suitability of visitors

All visitors will be required to verify their identity to the satisfaction of staff during their visit.
If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the setting. Visitors should be ready to produce identification. Visitors are expected to sign in to the school's online visitor book and wear a lanyard stating there are a visitor and a sticker stating who they are and where they are from along with their photograph.

Visitors to the school who are visiting for a professional purpose, such as educational psychologists and school improvement officers, will be asked to show photo ID and:

- Will be asked to show their DBS certificate, which will be checked alongside their photo ID; or
- The organisation sending the professional, such as the LA or educational psychology service, will provide prior written confirmation that an appropriate level of DBS check has been carried out (if this is provided, we will not ask to see the DBS certificate)
- All visits and visitors are encouraged to book their visits in advance where at all possible

All other visitors, including visiting speakers, will be accompanied by a member of staff at all times. We will not invite into the school any speaker who is known to disseminate extremist views, and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise pupils or staff.

Non-collection of children

If a child is not collected at the end of the session/day:

- Children will be taken to the main office where they will wait with staff for their adults.
- If children are not collected in a timely manner, phone calls are made to adult to check their whereabouts.
- If adults explain they have been delayed it may be decided that the child can go to after school club to wait for their parents to arrive.
- If no contact can be made directly to the adult responsible for collection, phone calls to additional adults linked on the system to the child will be contacted for support in making contact with parents or carers.
- If no contact can be made with the parent or carers, the police will be called.

Missing pupils

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible.

- If a child is considered missing, calls will be made to parents and carers as soon as this arises.
- If the child absconds school, the parents and carers will be made aware by one member of staff while another member of staff contacts the police.
- All incidents will be logged on the school recording platform CPOMs.
- Consideration will be made as to whether a social care referral should be made due to the behaviours as well as consequences inline with the school behaviour for learning policy



DISABILITY EQUALITY POLICY

VERSION 2

01/09/2022

Disability Equality Policy

We work hard to ensure that the culture and ethos of Kingfisher Schools Trust are such that, whatever the abilities and needs of members of the Trust and school communities, everyone is equally valued and treats one another with respect. This trust provides pupils/students with every opportunity to experience, understand and value diversity.

The Equality Act 2010 states:

'A person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-today activities. This means that in general the person must have an impairment that is either physical or mental; the impairment must have adverse effects which are substantial; the substantial adverse effects must be long-term; and the long-term substantial adverse effects must have effects on normal day-to-day activities.'

We have a duty to promote equality of opportunity, eliminate unlawful discrimination, eliminate disability related harassment, promote positive attitudes towards disabled people and encourage disabled people to participate as fully as possible in the opportunities the Trust has to offer.

We are committed to providing a fully accessible environment which values and includes all pupils/students, staff, parents and visitors regardless of their physical, sensory, social, spiritual, emotional and cultural needs. We are committed to challenging negative attitudes about disability and accessibility, and to developing a culture of awareness, understanding, value and inclusion.

Aims

- To reduce and eliminate barriers for current and future pupils/students with disabilities to access the curriculum, the school premises and facilities, and to have full participation in their school community.
- To ensure that all staff with disabilities are treated fairly in regard to recruitment, performance management, promotion, staff development and access to the Trust premises and facilities.
- To ensure that all parents and visitors with disabilities are treated fairly and are able to access the Trust premises and facilities.
- To ensure compliance with all relevant legislation connected to this policy.

Responsibility for the Policy and Procedure

The **Trust Board** has:

- a duty to comply with the Disability Discrimination Act 1995 and with the Disability Rights Commission Code of Practice (2002)

- a duty under the DDA (as amended by the SENDA) to publish an Accessibility Policy
- responsibility for ensuring that the trust complies with all equalities legislation
- responsibility for ensuring the Trust has an Accessibility Policy
- delegated powers and responsibilities to headteachers to ensure all staff and stakeholders are aware of and comply with this policy

The **Headteacher** has:

- responsibility for the effective implementation, monitoring and evaluation of this policy
- responsibility for ensuring their school has an Accessibility Plan
- the responsibility to work with parents to ensure the full needs of each individual child are met as we value parents' knowledge of their child's disability and its effect on their ability to carry out normal activities
- a duty to respect the child's and parents' right to confidentiality
- the responsibility of providing all pupils/students with a broad and balanced curriculum which is differentiated and adjusted to meet their needs and preferred learning styles
- the responsibility to endorse the key principles in the National Curriculum 2000 framework which underpins the development of a more inclusive curriculum by:
    - setting suitable learning challenges
    - responding to pupils/students' diverse learning needs
    - overcoming potential barriers to learning and assessment for individuals and groups of students

The **Headteacher** will:

- ensure all staff, pupils/students and parents are aware of and comply with this policy
- report to the Trust HR Committee regarding the procedures in place for staff with disabilities
- provide leadership and vision in respect of equality
- monitor the effectiveness of the Accessibility Plan for Students

All staff will:

- comply with all aspects of this policy
- attend appropriate training sessions on equality
- report any concerns they have regarding potential discrimination of any kind within the school community
- maintain high standards of ethics and behaviour within and outside the work place, in line with fundamental British values

Pupils/Students will:

- be aware of and comply with this policy
- as part of the school community, learn to be aware of, understand and value people with disabilities

Reviewed and approved by:	Trust Board

Approval Date	01/09/2022	**Review Date**	31/08/2024

Lowestoft Town Council

Terms of Reference for the Budget and Loan Sub-Committee of the Finance and Governance Committee

1. **Appointment**
   1.1. The Budget and Loan Sub-Committee has been established by the Finance and Governance Committee of Lowestoft Town Council.

2. **Duties**
   2.1. The Sub-Committee's duties, as set out in these Terms of Reference, are defined and agreed by the Finance and Governance Committee, which may vote, at any time, to modify, remove or increase the Sub-Committee's term.

3. **Meetings**
   3.1. Meetings will usually be held on a weekly basis from September to December, with extraordinary meetings scheduled when needed.

4. **Record of Proceedings**
   4.1. The Sub-Committee will meet weekly to fulfil the responsibilities below (see section 6).
   4.2. Written minutes will be taken to record the Sub-Committee's decisions and will be received at the next Finance and Governance Committee meeting.
   4.3. The Clerk will be responsible for arranging the recording and distribution of the minutes.
   4.4. The approved written minutes will be the official record of the meeting.

5. **Membership**
   5.1. The membership of the Sub-Committee will be no fewer than quorum plus one (i.e. four Councillors)
   5.2. The Chair will be elected at the first meeting of the Sub-Committee each Council year.
   5.3. All members of the Sub-Committee are expected to represent the interest of the whole Council area.
   5.4. Any elected member can preside by agreement in the absence of the Chair and Deputy Chair.
   5.5. A quorum will be three members of the Sub-Committee.
   5.6. Substitutes may be appointed to ensure that meetings are quorate.

5.7. The Mayor and Deputy Mayor may attend meetings in an ex-officio capacity, if both are in attendance in this capacity then only one may have voting rights.

5.8. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed with the Public Forum.

6. Responsibilities

6.1. The Sub-Committee has delegated authority from the Finance and Governance Committee to fulfil the following responsibilities:

6.1.1. To prepare the Town Council's budget annually, by making informed recommendations through scrutiny of the current budget, any new financial responsibilities or significant events impacting of the Town Council, steers and recommendations from the Finance and Governance Committee, and through considering the impact of the budget and precept on the Lowestoft taxpayer.

6.1.2. To make recommendations to the Finance and Governance Committee on the budget and precept.

6.1.3. To scrutinise the budget throughout the year, on a quarterly basis, particularly where there have been areas of unexpected overspend or underspend, and feed back to the Finance and Governance Committee.

6.1.4. To review its own remit and make recommendations to the Finance and Governance Committee annually, or as required, on its Terms of Reference.

6.1.5. To explore options for a loan for capital works on the Town Council's assets, by identifying priorities and considering the costs involved, and making recommendations to the Finance and Governance Committee on such.

6.1.6. To make recommendations to the Finance and Governance Committee in accordance with the Town Council's Business Plan.

7. Climate and Ecological Emergency

7.1. This Sub-Committee's review and recommendations on the budget and precept should include consideration where possible on ensuring sufficient provision to facilitate progressing climate emergency actions. When looking at projects for the Town Council's loan application for capital works, due consideration should be given to ensuring that work is in line with the Town Council's climate and ecological emergency declaration.

STANDING ORDERS

Standing orders are the written rules of a local council. They are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a council but they may refer to them. A local council must have standing orders for the procurement of contracts.

Meetings of full council, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. A council should have standing orders to confirm those statutory requirements. A council should have standing orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements. If it does not, committees and sub-committees may adopt their own standing orders.

The standing orders that are in bold type contain statutory requirements. It is recommended that councils adopt them without changing them. Other standing orders not in bold are designed to help councils operate effectively but do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. For convenience, the word "councillor" is used in the standing orders and includes a non-councillor with or without voting rights unless otherwise stated.

The standing orders do not include the financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the Responsible Financial Officer.

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Standing orders

1. Rules of debate at meetings

a Resolutions in a meeting of the Council or its Committees can be reached via a motion or a proposal made following debate by the Councillors. A motion is a proposal , usually written in advance and submitted by a Councillor, to be discussed at a Council meeting and for a decision to be made. Whilst the Council's Standing Orders provides information on procedures associated with motions, the decisions made by this Town Council are more commonly made following a debate in the meeting.

b Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.

c A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

d A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.

e If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

f An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

g If an amendment to the original motion is carried, the amended original motion becomes the substantive motion upon which further amendment(s) may be moved.

h An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.

i A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

j If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair.

k Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.

l One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.

m A councillor may not move more than one amendment to an original or substantive motion.

n The mover of an amendment has no right of reply at the end of debate on it.

o Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

p Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;
ii. to move or speak on another amendment if the motion has been amended since they last spoke;
iii. to make a point of order;
iv. to give a personal explanation; or
v. in exercise of a right of reply.

q During the debate of a motion, a councillor may only interrupt on a point of order and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached.

r A point of order shall be decided by the Chair of the meeting and their decision shall be final.

s When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;
ii. to adjourn the debate;

iii. to put the motion to a vote;
iv. to ask a person to be no longer heard or to leave the meeting;
v. to refer a motion to a committee or sub-committee for consideration;
vi. to exclude the public and press;
vii. to adjourn the meeting; or
viii. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

t Excluding motions moved under Standing Order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the Chair of the meeting.

2. Disorderly conduct at meetings

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

▲ Full Council meetings
● Committee meetings
■ Sub-committee meetings

a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

b **The minimum** five **clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

c **The minimum** five **clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**

d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**[1]

e A full calendar of all scheduled Full Council meetings shall be provided at the Annual Meeting of Lowestoft Town Council.

f Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

g The period of time designated for public participation at a meeting in accordance with standing order 3(f) above shall not exceed 15 minutes unless directed by the Chair of the meeting.

h Subject to standing order 3(f) above, a member of the public shall not speak for more than three minutes. This may be extended at the discretion of the Chair particularly when a disability may prevent the speaker from adhering to the set three minutes.

i In accordance with standing order 3(f) above, a question shall not require a response at the meeting nor start a debate on the question. The Chair of the

[1] 1. Engagement, terms of service, conduct and dismissal of employees. 2. Terms of tenders and proposals in negotiations for contracts. 3. Preparation of cases in legal proceedings. 4. The early stages of any dispute. Public Bodies Admission to Meetings Act 1960, Power to Exclude.

meeting may direct that a written or oral response be given.

j A person shall raise their hand when requesting to speak and wait for the Chair's permission to speak, unless it is a point of order when the person shall state the point of order.

k A person who speaks at a meeting shall direct their comments to the Chair of the meeting.

l Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking fairly to facilitate councillors being heard



m **Subject to standing order 3n, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or late to persons not present.**

n **A person at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**



o **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present**.



p **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if any).**



q **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**



r **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**



s **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**
See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chair of the Council at the annual meeting of the council.

t **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.**

u The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;
ii. the names of councillors present and absent;
iii. interests that have been declared by councillors and non-councillors with voting rights;
iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
v. if there was a public participation session; and
vi. the resolutions made;
vii. date of next meeting.



v **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or other interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**



w **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.



x **If a meeting is or becomes inquorate no business shall be transacted** . The business on the agenda for the meeting shall be adjourned to another meeting.



y Meetings shall not exceed two hours.

4. Committees and sub-committees

a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**

c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d Appropriate training for councillors and staff will be supported.

e Members of Committees must have attended appropriate training as per the Councillor Training Policy prior to taking up Committee membership.

f The council will appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;
ii. shall include the Mayor and Deputy Mayor as ex-officio members with voting rights and whose attendance will count towards quorum. Should both the Mayor and Deputy Mayor be in attendance ex-officio in a meeting, only one would retain voting rights for the meeting.
iii. shall determine the number and frequency of ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
iv. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
v. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
vi. may, subject to standing orders 4(b) and (c) above, appoint and

determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer three days before the meeting that they are unable to attend;

vii. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;

viii. no person shall be Chair of more than one Full Committee; The Mayor and Deputy Mayor shall not also be Chair of a Full Committee. The Chair of a Committee shall not also be Chair or Deputy Chair of any of that Committee's Sub-Committees.

ix. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;

x. shall determine if the public may participate at a meeting of a committee;

xi. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xii. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xiii. may dissolve a committee.

5. Ordinary council meetings

a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**

b **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**

c **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**

d **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**

e **The first business conducted at the annual meeting of the council shall be the election of the Chair and Vice-Chair (if any) of the Council.**

f The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.

g The Vice-Chair of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the council.

h In an election year, if the current Chair of the Council has not been re-elected as a member of the council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.

i In an election year, if the current Chair of the Council has been re-elected as a member of the council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.

j Following the election of the Chair of the Council and Vice-Chair (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:

i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date**. **In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the council resolves for this to be done at a later date;**
ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
iii. Receipt of the minutes of the last meeting of a committee;
iv. Consideration of the recommendations made by a committee;
v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
vi. Review of the Terms of Reference for committees;
vii. Appointment of members to existing committees;
viii. Appointment of any new committees in accordance with standing order 4 above;
ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
xi. Review of representation on or work with external bodies and arrangements for reporting back;
xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
xiii. Review of inventory of land and assets including buildings and office equipment;
xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
xv. Review of the council's and/or staff subscriptions to other bodies;
xvi. Review of the council's complaints procedure;
xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 or any successor legislation;
xviii. Review of the council's policy for dealing with the press/media;
xix. Review of the Council's employment policies and procedures
xx. Review of the Council's expenditure incurred under s137 of the Local Government Act or the General Power of Competence.
xxi. Determining the time and place of ordinary meetings of the full council and standing committees up to and including the next annual meeting of full council.

6. Extraordinary meetings of the council and committees and sub-committees

a **The Chair of the Council may convene an extraordinary meeting of the council at any time.**

b **If the Chair of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**

c The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

d If the Chair of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

7. Previous resolutions

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least eleven councillors, in the case of a Full Council decision, or the appropriate quorum number of Councillors for a Committee or Sub-Committee decision, to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee, or where unforeseen circumstances or pertinent new information make an urgent reconsideration imperative.

b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9. Procedure to follow should a motion be submitted for a meeting that requires written notice to be given to the Proper Officer

a Items for an agenda can be requested in a meeting or submitted to the office in advance of the next meeting. This section sets out the procedure for a motion that requires written notice to be given to the Proper Officer.

b A motion shall relate to the responsibilities of the meeting which it is tabled for and, in any event, shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.

c The Proper Officer may correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least seven clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f Subject to standing order 9(d) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

a The following motions may be moved at a meeting without written notice to the Proper Officer;

i. to correct an inaccuracy in the draft minutes of a meeting;
ii. to move to a vote;
iii. to defer consideration of a motion;
iv. to refer a motion to a particular committee or sub-committee;
v. to appoint a person to preside at a meeting;
vi. to change the order of business on the agenda;
vii. to proceed to the next business on the agenda;
viii. to require a written report;
ix. to appoint a committee or sub-committee and their members;
x. to extend the time limits for speaking;
xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
xii. to not hear further from a councillor or a member of the public, with specification on whether this relates to the item or the remainder of the meeting;
xiii. to exclude a councillor or member of the public for disorderly conduct;
xiv. to temporarily suspend the meeting;
xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
xvi. to adjourn the meeting; or
xvii. to close a meeting.

11. Management of Information. See also SO 20

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure (including personal data) which is holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention**

and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

d Councillors, staff the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. Draft minutes

a The draft minutes of a preceding meeting will be served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy and shall be taken as read by the recipients. For the information of all Councillors, all agendas and minutes will be supplied to all Councillors.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

e If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken

place.

f **Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.**

13. Code of conduct and dispensations

See also standing order 3(t) above.

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.

b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest or other relevant interest. They may return to the meeting after it has considered the matter in which they had the interest.

c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest as required by the council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other relevant interest to which the request for the dispensation relates;
ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required. See e above.

h A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
ii. granting the dispensation is in the interests of persons living in the council's area or
iii. it is otherwise appropriate to grant a dispensation.

14. Code of conduct complaints

Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

15. Proper Officer

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. at least five clear days before a meeting of the council, a committee or a sub-committee, serve on councillors **by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by**

email), and

provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).

Other Councillors shall be informed of the agenda for all Committee Meetings.

See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.

ii. **convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**

iii. **facilitate inspection of the minute book by local government electors**;

iv. **receive and retain copies of byelaws made by other local authorities;**

v. retain acceptance of office forms from councillors;

vi. retain a copy of every councillor's register of interests;

vii. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 or any successor legislation, in accordance with and subject to the council's policies and procedures relating to the same;

viii. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;

ix. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;

x. arrange for legal deeds to be executed;
See also standing order 23 below.

xi. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;

xii. manage access to information about the council via the publication scheme; and

xiii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.
See also standing order 23 below.

16. Responsible Financial Officer

a The council shall appoint appropriate staff member(s) to undertake the work of the

Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England)

b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the council's receipts and payments for each quarter;
ii. the council's aggregate receipts and payments for the year to date;
iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
ii. to the full council the accounting statements for the year in the form of Section 2 of the annual Governance and Accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18. Financial controls and procurement

a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;
ii. the assessment and management of financial risks faced by the council;
iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
v. Whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.

b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;
ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
iii. the invitation to tender may be advertised in any other appropriate manner;
iv. tenders are to be submitted in writing via email to the Town Council office
v. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee or officers with delegated responsibility;

d. Neither the council, nor a committee or a sub-committee with delegated responsibility

for considering tenders, is bound to accept the lowest value tender.

e. **Where the value of a contract is likely to exceed the threshold specified by the government from time to time, the council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the council must comply with procurement rules. NALC's procurement guidance contains futher details.**

19. Handling staff matters

a A matter personal to a member of staff that is being considered by a meeting of council, the committee, or sub-committee is subject to standing order 11 above.

b Subject to any policy regarding absences from work, the council's most senior member of staff shall notify the Chair of the relevant committee or, if they are not available, the vice-Chair of the relevant committee of absence occasioned by illness or other reason and that person shall report such absence to the relevant committee at its next meeting.

c The Chair of the relevant committee or in their absence, the vice-Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisals shall be reported in writing and are subject to approval by resolution by the Personnel committee. The performance and annual appraisal of other staff shall be undertaken by the Proper Officer.

d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the Chair of the relevant committee, or in their absence the vice-Chair of the relevant committee, in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of committee.

e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by any employee relates to the Chair or vice-Chair of the said committee this shall be communicated to another member of the committee which shall then be reported back and progressed by resolution of the committee.

f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.

g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.

h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.

i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to Proper Officer and Chair of the relevant committee.

20. Responsibilities to provide information See also SO21

a **In accordance with Freedom of Information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the council.**

b **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. Responsibilities under Data Protection Legislation

Below is not an exhaustive list. See also SO11

a The Council may appoint a Data Protection Officer
b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data
c The Council shall have a written policy in place for responding to and managing a personal data incident .
d The Council shall keep a record of all personal data incidents comprising the facts relating to the personal data incident; its effects and the remedial action taken.
e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

f The Council shall maintain a written record of its processing activities.

22. Relations with the press/media

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with any Council policy in respect of dealing with the press and/or other media (currently the Media Policy).

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.

b **Subject to standing order 23(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

24. Communicating with District and County councillors

a An invitation to attend a full meeting of the council and its main committees may be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the council.

25. Restrictions on councillor activities

a Councillors may not individually exercise any functions on behalf of the Council.

b Unless authorised by a resolution, no councillor shall:

i. inspect any land and/or premises which the council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

26. Standing orders generally

a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b One or more of the council's standing orders can be varied or revoked by resolution of the Full Council following review and recommendation from the Finance and Governance committee. Alternatively, a motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, can be proposed by a special motion, the written notice by at least eleven councillors to be given to the Proper Officer in accordance with standing order 9 above.

c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.

d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

Revisions	
Date	**Amendment**
March 2022	General neutral language throughout
February 2023	Five days' notice removed from bold text as this is not a legislative requirement.
December 2025	Added text to 1a – "Whilst the Council's Standing Orders provides information on procedures associated with motions, the decisions made by this Town Council are more commonly made following a debate in the meeting."

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 23 July 2024

1. General

1.1. These Financial Regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial Regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the council's Standing Orders and any individual financial regulations relating to contracts.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations may bring the office of councillor into disrepute.

1.3. Deliberate or wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, in force at the time, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Council has appointed an RFO and statutory duties as outlined below apply. The Council has also appointed a Clerk who shares some of the governance responsibilities with the RFO. The RFO:

- acts under the policy direction of the council,
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices,
- determines on behalf of the council its accounting records and accounting control systems,
- ensures the accounting control systems are observed,
- maintains the accounting records of the Council and ensures these are kept up to date in accordance with proper practices.
- assists the Council to secure economy, efficiency and effectiveness in the use of council resources, and
- produces financial management information as required by the council.

1.6. **The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:**

- **setting the final budget or the precept (council tax requirement)**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements**
- **approving an annual governance statement**
- **borrowing**
- **writing off bad debts**
- **declaring eligibility for the General Power of Competence, and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts
- authorise any grant or single commitment in excess of £10,000, unless it has specifically delegated a higher commitment within a set budget.
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its Terms of Reference.

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk and/or RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk and/or RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement, which shall be in accordance with proper practices.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed.**
- **ensure the prompt, accurate recording of financial transactions.**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records.**
- **identify the duties of officers dealing with transactions and**

- **ensure division of responsibilities.**

2.6. These Financial Regulations demonstrate how the council meets these responsibilities and requirements.

2.7. At least once in each quarter, and at each financial year end, an appointed member other than the Chair or payment signatory, shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity, including any exceptions, shall be reported to and noted by the Finance and Governance Committee.

2.8. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate.**
- **a record of the assets and liabilities of the council.**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council.
- reports to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council.
- initiate or approve accounting transactions.
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors, and confirmation that the council has been provided with these reports shall be recorded.

3.13. The RFO shall provide an action plan to take forward any measures identified for action by the internal and external auditors for consideration and implementation where agreed by the council and minuted accordingly.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed at least annually for the following financial year and accepted by the council. The RFO will inform committees of any salary implications before they consider draft budgets.

4.3. No later than December each year, the council shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure, and the use of reserves and all sources of funding for the following financial year, taking account of the lifespan of

assets and cost implications of repair or replacement. This will be considered by the relevant Committee(s) and approved by Full Council.

4.4. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year, but shall be allocated within the budget as considered appropriate by council. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee shall review its forecast of revenue and capital receipts and payments and submit any proposals for the following financial year to the Budget and Loan Sub-Committee not later than the end of November each year.

4.6. The draft budget, with any committee proposals and forecasts, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and Governance committee and a recommendation made to the council.

4.7. Having considered the proposed budget and forecasts, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of January** and supply the council with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned. The approved annual budget shall form the basis of financial control for the ensuing year.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council, or relevant committee (where delegated).

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining three or more quotations or estimates from appropriate suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act**

2023 and The Procurement Regulations 2024, or any superseding legislation ('the Legislation), must be followed in respect of the tendering, award and notification of that contract.

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 excluding VAT, the Clerk shall seek formal tenders from at least three suppliers or advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.8. For contracts greater than £10,000 excluding VAT the Clerk shall seek at least three fixed-price quotes.

5.9. Where the value is between £2,500 and £10,000 excluding VAT, the Clerk shall try to obtain three estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For purchases where the value is below £2,500, the Clerk shall still seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes.

ii. repairs to, or parts for, existing machinery or equipment.

iii. works, goods or services that constitute an extension of an existing contract.

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council, or relevant committee where delegated. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk and RFO under delegated authority, as defined in the prevailing scheme of delegation as agreed by the council

- a duly delegated committee of the council for all items of expenditure within their delegated budgets under £7,500 excluding VAT or £10,000 in the case of the Finance and Governance Committee.
- a duly delegated sub-committee of the council for all items of expenditure within their delegated budgets under £3,750 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £10,000.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members, may issue an official order or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference. During the budget year, and with the approval of council, having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement')

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to £25,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair of the Council or relevant Committee as soon as practicable.

5.19. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, government borrowing approval has been obtained first.

5.20. All capital works shall be administered in accordance with the council's Standing Orders and financial regulations relating to contracts.

6. Banking and Payments

6.1. **The RFO shall regularly provide the council and Finance and Governance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of 15% of the budget.**

6.2. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The arrangements shall be reviewed annually for security and efficiency.

6.3. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.4. All invoices for payment should be addressed to the council, examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified. The RFO shall take all steps to pay all invoices submitted, and which are in order, in a timely manner.

6.5. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.6. All payments shall be made by online banking in accordance with a resolution of the council unless the council resolves to use a different payment method.

6.7. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council, or a duly delegated committee, may authorise in advance for the year, provided the requirements of the regulation relating to Budgetary Controls are adhered to.

6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance and Governance Committee for information only.

6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:

i. any payments as defined in the scheme of delegation. See 5.15.

ii. payments of up to £25,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises. See 5.18.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Governance committee.

iv. Fund transfers within the council's banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Governance Committee.

v. An expenditure item authorised under the Regulation for continuing contracts and obligations, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or the Finance and Governance Committee.

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or relevant committee. The council, or relevant committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the Clerk and RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and at least one authorised signatory will be involved in any online approval process. The Clerk and RFO may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council's bank accounts online. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to an authorised signatory.

7.5. One authorised signatory shall check the payment details against the invoices before approving each payment using the online banking system.

7.6. Evidence shall be retained showing who approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes

7.7. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.

7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed annually as part of the budget process.

7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by an authorised bank signatory evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be reviewed by resolution of the council at least every two years.

7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed annually as part of the budget process.

7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the RFO and authorised signatory. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers regularly.

7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.13. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by at least one authorised signatory

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

9.1. Any corporate credit card or trade card account opened by the council will be restricted to use by any post authorised by the Finance and Governance Committee or Full Council and any balance shall be paid in full each month. Transaction limits will be in line with existing officer delegations.

9.2. Personal credit or debit cards of members or staff shall not be used except with the express permission of the council (Finance and Governance Committee or Full Council)

10. Payment of salaries and allowances

10.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE and National Insurance legislation.**

10.2. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or a duly delegated committee

10.3. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

10.4. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

10.5. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by an authorised signatory to ensure that the correct payments have been made. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by the council or a duly delegated committee a who can demonstrate a need to know.

b) by the internal auditor.

c) by the external auditor; or

d) by any person authorised under any relevant legislation.

10.6. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

10.7. Before employing interim staff, the council must consider a full business case.

11. Loans and investments

11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

11.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the purpose and value for money of the proposed transaction.

11.3. The council does maintain an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which is written in accordance with relevant regulations, proper practices and guidance. This Strategy and Policy is reviewed by the council at least annually.

11.4. All investment of money under the control of the council shall be in the name of the council.

11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. Income

12.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

12.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process.

12.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off within the year. The council's approval shall be shown in the accounting records.

12.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

12.5. Personal cheques shall not be cashed out of money held on behalf of the council.

12.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

12.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

12.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

13. Payments under contracts for building or other construction works

13.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

13.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14. Stores and equipment

14.1. A designated officer will be responsible for care and custody of stores and equipment at each location.

14.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

14.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15. Assets, properties and estates

15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

15.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a compliance and health and safety inspection of assets.

15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council or a delegated committee or officer together with any other consents required by law, except where the estimated value of any one item does not exceed £250. In each case a written report shall be provided to council with a full business case.

16. Insurance

16.1. The Clerk and RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

16.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

16.3. The Clerk shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council or duly delegated committee at the next available meeting. The Clerk shall affect all insurances and negotiate all claims on the council's insurers.

16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

17. Charities

17.1. Where the council is sole managing trustee of a charitable body the Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any

audit or independent examination as may be required by Charity Law or any Governing Document.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations at least annually and following any change of Clerk or RFO. The Clerk and RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.

3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.

5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.

6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Councillor Co-option Policy

Introduction

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of Councillors to Lowestoft Town Council. The co-option procedure is entirely managed by the Town Council and this policy will ensure that a fair and transparent process is carried out.

Lowestoft Town Council has 20 Councillors, split across eight wards (Elmtree, Gunton, Harbour and Normanston, Kirkley, Pakefield, St Margaret's East, St Margaret's West, Tom Crisp), who typically serve a full four year term.

What is Co-option

The co-option of a Town Councillor can occur at:

- Ordinary Election
  A seat has been left vacant because no eligible candidate or insufficient candidates stood for election at the full elections, which happen every four years. Provided that those elected constitute at least a quorum (one third of the total number of Councillors).

  In this instance the Town Clerk will be notified of vacancies by East Suffolk Council and advised that efforts must be made to fill the vacancies by co-option. The Town Council will be notified and they must give public notice of the vacancies and intention to co-opt.

  The time period to complete a co-option in these circumstances is 35 days (not including weekends, public holidays and other notable days), from the election date. After 35 days, East Suffolk Council will advise the Town Council whether there will be a further election or to take other appropriate action to fill the vacancies.

  If the Town Council is not quorate following an election, East Suffolk Council has powers to do anything necessary to constitute the Town Council, including the temporary appointment of Councillors pending a further election.

- During the four year term of Council
  A casual vacancy arises when:
  - a Councillor fails to make their declaration of acceptance of office at the proper time
  - a Councillor resigns
  - a Councillor dies
  - a Councillor becomes disqualified
  - a Councillor fails for six months to attend meetings of the Council including Committees or Sub-committees of which they are a member or as a representative of the Council at a meeting unless they have a 'statutory excuse' (broadly speaking, military service during war or an emergency) or the failure to attend is due to a reason approved by the Council.

The Town Clerk will notify East Suffolk Council that a seat has fallen vacant. (However, if the vacancy is within the six months period prior to an election, then the Town Council may choose whether to fill the vacancy or not).

The Notice of a Vacancy would be advertised which would give the electorate the opportunity to call for a poll (by-election).

If a by-election is called within 14 days (not including weekends, public holidays and other notable days), if only one candidate is nominated they will be duly elected unopposed without a ballot. If there are two or more candidates nominated then a polling station will be set up in the ward by East Suffolk Council and the electorate of the ward will be asked to go to the polls to vote – either at a polling station or via postal vote - for a candidate who has put themselves forward by way of a nomination paper.

Lowestoft Town Council will pay the costs of the election.

If the required ten electors of the parish do not claim a poll (by-election) within the legally specified time period (currently 14 days) following publication of the Notice of Vacancy, the Town Clerk will be notified by East Suffolk Council that the vacancy can be filled by co-option. The Town Council will be notified and they must give public notice of the vacancy and intention to co-opt.

Confirmation of Co-option

On receipt, of written confirmation, from East Suffolk Council, the casual vacancy can be filled by means of co-option, the Town Clerk will:

- Advise the Town Council that the co-option process has been instigated
- Advertise the vacancy for four weeks on the Town Council notice boards and website
- Promote the vacancy on social media platforms and any other relevant media and publications
- If the vacancy is as a result of the death of a Councillor, no advertisement will be posted until after the funeral

The Town Council will ensure an open and transparent co-option process and engage as fully as possible to attract a diverse range of potential candidates. The process for standing for co-option will be accessible and have due regard to equality and diversity. If the Town Council is not satisfied that the vacancy has been adequately advertised and a sufficient diversity of candidates has not been sought, it will postpone the co-option until this is addressed.

Councillors elected by co-option are full members of Lowestoft Town Council.

Eligibility of Candidates

The Town Council is able to consider any person to fill a vacancy provided that (see section 79 of the Local Government Act 1972):

- Over 18 years of age
- A British or Commonwealth Citizen or citizen of the European Union and either
    - An elector
    - Or resided in the parish for the past 12 months
    - Or within three miles/4.8 kms (direct) of it
    - Or occupied as an owner or tenant land or premises therein
    - Or have their principal place of work in the parish.

There are certain disqualifications for election, of which the main are (see section 80 of the Local Government Act 1972):

- Holding a paid office within the Town Council or other local authority[1]
- Bankruptcy
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- Being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

Application Process

All potential candidates will be requested to put their request for consideration in writing with the following information:

- Confirm their eligibility (as set out in the Local Government Act 1972 section 79)
- Confirm that they do not meet any of the criteria to be disqualified from being a Councillor (as set out in the Local Government Act 1972 section 80)
- Reason for wishing to become Councillor
- Previous community and/or Council work
- Other skills and experience that may be relevant in support of their application

Candidates will be informed it is a condition of a being a Town Councillor that a means of contact by email will be public information and that being a Town Councillor entails having contact details in the public domain. However for the purpose of co-option, private email addresses and other personal data will not be in the public domain, except for their name and the supporting information above.

Following receipt of applications, the next suitable Full Council meeting will have an agenda item:

'To receive written applications for the office of Town Councillor and to co-opt a candidate to fill the

[1] Local Government Act 1972 Section 80

existing vacancy'.

Applications must be received at least seven days prior to a Full Council meeting as copies of the candidates' applications will be circulated to all Councillors by the Town Clerk, at least five clear days prior to the meeting of the Full Council, when the co-option will be considered. All such documents will be treated by the Town Clerk and all Councillors as Strictly Private and Confidential.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of the Town Council, and this Co-option Policy.

Candidates will also be informed that they will be invited to speak about their application at the meeting. If a candidate is unable to attend the meeting, a written apology should be submitted ahead of the meeting. A candidate's application would still be considered regardless of being in attendance.

<u>At the Co-option Meeting (a meeting of the Full Council)</u>

At the co-option meeting, candidates will be given three minutes maximum to introduce themselves to Councillors, give information on their background and experience and explain why they wish to become a Lowestoft Town Councillor.

All discussions will be in public, but the Council reserves the right to give the opportunity for candidates to give their presentation to the Council without the other candidates present, to offer fairness and equal opportunity to all candidates. The Town Council will proceed to a vote on the acceptability of each candidate by the Town Councillors in attendance by a vote by a show of hands.

In order for a candidate to be elected to the Town Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes, the Chair of the meeting, typically the Mayor, has a second casting vote.

Once the Chair has declared the successful candidate(s) duly elected and after their declaration of acceptance of office has been signed, they may take their seat immediately.

The decision of Full Council is final.

The Town Clerk will notify East Suffolk Council of the new Councillor appointment. The successful candidate(s) must complete the 'register of interests' within 28 days of being elected. The form should be submitted to the Monitoring Officer at East Suffolk Council or may be completed on-line. Further details will be provided to the successful candidate(s).

If insufficient candidates come forward for co-option, the vacancies will be re-advertised.

Revisions	
Date	**Amendment**
July 2021	Updated to reflect the decision of the Council to reserve the right to give the opportunity for candidates to give their presentation to the Council without the other candidates present, to offer fairness and equal opportunity to all candidates.
April 2022	Under the heading "Confirmation of Co-option", added the word "Town" to the third sentence of paragraph 2 Included 4.8kms to Eligibility of Candidates In disqualifications, added "or other local council" to bullet point 1 Added "(a meeting of the Full Council)" to the heading "At the Co-option Meeting"
March 2025	

Lowestoft Town Council
IT Policy

Introduction

The Council works with IT providers that are appropriate for local government public service compliance. This policy is in the context that all data security and GDPR compliance is adhered to by these providers. All staff and councillors will be made aware and trained in security and compliance where relevant.

This policy is intended to provide guidance and criteria for Councillors on the use of both the Town Council's email domain addresses, internet and Town Council provided IT equipment whether it be a lap top or tablet (hereon in known as 'device'). Guidance for staff is included in the Employee Handbook.

1.0 Emails

1.1 Councillors are provided with a Lowestoft Town Council email address (name of councillor@lowestofttowncouncil.gov.uk) and all Town Council correspondence should be sent from this address. Councillors should not use their personal email address in relation to their councillor role. These email addresses are in addition to the generic town council email address of admin@lowestofttowncouncil.gov.uk

1.2 Sending offensive emails, such as racist or sexist emails, will never be tolerated and may be subject to report under the Code of Conduct to the Monitoring Officer.

1.3 Dealing with excessive amounts of email can hinder productivity, therefore caution must be exercised. Only relevant emails should be sent and you should not automatically send or forward all messages to long circulation lists.

1.4 A wrongly delivered message must be redirected correctly and any confidential information contained within such a message must not be used or disclosed.

1.5 Although email communications have the same apparent informality as using the telephone, they also have the permanence of written communications and, as such, care should be taken to ensure that they meet the same standards as other published documents. All communications sent on Town Council email are subject to Freedom of Information disclosure requests.

1.6 Laws which apply to written documents also apply to email and therefore, care must be taken to avoid making inaccurate or defamatory statements. Emails must be composed and sent responsibly, and you should seek advice before sending a message if there is any doubt about its contents.

2.0 Online Journals, Blogs, YouTube, Facebook, Twitter etc

Please also refer to the Town Council's Social Media Policy and Media Policy

2.1 You must never represent your personal views as being those of the Town Council. Please make sure that any personal views expressed are your own.

2.2 If you identify yourself online as being connected with the Town Council, then any online input is indirectly linked to the Town Council. Councillors should therefore have regard to the Code of Conduct.

2.3 The Town Council reserves the right to request you remove or amend any references to the Town Council from all your online posts or comments.

2.4 Similarly if Town Council confidential information is published online by a Councillor this may be subject to a Code of Conduct complaint.

2.5 On leaving the Town Council for whatsoever reason, you must immediately update any internet profiles to reflect this change.

2.6 These obligations continue without limit in time and may be enforced via the courts if applicable.

3.0 Data Protection Act

3.1 At all times using email or the internet, you must be fully aware of your responsibilities under the Data Protection Act 2018 and the statutory right of others to request information either by subject access requests or Freedom of Information requests.

4.0 Backup Policy

4.1 The Town Council's IT Network is backed-up daily and this is controlled by Cloudy IT Services.

5.0 Software

5.1 The software used or developed by the Town Council is confidential and must at no time be used for any purpose other than that for which it is licensed or for which it is authorised to be used by the Town Council, nor removed from the Town Council's premises.

5.2 Viruses, worms and other malicious software (typically introduced through email or infected files) are a significant threat to computer security throughout an organisation. Therefore, every precaution must be taken when using email and/or downloading software.

5.3 You must notify the Town Clerk without delay if your virus protection software notifies you that a virus has been found

5.4 Never load software (this includes illegal or free software) onto any computer belonging to the Town Council without permission of the Town Clerk.

6.0 Security

6.1 You must adhere to the Town Council's password regulations. You must never provide inappropriate access to Town Council/work-related passwords to any other individual.

6.2 You are also responsible for the security of your allocated device and you must ensure that it is not used by unauthorised people.

6.3 If you are provided with use of a device, it is considered of the utmost importance that you ensure there is appropriate and sufficient security of any sensitive or confidential data.

6.4 Councillors should not download any Town Council or Town Council related data on to any removable storage device without prior agreement with the Town Clerk.

7.0 Monitoring

7.1 The email system and Internet are available for communications directly concerned with the business of this organisation. The Town Council reserves the right to intercept, monitor and view all data sent or received electronically by you, whether internally or externally, and all Internet sites accessed by you using computer equipment or other property owned by the Town Council. This monitoring would include any information you might consider to be private and personal but has involved the Town Council's IT facilities.

8.0 Unauthorised use of IT

8.1 Any unauthorised use of email, Internet or the IT systems or breach of this policy may be subject to a Code of Conduct complaint.

8.2 By way of example only, the Town Council will take appropriate action to prevent the use of the system for any of the following. This list is not exhaustive:

- Accessing, sending and/or downloading offensive, obscene, pornographic or indecent material, or even visiting such websites, is forbidden;
- Posting confidential or unreasonable information about employees, the Town Council or its customers or suppliers or members of the public, whether this is undertaken from the office or on another IT/phone system.
- Any message that could constitute bullying or harassment;
- Accessing, sending and/or downloading discriminatory material or anything that would breach the terms of the equal opportunities policy;
- Downloading or distributing copyright information and/or any other unlicensed software;

9.0 Ownership and Term of Office (councillors)

9.1 Councillors are required to use a Town Council owned laptop as part of their tenure and Councillor will be required to complete a Laptop Acceptance Form.

9.2 On resignation of a Councillor, end of term of office or at any point by request of the Town Clerk, the councillor must return any IT equipment, software and related accessories. Should a Councillor who reached end of term of office stand for co-option, such as in the case of vacancies after a normal election, then the equipment shall be retained by the office but the emails and contents on the device shall not be wiped until the outcome of the co-option is known.

9.3 All IT equipment, software, data, related contracts and accessories, provided by the Town Council, remains the property of the Town Council. All data contained on any IT equipment is the property of the Town Council and the Town Council reserves the right to own, control and interrogate that data.

10.0 Data Protection and Security

10.1 All devices must be encrypted and protected. This will be managed centrally by Town Council's IT provider.

10.2 The device will be for Lowestoft Town Council purposes only. Do not set up your personal email address, or any other email accounts, on this device.

10.3 Do not link up, download or otherwise access personal third-party apps or services, including on-demand TV and other media streaming services

10.4 You will be required to set a password to access the device. You will receive a prompt periodically to change their password, in line with the Town Council's security measures via the IT provider.

10.5 The password must be unique and must not be recorded. If a password is forgotten please contact a member of staff.

10.6 You must not jailbreak your device (modify or remove restrictions to allow access to restricted sites or the downloading of prohibited software), or otherwise hack or tamper with it.

11.0 Lost, Damaged or Stolen Devices

11.1 If your device is lost or has been stolen, report it to a member of staff immediately.

11.2 Upon receipt of a report of a lost or stolen device, staff will arrange for that device to be remotely wiped immediately, to avoid a data breach.

11.3 If your device has become damaged, report it to a member of staff and hand the device in to the office.

11.4 You must not carry out repairs to your device.

11.5 You must not solicit any individual or company to repair your device on your behalf.

Revisions	
Date	**Amendment**
February 2021	Incorporated the Secure Use of USB Memory Sticks Policy (previously standalone policy)

Lowestoft Town Council
IT Policy

June 2021	Changed name from IT, Internet, Social Media, Email and Secure Use of USB Memory Sticks Policy to IT Policy.
June 2021	Incorporated the Tablet Policy (previously standalone policy)
August 2021	Added Code of Conduct to item 22.
November 2022	Policy significantly amended as Councillors are now using LTC owned laptops
May 2024	Policy significantly amended to remove reference to staff as this will be covered in the new Staff Handbook
September 2025	Added point 11.2 (immediate wiping of a device upon receipt of it being lost or stolen)