

Company registration number 07956473 (England and Wales)

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

(A COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2023

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

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THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

REFERENCE AND ADMINISTRATIVE DETAILS

Members

Mr H Mahomed
Mr A Patel
Ms B Daykin

Trustees

Mr A A Chohan (Chair)
Mr I I Bhika
Mrs T Patel (Vice Chair)
Mr C D Mole
Ms L McCaffrey
Mr M Sardar (Parent) (Appointed 27 April 2023)
Mrs M Chauhan (Appointed 12 December 2022)
Mrs N Valli (Appointed 27 April 2023)

Senior management team

- Interim Executive Principal	Mr H Asghar
- Acting Head of School	Mrs Z Patel
- School Business Manager (CFO)	Mr A R Musa
- SEN&D Coordinator / Assistant Principal	Ms N Chippendale
- Assistant Principal	Mr H Neville

Company registration number

07956473 (England and Wales)

Registered office

Adelaide Street
Bolton
BL3 3NY

Independent auditor

MHA Moore and Smalley
Richard House
9 Winckley Square
Preston
PR1 3HP

Bankers

Lloyds Bank Plc
9 Hotel Street
Bolton
BL1 1DB

Solicitors

Hill Dickinson LLP
No. 1 St. Paul's Square
Liverpool
L3 9SJ

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2023

The Trustees present their annual report together with the audited financial statements of the School for the year ended 31 August 2023. The Olive Tree Primary School officially opened on 12 September 2013, these accounts represent the tenth full year of trading.

The annual report serves the purposes of both a trustees' report and a directors' report under company law.

The school operates as an academy for pupils aged 4 to 11 serving a catchment area in Daubhill, Bolton. It has a pupil capacity of 420 and had a roll of 420 in the school census on 6 October 2022.

The principal objective and activity of the Charitable Company is the operation of a free school to provide education for pupils of mixed abilities between the ages of 4 and 11 serving a catchment area in Daubhill, Bolton. In accordance with the articles of association the Charitable Company has adopted a "Scheme of Government" approved by the Secretary of State for Education. The Scheme of Government specifies, amongst other things, the basis for admitting pupils to the School, the catchment area from which the pupils are drawn, and that the curriculum should comply with the substance of the national curriculum.

Structure, governance and management

Constitution

The Free School ("School") is a company limited by guarantee and an exempt charity and was incorporated on 20 February 2012. The Charitable Company's memorandum and articles of association are the primary governing documents of the School. This is alongside the Funding Agreement.

This Report and the Accounts reflect the activities of the School during the year and the Trustees, as listed on page 1, had responsibility for governance during the year. The Trustees act as the trustees for the charitable activities of the School and are also the directors of the Charitable Company for the purposes of company law. The Charitable Company is known as 'The Olive Tree Primary School Bolton Limited' and is also referred to in the accounts as 'The Olive Tree Primary School'.

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 £1, for the debts and liabilities contracted before they ceased to be a member.

Trustees' indemnities

The School has opted into the ESFA Risk Protection Arrangement (RPA) to protect Trustees and Officers from claims arising in connection with School business. The RPA provides cover of up to £5m on any one claim and has been in place from 1 September 2014.

Method of recruitment and appointment or election of trustees

The Trustees are appointed by the following:

- Trustees elected by parents
- Trustees elected by Trustees/Members

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Policies and procedures adopted for the induction and training of trustees

All Trustees are provided with copies of the DfE Handbook for Trustees, the Academy Trust Handbook, the competency framework for governance, and 'Conflicts of Interest: A guide for charity trustees (CC29)' on appointment. Induction training is done both in-house using the skills set of the Board of Trustees and in partnership with external partners approved by the DfE. Additional training is available through Bolton Council Governor Services or any other accredited organisation as identified through the skills audit and in line with the training development plan.

The Olive Tree Primary School's intention is to develop in an intelligent and principled way – acting on the basis of good evidence and sound judgement.

Effective Governance is critical to the success of the School. It is reliant upon a strong professional working relationship between Trustees and the Senior Leadership Team where both parties know and understand both the extent and limits of their respective roles, responsibilities and accountabilities. In essence the Board of Trustees is responsible for:

- Establishing the vision and ethos of the School
- Setting the strategic direction of the School
- Promoting high standards and children's well-being
- Approving the budget so as to achieve value for money
- Approving the staffing structure
- Ensuring the quality of provision
- Managing resources
- Assessing and managing risks
- Ensure sound management and administration

Organisational structure

With effect from 1 September 2013, the Board of Trustees has governed the School. The organisational structure of the School consists of 3 levels: Members, Board of Trustees and Senior Leadership team. In order to realise its ambitions for growth, the Board of Trustees reconfigured the Senior Leadership Team structure to comprise of an Interim Executive Principal - to lead on the academy strategy and an Acting Head of School – to lead on the operational management of the Trust's school. This change to the organisation structure has initially been agreed by The Board of Trustees for a period of two years.

The School has a Scheme of Delegation, and a Financial Scheme of Delegation and Authorities that sit alongside the Financial Procedures & Policy Manual, which details the levels of responsibility for the setting of the School's annual budget and its subsequent management and monitoring.

The Board of Trustees is responsible for setting general policies, adopting a school improvement plan, approving the annual budget, monitoring the School's performance, making major policy decisions and appointing senior staff.

During the year the Senior Leadership Team comprised the following:

- Interim Executive Principal – Mr H Asghar
- Acting Head of School - Mrs Z Patel
- School Business Manager – Mr A Musa
- Designated Safeguarding Lead and SEN&D Coordinator - Ms N Chippendale
- Assistant Principal - Mr H Neville

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Arrangements for setting pay and remuneration of key management personnel

The Board of Trustees monitors and manages the performance of the Interim Executive Principal and Acting Head of School on an annual basis. The task of conducting these appraisals, including the setting of objectives, is supported by an external education consultant. Prior to the start of each appraisal period, the Board of Trustees informs the Interim Executive Principal and Acting Head of School of the standards against which their performance in that appraisal period will be assessed and sets objectives for that appraisal period. The same process is followed for other key personnel, however the appraisals are mainly completed by the Acting Head of School with support from the school's leadership team.

Related parties and other connected charities and organisations

The chair of the Board of Trustees works in the field of educational technology and is also married to a member of the school's senior leadership team. Consequently, all decisions relating to these two aspects of trust business are managed by the Board through the exclusion of the chair - in line with the trust's conflict of interest policy.

Objectives and activities

Objects and aims

The Olive Tree Primary School opened as Bolton's first Free School in September 2013, and continues to be highly popular with parents with a waiting list being maintained by Bolton Council. We provide all pupils in our care with a 'Good' education and promote excellence in all aspects of school life as confirmed by Ofsted in February 2020. A section 48 Ofsted Inspection in April 2017 confirmed that the school was outstanding in all areas. We endeavour to ensure that all pupils in our care develop into confident individuals, responsible citizens and successful learners. School leadership, teachers, support staff, together with parents, ensure:

- Pupils are provided with an inspirational education and a plethora of experiences during their learning journey;
- Staff and pupils are dedicated to excellence and do not settle for anything less, so they are equipped with a toolkit of skills and knowledge that will serve them through their lives;
- Diversity is welcomed through an atmosphere of mutual respect, motivation and warmth, which is prevalent across the school;
- Personalised Learning and Success - An understanding that every individual is unique and special, the school nurtures, supports and develops individuals using the latest in technology to achieve and succeed.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Objectives, strategies and activities

The aim and vision of the Board of Trustees is to support the school's 'Believe You Can' mission statement, always acting in the best interest of the children, providing appropriate support and challenge. It is the intention of the Board to develop the use of leading technologies in teaching and learning, growing the organisation and becoming a global leader in education.

The school has an Islamic religious character inspired by the origins of the Muslim faith. Through the values of Islam, we develop the core universal principles of equality, fairness, peace, compassion, trust and respect for all people through the school ethos, and a belief that we are all part of, and are contributing to, something far greater than ourselves. Our values complement promotion of the fundamental British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. These values are evident in the behaviour and relationships between all pupils, staff and wider stakeholders in the school.

The school promotes mutual respect between pupils, building self-confidence in each child and creating an atmosphere of collaborative learning and a reflective community with strong values underpinned by the teachings of the Islamic faith.

Striving for the highest possible standards of attainment sits comfortably alongside this ethos of mutual support and understanding. Relationships are characterised by self-confidence and mutual respect.

As part of its strategic activity the Board of Trustees instigated a review of its vision, mission and values for completion by the end of this academic year. This was accompanied by an external review of governance and the formulation of a comprehensive Trust growth plan which is intended to take full effect from the start of the next academic year.

Public benefit

The trustees are aware of the Charity Commission guidance on providing public benefit and have had due regard to this in exercising their duties during the year. The School is fully committed to being a community hub and engages with the diverse community around the School to continuously develop year on year.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Strategic report

Achievements and performance

Despite the ongoing legacy of the COVID-19 pandemic, the school ensured a robust improvement plan was in place in order to recover from its effects, enabling pupils to catch up lost learning and for the school to maintain and demonstrate strong performance by the end of the academic year.

Ongoing professional development of the school's leadership team ensured leaders at every level received high quality leadership development opportunities to extend their understanding and leadership impact of whole school improvement initiatives – with a particular emphasis on instructional leadership. This was accompanied by a focussed schedule of professional development opportunities for all other staff and thus ensured a concerted effort towards achieving key improvement priorities. For this year these consisted of:

- Priority 1: To strengthen the quality of teaching through coaching, collaborative and innovative practice (lesson study).
- Priority 2: To strengthen learning provision for more able and disadvantaged pupils, including those with SEND.
- Priority 3: To strengthen curriculum leadership across the school with a particular focus on art, design technology, performing arts and history.
- Priority 4: To continue to develop the curricula for character and religious education to increase their impact on the social, moral, cultural and spiritual development of pupils.
- Priority 5: To strengthen leadership of our early years provision so that the quality of education provided is exceptional.

Priority 1 involved continued work with the Teacher Development Trust (TDT) and Interim Executive Principal to support middle and senior leaders in developing their coaching practice across school. In order to ensure long term sustainability, a decision was made to allocate responsibility for leading on coaching and professional development to a member of the middle leadership team from the start of the next academic year. This demonstrates an excellent milestone for the school in terms of increased leadership capacity in this regard.

Priority 2 saw the school's SENDCo and Assistant Principal for teaching and learning working together in partnership to support both teaching staff and support staff in developing their teaching practice further. Emphasis was placed upon implementing research-based strategies from the Education Endowment Foundation. The monitoring of these through internal quality assurance confirmed the positive impact on pupils' learning by the end of the academic year.

Priority 3 showed considerable impact with the school's Interim Executive Principal and an external school improvement consultant providing focused CPD to the school's teachers (subject leaders) in order to develop their understanding of curriculum leadership. Subject leaders were provided with opportunities to observe lessons, review books, planning, summative assessments and pupil conferencing in a supported capacity. Subsequent external quality assurance showed an increase in the leadership of their subject areas in terms of curriculum content, implementation and impact.

Priority 4 consisted of the school's curriculum leads for character and religious education continuing to provide focussed support to teachers in order to enhance the delivery of their respective subjects and thus secure improvements in pupils' learning. The successful implementation of electronic learning portfolios for pupils to collate their learning was seen to be an excellent medium to develop their understanding of resilience and problem solving and a whole-school event was held to showcase pupils' learning and reward them for their achievements.

Priority 5 was addressed through the input of an experienced early years professional who worked in partnership with the school's early years lead to refine the curriculum and daily routines and teaching strategies. In doing so, the school was able to successfully implement a purposeful curriculum that was effectively delivered in order to secure strong learning outcomes for its youngest pupils by the end of their first year in Reception.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Along with the positive outcomes resulting from the school's improvement priorities, the academic year saw a number of other successes as follows:

- A recruitment campaign to encourage pupils with taking up key roles in pupil leadership to support the smooth running of the school;
- The further deployment of the school's Junior Leadership Team, from its pupil population, with the remit of liaising with pupils across school to pursue issues or topics of debate in order to improve aspects of school life;
- The celebration of pupils' learning through a beautifully delivered nasheed concert which was well-attended by parents, carers and other external visitors;
- The annual Ramadhan good deeds competition - which encouraged pupils to complete a daily good deed throughout the month of Ramadhan;
- The establishment of a parent forum to increase parental engagement and encourage contributions for the smooth-running of the school;
- The completion of an external audit of the school's safeguarding provision to affirm the school's commitment towards ensuring a strong culture of safeguarding;
- The celebration of learning through a whole-school exhibition which was excellently attended by parents, carers and external visitors;
- The successful implementation of the 'Riveting Readers' scheme – with the intention of encouraging a love of reading amongst the school's pupils;
- Reaffirmation of the school's designation as a regional training centre (RTC) for the use of Apple technology in order to amplify learning.

The school continued to utilise virtual means to successfully collaborate with a number of schools – locally, nationally and internationally - in order to develop and share good practice through the school's designation as an 'Apple Distinguished School' and Regional Training Centre for Apple's educational division. The school also continued to work in partnership with other academy trusts to deliver initial teacher training (Teach Northwest partnership) and the National Professional Qualifications for school leaders. Additionally, in order to develop its research-based practice in teaching and learning, the school became recognised as a 'laboratory' school through its partnership with University of Bolton. This partnership will be strengthened further throughout the academic year 2023-24.

The continued response by the school to fulfil its vision of 'Believe You Can!' saw an ongoing emphasis on delivering additional school led tutoring sessions in reading, writing and maths to pupils with learning gaps on Friday afternoons. The positive effects of this were realised by parents, pupils and school staff alike and contributed to the school securing strong learning outcomes for its pupils at the end of the academic year – as outlined below (see section on 'key performance indicators').

Key performance indicators

Performance at the end of Reception:

At 78%, the proportion of pupils achieving the Early Years Foundation Stage (EYFS) Good Level of Development (GLD) represents strong achievement, given the challenges faced by this cohort of pupils in terms of them being unable to fully access pre-school / nursery due to COVID-19 prior to arriving at The Olive Tree Primary School.

Performance in phonics at the end of Year 1 (Y1):

Pupils' achievement of the Y1 Phonics Screen Check (PSC) showed that 88% of Y1 pupils passed the PSC. This was above the national average for 2023 (79%) and a clear indication of the positive impact of the school's efforts to strengthen pupils' early reading through its delivery of a robust phonics teaching programme.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Performance in reading, writing and maths at the end of Year 2 (Y2):

Despite the challenges of COVID-19, whereby such young pupils missed large amounts of face-to-face teaching in the previous years, this cohort concluded the year with strong results with 80% of pupils achieving the expected standard in reading, 80% in writing and 80% in maths. This was above the national average for 2023 and a clear indication of the positive impact of the school's efforts to strengthen pupils' learning through strong teaching practice.

Performance in reading, writing and maths at the end of Year 6 (Y6):

The excellent achievement data for this year group was a clear demonstration of the positive impact of the improvements the school has made since it completed its first year of KS2 SATs at the end of 2019. Staff and pupils worked relentlessly to ensure year 6 pupils were equipped with the knowledge and skills needed to make a successful transition to secondary school.

Consequently, 73% of pupils achieved the expected standard in reading (in line with national average of 73%), 70% of pupils achieved the expected standard in writing (compared to 71% nationally) and 77% of pupils achieved the expected standard in maths (compared to 73% nationally). As a composite figure, this represents fantastic achievement with 63% achieving the expected standard when combined for reading, writing and maths – in comparison to 59% nationally. This is an excellent testimony to the school's focused, evidence-based teaching approach which is further amplified and supported through a strong infrastructure of educational technology.

Going concern

After making appropriate enquiries, the board of trustees has a reasonable expectation that the school has adequate resources to continue in operational existence for the foreseeable future. For this reason, the board of trustees continues to adopt the going concern basis in preparing the accounts. Further details regarding the adoption of the going concern basis can be found in the Statement of Accounting Policies.

Financial review

The school's total incoming resources during the year were £2,511,790 (2022: £2,314,181). The majority of the school's income derives from central government funding via the Education & Skills Funding Agency, in the form of current grants. Total funding received for the school's educational operations in the period was £2,463,943 (2022: £2,287,645). Capital grants of £27,090 (2022: £8,691) were received in the year.

Total outgoing resources for the year were £2,701,514 (2022: £2,571,513). The excess of expenditure over income was £189,724 (2022: £257,332).

At the year end the School's total reserves were £3,551,674 (2022: £3,676,398) of which £nil (2022: £nil) was unrestricted, £1,252,371 (2022: £1,295,382) was general restricted and £2,299,303 (2022: £2,381,016) represented restricted fixed asset funds. The general restricted funds are stated net of the Local Government Pension Scheme of which was restricted to £nil this year (2022: deficit of £54,000). The school does not have an obligation to settle any liability immediately and there are no indications that any liability will crystallise in the foreseeable future. Parliament has agreed, at the request of the Secretary of State for Education, to guarantee that, in the event of the Trust closing, outstanding local government pension scheme liabilities would be met by the Department for Education.

At the year end all assets shown in the accounts are to be used exclusively for providing education and associated support services to pupils of the School.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Reserves policy

When considering an appropriate level of reserves, the Trust Board takes into consideration:

- The strategic objectives of the Trust;
- the risk of any potential unforeseen emergency or other unexpected need for funds;
- a fall or rise in sources of income;
- planned commitments, or designations, that cannot be met by future income alone, for example plans for a major capital project;
- the need to fund potential deficits in a cash budget, for example money may need to be spent before funding is received; and
- the full range of financial risks as identified in the Trust risk register.

At 31 August the School held the following reserves.

	2023
Total reserves	3,551,674
Add back Pension reserve	-
Less reserves attributable to Fixed assets	<u>(2,299,303)</u>
Unrestricted and general restricted funds	1,252,371
Less restricted general funds	<u>(1,252,371)</u>
Free reserves	<u>-</u>

In order to bring the reserves in line with the Trust Reserves Policy, the Trustees continually review financial and educational KPIs to ensure allocated funding is used for the full benefit of current pupils as per Department for Education expectation and inform future strategic decision making.

The Trust reviews the level of reserves throughout the year as part of the monthly management. accounts reporting suite.

Investment policy

The Trust investment objectives are:

- to achieve best financial return available whilst ensuring that security of deposits takes precedence over revenue maximisation.
- Only invest funds surplus to operational need based on all financial commitments being met without any of the Academy bank account going overdrawn.
- By complying with this policy, all investment decisions should be exercised with care and skill and consequently be in the best interests of the Academy, commanding broad public support.

Investment risk is managed through asset class selection and diversification to ensure that security of deposits takes precedence over revenue maximisation. For selection, assets are only considered with banking institutions which have credit ratings assessed by Fitch and/or Moody to show good credit quality.

Decisions on how much to invest and how long to invest for, is based on operational requirements, demonstrated by cash flow forecasts.

Investments for a fixed term do not normally exceed one year in order to provide flexibility for the following year's plans unless a clear rationale is provided for exceeding one year to the benefit of the Academy.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Principal risks and uncertainties

The Board of Trustees review on an on-going basis strategic/reputational, financial, compliance and operational and safeguarding risks as part of the risk register review. Three independent internal scrutiny visits were undertaken during the year and no areas of major concern were identified. Further details can be found in the Trust Risk Management Strategy.

The internal financial systems are based on the Academies Trust Handbook and are documented in The Finance Policy & Procedures Manual. The systems are based on a framework of segregation of duties, schemes of delegation that include authorisation and approval. Financial management information is relevant, timely and accurate and seeks to minimise risks by consistently applying current circumstances to future years attempting to forecast ahead.

Further details can be found in the Trust Finance Policy & Procedures Manual.

Financial and Risk Management Objectives and Policies

In the year ended 31 August 2023, the objective was to ensure the academy policies and procedures were robust and consistent with the Academy Trust handbook to ensure continued day to day financial control and management of both revenue and capital.

Fundraising

The Trust does not use any external fundraisers. All fundraising activity undertaken during the year is monitored by the Trustees and is usually limited to raising of funds via cake sales by pupils and a summer fair supported by staff and volunteers. No such activity took place during the financial year.

Plans for future periods

School Improvement Priorities

The school has a yearly development plan that sets the strategic direction and focus of The Olive Tree Primary School. This is reviewed and rolled forward annually as part of the monitoring and evaluation cycle.

For the financial year 2023-24, the trust's school will be focusing on the following school improvement priorities:

- **Priority 1:** To strengthen the quality of teaching through coaching, collaborative and innovative practice (lesson study);
- **Priority 2:** To strengthen learning provision for more able and disadvantaged pupils, including those with SEND;
- **Priority 3:** To strengthen outcomes for pupils in writing across school;
- **Priority 4:** To strengthen curriculum leadership in Geography, History and Modern foreign Languages (Arabic) across the school.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Auditor

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

A resolution proposing that MHA Moore and Smalley be reappointed as auditor of the charitable company will be put to the members.

The trustees' report, incorporating a strategic report, was approved by order of the board of trustees, as the company directors, on 19/12/2023..... and signed on its behalf by:



.....

Mr A A Chohan
Chair

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

GOVERNANCE STATEMENT

FOR THE YEAR ENDED 31 AUGUST 2023

Scope of responsibility

As trustees, we acknowledge we have overall responsibility for ensuring that The Olive Tree Primary School Bolton Limited 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 organisational objectives, and can provide only reasonable and not absolute assurance against material misstatement or loss. The trustees have reviewed and taken account of the guidance in the DfE's Governance Handbook and competency framework for governance.

The board of trustees has delegated the day-to-day responsibility to the Interim Executive Principal, as accounting officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between The Olive Tree Primary School Bolton Limited and the Secretary of State for Education. The Interim Executive Principal is also responsible for reporting to the board of trustees any material weaknesses or breakdowns in internal control.

Governance

The information on governance included here supplements that described in the Trustees' Report. The board of trustees has formally met 4 times during the year for full board meetings. Attendance during the year at meetings of the board of trustees was as follows:

Trustees	Meetings attended	Out of possible
Mr A A Chohan (Chair)	3	4
Mr I I Bhika	3	4
Mrs T Patel (Vice Chair)	2	4
Mr C D Mole	2	4
Ms L McCaffrey	2	4
Mr M Sardar (Parent) (Appointed 27 April 2023)	2	3
Mrs M Chauhan (Appointed 12 December 2022)	2	2
Mrs N Valli (Appointed 27 April 2023)	1	1

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Key changes in the composition of the board of trustees

Following the resignation of three trustees due to a change in their personal circumstances at the end of the previous academic year, the Board actively sought to make appointments and was successful in recruiting two new trustees along with the reappointment of a parent trustee, following an open ballot process.

The coverage of the board's work

Trustees have continued to ensure School leaders are held accountable and provided critical friendship through various Board expertise ranging from teaching and learning, safeguarding and finance. The trust board has expertise in all the aforementioned areas.

Trustees have continued to focus on ensuring that the strategic direction of the trust has been in line with the national agenda and as such, made a decision to reconfigure the senior leadership team by designating the role of Interim Executive Principal to build the capacity for growth. In doing so, the school's Principal became the Interim Executive Principal and the Deputy Principal assumed the role of Acting Head of School for an initial period of up to two years. The Interim Executive Principal then worked in conjunction with the Board to review the trust's vision, mission and values and to draft a comprehensive plan outlining the trust's envisioned growth over the future years up until 2030. As part of the process, advice was sought from the trust's Education and Skills Funding Agency (ESFA) relationship manager along with input and advice from external consultants that work in the field of academy trust growth. As a follow up to the plan, it was agreed for the Interim Executive Principal to begin reaching out to schools in order to try and form partnerships from the start of the academic year 2023-24.

Through the termly meetings of the standards, safeguarding and inclusion committee, trustees focussed on holding the Acting Head of School to account for the educational performance of the school's pupils - with a particular emphasis on ensuring the leadership team of the school had in place a robust improvement plan to continue to deliver continuity of learning and enable pupils to 'catch up and keep up' following the disruption of the pandemic. The committee also provided strategic oversight in relation to the school's provision for SEND and safeguarding to ensure both functions remained effective.

The trust's finance, HR and buildings committee continued to provide the required oversight of the school's financial performance and compliance with a number of audit practices, that included: health and safety, risk management and the internal / external audit of trust financial management – thus ensuring compliance with the requirements of the ESFA and the academy trust handbook.

The trust's pay committee ensured its school's leadership team completed the effective performance management of its staff.

The board also supported the leadership team with a remodelling project of its staffing structure in order to meet budgetary constraints caused by increases to the utilities market and unfunded salary / pension increases.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

The board's performance, including assessment of its own effectiveness and any particular challenges that have arisen for the board

The board's annual skills audit showed a considerable amount of knowledge and skills to ensure the smooth-running of the trust. This was affirmed through the trust's external review of governance which concluded that the board has a varied and deep skill set.

Information about the quality of the data used by the board, and why the board finds it acceptable

The trust is using data supplied by the school leadership team. The quality of data is acceptable to the board as the school is using an external advisor to verify practice from a teaching and learning perspective.

The quality of financial data supplied by the CFO in the form of comprehensive monthly management accounts has been acceptable to the board. It has provided a snapshot of the financial health of the academy on a regular basis aiding the strategic financial decision making of the board of trustees.

External Auditors were approved, and an outline audit strategy was agreed by key board personnel. The audits have not highlighted any issues with respect to compliance with the Academy Trust Handbook, financial processes or data.

Termly facilities management and compliance updates in the form of a written report to the Board of Trustees has been acceptable to the board. The Board of Trustees is satisfied that the Trust land & buildings are managed effectively by the academy through a site inspection and service regime which is supported by the academy health & safety policy, an asset management plan, preventative maintenance schedule, and energy performance analytics, to ensure good estates management.

Conflicts of interest

In compliance with charity law and to ensure effective governance of the academy trust the Trustees have established a policy to manage conflicts of interests.

The trust is required to comply with the Academies Trust Handbook (ATH) and ensure it complies with the requirements around possible conflicts of interest and related party transactions are understood and managed. In short, the trust will take steps to ensure that those involved in the governance of the trust do not seek to personally benefit or provide services to the Trust without proper mechanisms for scrutiny by the governors (the directors and trustees of the academy trust company).

Declared interests are recorded in a register and updated annually.

Any conflict of interest which arises in the course of business is declared at the relevant meeting and recorded in the minutes.

The school declared a related party transaction at or below £20,000. The transaction was not subject to ESFA approval. The transaction was declared to the ESFA as the supplier is connected to a trustee who appoints trust members or trustees.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Governance reviews

The Board of Trustees are exploring the opportunity to become a Multi Academy Trust (MAT) with like-minded schools within a 15-mile radius, particularly those in areas of high need and commissioned J & G Marshall Ltd to support this process.

J & G Marshall Ltd was created to help schools understand the academy conversion process, and to help support schools navigate successfully and effectively through it.

The team at J & G Marshall Ltd all sit on Trust Boards and governing bodies. As a result, they see the process from the point of view of the schools, not the policy makers. They have a reputation of helping senior leaders to continue to focus on education outcomes, while they handle the tasks, paperwork and hurdles that can come with conversion.

The Growth Audit assessed the Trust against J & G Marshall Ltd's own experience of Multi Academy Trusts around growth:

1. Standards & Track Record
2. People & Leadership
3. Financial Sustainability
4. Vision & Growth Plan
5. Risk Management & Mitigation

They also assessed the Trust against the Academy Trust Handbook and the DfE's definition of a strong trust but also elements of the MAT Assurance Framework, namely:

1. Vision & Culture (Clarity of Purpose, Understanding of Needs and Leading a Culture of Improvement)
2. People & Partners (Building Capacity for Improvement, Recruiting, Developing and Retaining talent)
3. Governance Capability (Governance structures and skills, Capability to Refresh and Renew)

The overall assessment on conclusion of the growth audit was that:

- This Trust does not throw up any red-flags and it now needs to drive on, tighten some areas further and further define exactly who and what Olive Tree is. Olive Tree has had some turbulent years but is now moving forward positively. There are some very good skill sets and mindset across the Trust. This should continue with ongoing CPD for operational and strategic layers.
- Creating more robust School Improvement and Growth Plans will help enormously not only the Trust to focus but show a Regional Director just how strategic Olive Tree is. These will also show would-be joiner schools that OT is well placed for growth and generate robust conversations about creating a MAT. The Trust is preparing well for growth.
- We would strongly recommend the Trust to reconsider the exercise of becoming a Sponsor too early and before creating a robust enough platform – both in size and capacity – on which to build the MAT. Sponsorship could be used once a robust MAT platform is built with other Good and Outstanding schools. We simply recommend further consideration and a degree of caution.
- The use of Partnership Agreements could be used initially to help support due diligence and build relationships with potential partner schools.
- Mapping out Central Team Growth in conjunction with Trust growth will serve the Trust well and this should be done sooner rather than later.
- Seeking external support – such as this Growth Audit – will help build skill set and capacity moving forward so the Trust should consider what support will be needed over the coming year to ensure the build of the MAT is robust and thorough.
- The Trust should use the following question as a yardstick going from SAT to MAT: Can we upscale and up-skill our Mindset, Infrastructure, Processes and Systems to become a 10 school MAT or will we still be a Single Academy Trust but with partner schools?

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Review of value for money

As Accounting Officer the Interim Executive Principal has responsibility for ensuring the school 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.

As Accounting Officer the Interim Executive Principal has responsibility for ensuring the school 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 school'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 accounting officer for the school has delivered improved value for money during the year by:

- Membership of the Education & Skills Funding Agency (ESFA) Risk Protection Arrangement (RPA) – which continues to deliver substantial cost savings on insurance(s);
- A robust cycle of review and evaluation of all annual Service Level Agreements, supported by robust renegotiation and use of established DfE approved frameworks continues to ensure value for money.
- The ongoing review of staffing arrangements to ensure a balance between the school's operational requirements and the designated budget.
- Adherence to the school's financial procedures and schemes of delegation – which ensure due considerations regarding procurement decisions to secure value for money.

The school undertakes ongoing benchmarking exercises utilising the View My Financial Insights (VMFI) tool to compare itself against schools of a similar size and pupil intake. The exercise ensures that the school's income and expenditure are similar to that in the sample size.

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 on-going process designed to identify and prioritise the risks to the achievement of school 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 Olive Tree Primary School Bolton Limited for the period 1 September 2022 to 31 August 2023 and has been further developed up to the date of approval of the annual report and financial statements.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Capacity to handle risk

Since its appointment, the Board of Trustees has reviewed the key risks to which the school is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The board of trustees is of the view that there is now a formal ongoing process for identifying, evaluating and managing the academy trust's school's significant risks that have been in place for the period 1 September 2022 to 31 August 2023 and up to date of approval of the annual report and financial statements. This process is regularly reviewed by the board of trustees.

The Trust has a Risk Register that is updated on a regular basis and presented to the Trustees. The main areas of Risk identified are :-

Finance - Adverse impact on the Trust's capacity to offer a high-quality education as a result of reduced funding nationally which in turn would lead to a reduction in academy funding.

Finance – Inability of the Trust to manage the reserves properly, by either allowing reserve balances to fall too low, potentially compromising delivery of educational outcomes, or allowing reserve balances to be too high indicating a lack of effective resource planning and poorer educational outcomes than otherwise could have been achieved.

Finance – Current & future volatility in global energy markets, impacting on financial planning. A reduction in resources available to the Trust as a result of increased expenditure on energy impacting teaching & learning, and limiting the school's ambitions for growth.

Business – Disruption to the provision of effective education, and/or damage to Trust assets as a result of a natural disaster, including pandemic, fire, flood or earthquake.

The risk register rates from 1 to 5 in terms of the likelihood of occurring and the impact, resulting in a response of Treat, Transfer or Tolerate. Existing controls are detailed and further actions to be taken if necessary are explained. High Risks account for 18.2% of total risks, and the trust's external review of governance concluded this is a good balance, stating:

'Olive Tree's Risk Register is a very good example of recognising and mitigating risk.'

The risk and control framework

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

- comprehensive budgeting and monitoring systems with an annual budget and the preparation and presentation of monthly management accounts which are reviewed and agreed by the chair of the board of trustees and the Finance, HR, and Buildings committee;
- regular reviews by the finance committee of reports which indicate financial performance against the forecasts and of major purchase plans, capital works and expenditure programmes;
- setting targets to measure financial and other performance;
- clearly defined purchasing (asset purchase or capital investment) guidelines;
- delegation of authority and segregation of duties;
- identification and management of risks.

The board of trustees has decided:

- to employ Haines Watts Chartered Accountants as internal auditor

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

The internal auditor's role includes giving advice on financial and other matters and performing a range of checks on the academy trust's financial and other systems. During the financial year the internal scrutiny programme comprised of 3 termly formal reviews of the processes and procedures to validate:

- that the necessary processes and procedures exist
- the processes and procedures are adhered to
- the School conforms to the Academy Trust Handbook
- that the School is achieving value for money and follows the seven principles of public life
- that there is openness and transparency
- that fraud prevention is in place
- the School benchmarks itself against other educational establishments

The Internal Auditors specifically review:

- expenditure systems and controls
- purchasing
- bank systems and controls
- governance and compliance
- income systems and controls
- payroll systems and controls
- management information
- fixed assets system and controls
- academy website
- risk management

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 and annually prepares an annual 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 the principal has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

- Reports from the School Business Manager
- The Financial Procedures & Policy Manual
- Termly internal scrutiny reports from Haines Watts
- The external audit
- Financial Management and Governance Self Evaluation
- Benchmarking Report

In the event any improvement areas are identified as a result of these mechanisms, they are addressed immediately through a review of the relevant processes which ensure continuous improvement of the systems in place.

Approved by order of the board of trustees on 19/12/2023 and signed on its behalf by:



Mr A A Chohan
Chair

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

STATEMENT OF REGULARITY, PROPRIETY AND COMPLIANCE

FOR THE YEAR ENDED 31 AUGUST 2023

As accounting officer of The Olive Tree Primary School Bolton Limited, I have considered my responsibility to notify the school board of trustees and the Education and Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance with terms and conditions of all funding received by the school, including for estates safety and management, under the funding agreement in place between the school and the Secretary of State for Education. As part of my consideration, I have had due regard to the requirements of the Academy trust handbook 2022. including responsibilities for estates safety and management.

I confirm that I and the school's board of trustees are able to identify any material irregular or improper use of funds by the school, or material non-compliance with the terms and conditions of funding under the school's funding agreement and the Academies Financial Handbook 2022.

I confirm that no instances of material irregularity, impropriety or funding non-compliance have been discovered during the year ended 31 August 2023. If any instances are identified after the date of this statement, these will be notified to the board of trustees and ESFA.



Mr H Asghar
Accounting Officer

19/12/2023
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THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 AUGUST 2023

The trustees (who are also the directors of The Olive Tree Primary School Bolton Limited for the purposes of company law) are responsible for preparing the trustees' report and the accounts in accordance with the Academies Accounts Direction 2022 to 2023 published by the Education and Skills Funding Agency, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare accounts for each financial year. Under company law, the trustees must not approve the accounts 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 accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 and the Academies Accounts Direction 2022 to 2023;
- make judgements 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 accounts; and
- prepare the accounts 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 accounts 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 that grants received from ESFA/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 accounts may differ from legislation in other jurisdictions.

Approved by order of the members of the board of trustees on 19/12/2023 and signed on its behalf by:



Mr A A Chohan
Chair

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

FOR THE YEAR ENDED 31 AUGUST 2023

Opinion

We have audited the accounts of The Olive Tree Primary School Bolton Limited for the year ended 31 August 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the accounts, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice), the Charities SORP 2019 and the Academies Accounts Direction 2022 to 2023 issued by the Education and Skills Funding Agency.

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2023 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;
- have been prepared in accordance with the requirements of the Companies Act 2006; and
- have been prepared in accordance with the Charities SORP 2019 and the Academies Accounts Direction 2022 to 2023.

Basis for opinion

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

Conclusions relating to going concern

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 school'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.

Other information

The other information comprises the information included in the annual report other than the accounts and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the accounts 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 accounts 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 accounts 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.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Opinions 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 incorporated strategic report for the financial year for which the accounts are prepared is consistent with the accounts; and
- the trustees' report including the incorporated strategic report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the school and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report, including the incorporated 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 accounts 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 are responsible for the preparation of the accounts 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 accounts that are free from material misstatement, whether due to fraud or error. In preparing the accounts, the trustees are responsible for assessing the school'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 charitable company, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the accounts

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

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 specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud, are detailed below:

- Enquiries with management, including governors, about any known or suspected instances of non-compliance with laws and regulations and fraud;
- Reviewing minutes of meetings of those charged with governance;
- Reviewing internal audit reports;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Reviewing the systems for recording revenue and to ensure income has been recognised in the correct period;
- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Because of the field in which the client operates, we identified the following areas as those most likely to have a material impact on the financial statements: Health & Safety; compliance with the Academies Trust Handbook; safeguarding and child protection; employment law; data protection and compliance with the UK Companies Act.

Owing to the inherent limitations of an audit, there is an unavoidable risk that some material misstatements in the financial statements may not be detected, even though the audit is properly planned and performed in accordance with the ISAs (UK). For instance, the further removed non-compliance is from the events and transactions reflected in the financial statements, the less likely the auditor is to become aware of it or to recognize the non-compliance.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company'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 charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Nicola Mason

**Nicola Mason (Senior Statutory Auditor)
for and on behalf of MHA Moore and Smalley
Chartered Accountants
Statutory Auditor**

Richard House
9 Winckley Square
Preston
PR1 3HP

19/12/2023
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THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED AND THE EDUCATION AND SKILLS FUNDING AGENCY FOR THE YEAR ENDED 31 AUGUST 2023

In accordance with the terms of our engagement letter dated 19 November 2021 and further to the requirements of the Education and Skills Funding Agency (ESFA) as included in the Academies Accounts Direction 2022 to 2023, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by The Olive Tree Primary School Bolton Limited during the period 1 September 2022 to 31 August 2023 have been applied to the purposes identified by Parliament and the financial transactions conform to the authorities which govern them.

This report is made solely to The Olive Tree Primary School Bolton Limited and ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to the The Olive Tree Primary School Bolton Limited and ESFA 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 The Olive Tree Primary School Bolton Limited and ESFA, for our work, for this report, or for the conclusion we have formed.

Respective responsibilities of The Olive Tree Primary School Bolton Limited's accounting officer and the reporting accountant

The accounting officer is responsible, under the requirements of The Olive Tree Primary School Bolton Limited's funding agreement with the Secretary of State for Education dated 14 September 2012 and 13 August 2013 and the Academies Financial Handbook, extant from 1 September 2022, 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 Academies Accounts Direction 2022 to 2023. We report to you whether anything has come to our attention in carrying out our work which suggests that in all material respects, expenditure disbursed and income received during the period 1 September 2022 to 31 August 2023 have not been applied to purposes intended by Parliament or that the financial transactions do not conform to the authorities which govern them.

Approach

We conducted our engagement in accordance with the Framework and Guide for External Auditors and Reporting Accountant of Academy Trusts issued by ESFA. 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 school's income and expenditure.

We have undertaken testing as appropriate in line with the guidance included in Technical release 08/12AAF from the Institute of Chartered Accountants in England and Wales.

The work undertaken to draw our conclusion includes an evaluation of the control environment of the Academy together with enquiry, analytical review and substantive testing of transactions.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED AND THE EDUCATION AND SKILLS FUNDING AGENCY (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Conclusion

In the course of our work, nothing has come to our attention which suggests that in all material respects the expenditure disbursed and income received during the period 1 September 2022 to 31 August 2023 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

MHA Moore and Smalley

Reporting Accountant MHA Moore and Smalley

Richard House
9 Winckley Square
Preston
PR1 3HP

19/12/2023
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THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2023

	Notes	Unrestricted funds £	Restricted general funds £	Restricted fixed asset funds £	Total 2023 £	Total 2022 £
Income and endowments from:						
Donations and capital grants	3	8,351	-	27,090	35,441	16,969
Charitable activities:						
- Funding for educational operations	4	21,833	2,442,110	-	2,463,943	2,287,645
Other trading activities	5	12,257	-	-	12,257	9,415
Investments	6	149	-	-	149	152
Total		<u>42,590</u>	<u>2,442,110</u>	<u>27,090</u>	<u>2,511,790</u>	<u>2,314,181</u>
Expenditure on:						
Charitable activities:						
- Educational operations	8	42,590	2,500,748	158,176	2,701,514	2,571,513
Total	7	<u>42,590</u>	<u>2,500,748</u>	<u>158,176</u>	<u>2,701,514</u>	<u>2,571,513</u>
Net expenditure		-	(58,638)	(131,086)	(189,724)	(257,332)
Transfers between funds	17	-	(49,373)	49,373	-	-
Other recognised gains/(losses)						
Actuarial gains on defined benefit pension schemes	19	-	65,000	-	65,000	604,000
Net movement in funds		-	(43,011)	(81,713)	(124,724)	346,668
Reconciliation of funds						
Total funds brought forward		-	1,295,382	2,381,016	3,676,398	3,329,730
Total funds carried forward	17	<u>-</u>	<u>1,252,371</u>	<u>2,299,303</u>	<u>3,551,674</u>	<u>3,676,398</u>


THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

BALANCE SHEET

AS AT 31 AUGUST 2023

	Notes	2023		2022	
		£	£	£	£
Fixed assets					
Tangible assets	13		2,296,413		2,374,757
Current assets					
Debtors	14	171,776		90,543	
Cash at bank and in hand		1,370,082		1,468,032	
		<u>1,541,858</u>		<u>1,558,575</u>	
Current liabilities					
Creditors: amounts falling due within one year	15	(286,597)		(202,934)	
Net current assets			1,255,261		1,355,641
Net assets excluding pension liability			3,551,674		3,730,398
Defined benefit pension scheme liability	19		-		(54,000)
Total net assets			<u>3,551,674</u>		<u>3,676,398</u>
Funds of the school:					
Restricted funds	17				
- Fixed asset funds			2,299,303		2,381,016
- Restricted income funds			1,252,371		1,349,382
- Pension reserve			-		(54,000)
Total restricted funds			<u>3,551,674</u>		<u>3,676,398</u>
Unrestricted income funds	17		-		-
Total funds			<u>3,551,674</u>		<u>3,676,398</u>

The accounts on pages 26 to 47 were approved by the trustees and authorised for issue on 19/12/2023 and are signed on their behalf by:


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Mr A A Chohan
Chair

Company registration number 07956473 (England and Wales)

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 AUGUST 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Net cash (used in)/provided by operating activities	20		(45,357)		116,910
Cash flows from investing activities					
Dividends, interest and rents from investments		149		152	
Capital grants from DfE Group		27,090		8,691	
Purchase of tangible fixed assets		(81,222)		(31,170)	
Proceeds from sale of tangible fixed assets		1,390		-	
Net cash used in investing activities			(52,593)		(22,327)
Net (decrease)/increase in cash and cash equivalents in the reporting period			(97,950)		94,583
Cash and cash equivalents at beginning of the year			1,468,032		1,373,449
Cash and cash equivalents at end of the year			<u>1,370,082</u>		<u>1,468,032</u>

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

A summary of the principal accounting policies adopted (which have been applied consistently, except where noted), judgements and key sources of estimation uncertainty, is set out below.

1.1 Basis of preparation

The accounts of the school, which is a public benefit entity under FRS 102, have been prepared under the historical 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 (FRS 102) (Charities SORP (FRS 102)), the Academies Accounts Direction 2022 to 2023 issued by ESFA, the Charities Act 2011 and the Companies Act 2006.

1.2 Going concern

The trustees assess whether the use of going concern is appropriate, ie whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charitable company 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 accounts and have concluded that the school has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the school's ability to continue as a going concern. Thus they continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Income

All incoming resources are recognised when the school 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 period for which it is receivable, and any abatement in respect of the period 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.

Sponsorship income

Sponsorship income provided to the school which amounts to a donation is recognised in the statement of financial activities in the period in which it is receivable (where there are no performance-related conditions), where the receipt is probable and it can be measured reliably.

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.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

(Continued)

Other income

Other income, including the hire of facilities, is recognised in the period it is receivable and to the extent the school has provided the goods or services.

Donated goods, facilities and services

Goods donated for resale are included at fair value, being the expected proceeds from sale less the expected costs of sale. If it is practical to assess the fair value at receipt, it is recognised in stock and 'Income from other trading activities'. Upon sale, the value of the stock is charged against 'Income from other trading activities' and the proceeds are recognised as 'Income from other trading activities'. Where it is impractical to fair value the items due to the volume of low value items they are not recognised in the accounts until they are sold. This income is recognised within 'Income from other trading activities'.

Donated fixed assets

Donated fixed assets are measured at fair value unless it is impractical to measure this reliably, in which case the cost of the item to the donor is used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset category and depreciated over the useful economic life in accordance with the school's accounting policies.

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 are allocated on the portion of the asset's use.

All resources expended are inclusive of irrecoverable VAT.

Expenditure on raising funds

This includes all expenditure incurred by the school 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 school's educational operations, including support costs and costs relating to the governance of the school apportioned to charitable activities.

1.5 Tangible fixed assets and depreciation

Assets costing £1,000 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. 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 such assets is charged to the restricted fixed asset fund in the statement of financial activities so as to reduce the fund over the useful economic life of the related asset on a basis consistent with the school's depreciation policy. Where tangible fixed assets have been acquired with unrestricted funds, depreciation on such assets is charged to the unrestricted fund.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

(Continued)

Depreciation is provided on all tangible fixed assets other than freehold land, at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life, as follows:

Short leasehold buildings	25 years from 1 September 2016
Computer equipment	3 years
Fixtures, fittings & equipment	5 years

Assets in the course of construction are included at cost. Depreciation on these assets is not charged until they are brought into use and reclassified to freehold or leasehold land and buildings.

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.

1.6 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 school anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods of services it must provide.

1.7 Leased assets

Rentals under operating leases are charged on a straight-line basis over the lease term.

1.8 Financial instruments

The school only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the school and their measurement basis are as follows.

Financial assets

Trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. 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. 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.

1.9 Taxation

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

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

(Continued)

1.10 Pensions benefits

Retirement benefits to employees of the school are provided by the Teachers' Pension Scheme ('TPS') and the Local Government Pension Scheme ('LGPS'). These are defined benefit schemes and the assets are held separately from those of the school.

The TPS is an unfunded scheme and contributions are calculated to spread the cost of pensions over employees' working lives with the school 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. The 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 are recognised in the period to which they relate.

The LGPS is a funded scheme and the assets are held separately from those of the school 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.

1.11 Fund accounting

Unrestricted income funds represent those resources which may be used towards meeting any of the charitable objects of the school at the discretion of the trustees.

Restricted fixed asset funds are resources which are to be applied to specific capital purposes imposed by the Education Funding Agency or other funders where the asset acquired or created is held for a specific purpose.

Restricted general funds comprise all other restricted funds received and include grants from the Education Funding Agency and other funders.

2 Critical accounting estimates and areas of judgement

Accounting estimates and judgements 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 school 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.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

2 Critical accounting estimates and areas of judgement

(Continued)

Useful economic life of tangible fixed assets

The useful economic life of tangible fixed assets is judged at the point of purchase.

A useful economic life of 25 years was applied to the long leasehold building which the School occupy, 3 years for computer equipment and 5 years for fixtures, fittings and equipment.

Impairment of fixed assets

At each balance sheet date, management undertake an assessment of the carrying value of tangible fixed assets to determine whether there is any indication that the value has been impaired. Where necessary, an impairment is recorded as an impairment loss.

Valuation of the Local Government Pension Scheme defined benefit liability

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 19, will impact the carrying amount of the pension liability. Furthermore a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2016 has been used by the actuary in valuing the pensions liability at 31 August 2023. 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.

Critical areas of judgement

Classification of finance and operating leases

At the inception of each lease, management undertake an assessment of the terms of the lease including the payments to be made over the life of the lease, the fair value of the asset subject to the lease, the length of the lease and whether the terms of the lease transfer substantially all of the risks and rewards of ownership.

Based on this assessment, management will determine whether the lease should be classified as a finance or operating lease.

3 Donations and capital grants

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Capital grants	-	27,090	27,090	8,691
Other donations	8,351	-	8,351	8,278
	<u>8,351</u>	<u>27,090</u>	<u>35,441</u>	<u>16,969</u>

The income from donations and capital grants was £35,441 (2022: £16,969) of which £8,351 was unrestricted (2022: £8,278) and £27,090 was restricted fixed assets (2022: £8,691).

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

4 Funding for the school's educational operations

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
DfE/ESFA grants				
General annual grant (GAG)	-	1,927,408	1,927,408	1,883,789
Other DfE/ESFA grants:				
- UIFSM	-	59,985	59,985	61,220
- Pupil premium	-	126,863	126,863	123,191
- Others	-	278,192	278,192	136,680
	-	2,392,448	2,392,448	2,204,880
Other government grants				
Local authority grants	-	49,662	49,662	59,636
Other incoming resources	21,833	-	21,833	23,129
Total funding	21,833	2,442,110	2,463,943	2,287,645

The income from funding for educational operations was £2,463,943 (2022: £2,287,645) of which £21,833 was unrestricted (2022: £23,129) and £2,442,110 was restricted (2022: £2,264,516).

5 Other trading activities

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Other income	12,257	-	12,257	9,415

The income from other trading activities was £12,257 (2022: £9,415) of which £12,257 was unrestricted (2022: £9,415).

6 Investment income

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Short term deposits	149	-	149	152

The income from funding for investment income was £149 (2022: £152) of which £149 was unrestricted (2022: £152).

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

7 Expenditure

	Staff costs £	Non-pay expenditure Premises £	Other £	Total 2023 £	Total 2022 £
Academy's educational operations					
- Direct costs	1,637,961	27,460	183,321	1,848,742	1,655,068
- Allocated support costs	251,404	435,056	166,312	852,772	916,445
	<u>1,889,365</u>	<u>462,516</u>	<u>349,633</u>	<u>2,701,514</u>	<u>2,571,513</u>

Net income/(expenditure) for the year includes:

	2023 £	2022 £
Operating lease rentals	147,814	72,085
Depreciation of tangible fixed assets	159,566	179,858
Gain on disposal of fixed assets	(1,390)	-
Fees payable to auditor for:		
- Audit	9,725	8,085
- Other services	3,465	2,980
Net interest on defined benefit pension liability	3,000	10,000
	<u>147,814</u>	<u>72,085</u>

8 Charitable activities

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Direct costs				
Educational operations	19,280	1,829,462	1,848,742	1,655,068
Support costs				
Educational operations	23,310	829,462	852,772	916,445
	<u>42,590</u>	<u>2,658,924</u>	<u>2,701,514</u>	<u>2,571,513</u>

The expenditure on charitable activities was £2,701,514 (2022: £2,571,513) of which £42,590 was unrestricted (2022: £40,974), £2,500,748 was restricted (2022: £2,350,681) and £158,176 was restricted fixed assets (2022: £179,858).

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

8 Charitable activities

(Continued)

	2023	2022
	£	£
Analysis of support costs		
Support staff costs	251,404	311,360
Depreciation	130,716	144,887
Premises costs	292,929	277,906
Legal costs	24,129	27,018
Other support costs	132,306	136,120
Governance costs	21,288	19,154
	<u>852,772</u>	<u>916,445</u>

9 Staff

Staff costs

Staff costs during the year were:

	2023	2022
	£	£
Wages and salaries	1,422,706	1,280,905
Social security costs	131,456	111,732
Pension costs	228,379	299,380
	<u>1,782,541</u>	<u>1,692,017</u>
Staff costs - employees	1,782,541	1,692,017
Agency staff costs	106,824	40,913
	<u>1,889,365</u>	<u>1,732,930</u>

Staff numbers

The average number of persons employed by the school during the year was as follows:

	2023	2022
	Number	Number
Teachers	19	18
Administration and support	42	42
Management	2	2
	<u>63</u>	<u>62</u>

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

9 Staff

(Continued)

The number of persons employed, expressed as a full time equivalent, was as follows:

	2023 Number	2022 Number
Teachers	18	17
Administration and support	28	28
Management	2	2
	<u>48</u>	<u>47</u>

Higher paid staff

The number of employees whose employee benefits (excluding employer pension costs and employer national insurance contributions) exceeded £60,000 was:

	2023 Number	2022 Number
£60,001 to £70,000	1	-
£70,001 to £80,000	-	1
£80,001 to £90,000	1	-
	<u>2</u>	<u>1</u>

Key management personnel

The key management personnel of the school comprise the trustees and the senior management team as listed on page 1. The total amount of employee benefits (including employer pension contributions and employer national insurance contributions) received by key management personnel for their services to the school was £434,007 (2022: £397,025).

10 Trustees' remuneration and expenses

None of the trustees were paid any remuneration or has received other benefits from an employment with the school. The principal and other staff trustees only receive remuneration in respect of services they provide undertaking the roles of principal and staff members under their contracts of employment, they are not part of the board of trustees.

During the year, there was no travel and subsistence payments (2022: £29) which were reimbursed or paid directly to any governor (2022: one governor).

Other related party transactions involving the trustees are set out within the related parties note.

11 Trustees' and officers' insurance

The school 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 school 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.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

12 Intangible fixed assets

	Computer software £
Cost	
At 1 September 2022	93,603
Disposals	(93,603)
	<hr/>
At 31 August 2023	-
	<hr/>
Amortisation	
At 1 September 2022	93,603
On disposals	(93,603)
	<hr/>
At 31 August 2023	-
	<hr/>
Carrying amount	
At 31 August 2023	-
	<hr/> <hr/>
At 31 August 2022	-
	<hr/> <hr/>

13 Tangible fixed assets

	Short leasehold buildings £	Computer equipment £	Fixtures, fittings & equipment £	Total £
Cost				
At 1 September 2022	3,027,540	269,515	359,148	3,656,203
Additions	-	28,913	52,309	81,222
Disposals	-	(45,843)	(29,354)	(75,197)
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 August 2023	3,027,540	252,585	382,103	3,662,228
	<hr/>	<hr/>	<hr/>	<hr/>
Depreciation				
At 1 September 2022	724,774	225,076	331,596	1,281,446
On disposals	-	(45,843)	(29,354)	(75,197)
Charge for the year	121,104	27,460	11,002	159,566
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 August 2023	845,878	206,693	313,244	1,365,815
	<hr/>	<hr/>	<hr/>	<hr/>
Net book value				
At 31 August 2023	2,181,662	45,892	68,859	2,296,413
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 August 2022	2,302,766	44,439	27,552	2,374,757
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

14 Debtors

	2023	2022
	£	£
VAT recoverable	29,255	33,974
Other debtors	3,593	-
Prepayments and accrued income	138,928	56,569
	<u>171,776</u>	<u>90,543</u>

15 Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	173,060	55,854
Other creditors	-	20
Accruals and deferred income	113,537	147,060
	<u>286,597</u>	<u>202,934</u>

16 Deferred income

	2023	2022
	£	£
Deferred income is included within:		
Creditors due within one year	<u>36,734</u>	<u>74,774</u>
Deferred income at 1 September 2022	74,774	37,217
Released from previous years	(74,774)	(37,217)
Resources deferred in the year	<u>36,734</u>	<u>74,774</u>
Deferred income at 31 August 2023	<u>36,734</u>	<u>74,774</u>

At the balance sheet date the school was holding funds received in advance for Grants from the ESFA and the Local Authority relating to Universal infant free school meals, Rates, Other factors and High Needs.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

17 Funds

	Balance at 1 September 2022 £	Income £	Expenditure £	Gains, losses and transfers £	Balance at 31 August 2023 £
Restricted general funds					
General Annual Grant (GAG)	1,349,382	1,927,408	(1,975,046)	(49,373)	1,252,371
UIFSM	-	59,985	(59,985)	-	-
Pupil premium	-	126,863	(126,863)	-	-
Other DfE/ESFA grants	-	278,192	(278,192)	-	-
Other government grants	-	49,662	(49,662)	-	-
Pension reserve	(54,000)	-	(11,000)	65,000	-
	<u>1,295,382</u>	<u>2,442,110</u>	<u>(2,500,748)</u>	<u>15,627</u>	<u>1,252,371</u>
Restricted fixed asset funds					
DfE group capital grants	2,299,092	27,090	(123,681)	(30,459)	2,172,042
Capital expenditure from GAG	81,924	-	(34,495)	79,832	127,261
	<u>2,381,016</u>	<u>27,090</u>	<u>(158,176)</u>	<u>49,373</u>	<u>2,299,303</u>
Total restricted funds	<u>3,676,398</u>	<u>2,469,200</u>	<u>(2,658,924)</u>	<u>65,000</u>	<u>3,551,674</u>
Unrestricted funds					
General funds	-	42,590	(42,590)	-	-
	<u>-</u>	<u>42,590</u>	<u>(42,590)</u>	<u>-</u>	<u>-</u>
Total funds	<u>3,676,398</u>	<u>2,511,790</u>	<u>(2,701,514)</u>	<u>65,000</u>	<u>3,551,674</u>

Under the funding agreement with the Secretary of State, the School was not subject to a limit on the amount of GAG that it could carry forward at the year end. The school is aware of the need to manage its funds to ensure it does not go into deficit and it can manage its day to day cashflows.

The specific purposes for which the funds are to be applied are as follows:

General Annual Grant must be used for the normal running expenses of the School and any amounts carried forward at the end of a financial period must be used in accordance with the terms of the Funding Agreement.

Other DfE/ESFA grants comprise additional funding received for the furtherance of education, which must be used in accordance with the specific terms of each grant, all grants were fully expended in the period.

The pension reserve represents the value of the School's share of the deficit in the Local Government Pension Scheme.

Restricted fixed asset funds include assets capitalised out of GAG and other capital grants during the period, and unspent capital grants received or accrued for a specific project. Depreciation is charged against this fund.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

17 Funds

(Continued)

Comparative information in respect of the preceding period is as follows:

	Balance at 1 September 2021 £	Income £	Expenditure £	Gains, losses and transfers £	Balance at 31 August 2022 £
Restricted general funds					
General Annual Grant (GAG)	1,318,793	1,883,789	(1,834,046)	(19,154)	1,349,382
UIFSM	-	61,220	(61,220)	-	-
Pupil premium	-	123,191	(123,191)	-	-
Other DfE/ESFA grants	-	136,680	(136,680)	-	-
Other government grants	-	59,636	(59,636)	-	-
Other restricted funds	19,908	-	(19,908)	-	-
Pension reserve	(542,000)	-	(116,000)	604,000	(54,000)
	<u>796,701</u>	<u>2,264,516</u>	<u>(2,350,681)</u>	<u>584,846</u>	<u>1,295,382</u>
Restricted fixed asset funds					
DfE group capital grants	2,429,492	8,691	(127,074)	(12,017)	2,299,092
Capital expenditure from GAG	103,537	-	(52,784)	31,171	81,924
	<u>2,533,029</u>	<u>8,691</u>	<u>(179,858)</u>	<u>19,154</u>	<u>2,381,016</u>
Total restricted funds	<u>3,329,730</u>	<u>2,273,207</u>	<u>(2,530,539)</u>	<u>604,000</u>	<u>3,676,398</u>
Unrestricted funds					
General funds	-	40,974	(40,974)	-	-
	<u>-</u>	<u>40,974</u>	<u>(40,974)</u>	<u>-</u>	<u>-</u>
Total funds	<u>3,329,730</u>	<u>2,314,181</u>	<u>(2,571,513)</u>	<u>604,000</u>	<u>3,676,398</u>

18 Analysis of net assets between funds

	Unrestricted Funds £	Restricted funds: General £	Fixed asset £	Total Funds £
Fund balances at 31 August 2023 are represented by:				
Tangible fixed assets	-	-	2,296,413	2,296,413
Current assets	-	1,538,968	2,890	1,541,858
Current liabilities	-	(286,597)	-	(286,597)
Total net assets	<u>-</u>	<u>1,252,371</u>	<u>2,299,303</u>	<u>3,551,674</u>

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

18 Analysis of net assets between funds (Continued)

	Unrestricted Funds £	Restricted funds: General £	Fixed asset £	Total Funds £
Fund balances at 31 August 2022 are represented by:				
Tangible fixed assets	-	-	2,374,757	2,374,757
Current assets	-	1,552,316	6,259	1,558,575
Current liabilities	-	(202,934)	-	(202,934)
Pension scheme liability	-	(54,000)	-	(54,000)
Total net assets	-	1,295,382	2,381,016	3,676,398

19 Pension and similar obligations

The school'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 Greater Manchester Pension Fund. Both are multi-employer defined benefit schemes.

The latest actuarial valuation of the TPS related to the period ended 31 March 2016, and that of the LGPS related to the period ended 31 March 2019.

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

Teachers' Pension Scheme

Introduction

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. Membership is automatic for teachers in academy trusts. 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 specify 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 2016. The valuation report was published by the Department for Education on 5 March 2019.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

19 Pension and similar obligations

(Continued)

The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 23.68% of pensionable pay (including a 0.08% employer administration charge)
- total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £218,100 million, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £196,100 million giving a notional past service deficit of £22,000 million
- the SCAPE rate, set by HMT, is used to determine the notional investment return. The current SCAPE rate is 2.4% above the rate of CPI. The assumed real rate of return is 2.4% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 2.2%. The assumed nominal rate of return including earnings growth is 4.45%.

The next valuation result is due to be implemented from 1 April 2024.

The employer's pension costs paid to the TPS in the period amounted to £167,092 (2022: £143,046).

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website.

Under the definitions set out in FRS 102, the TPS is an unfunded multi-employer pension scheme. The school has accounted for its contributions to the scheme as if it were a defined contribution scheme. The school has set out above the information available on the scheme.

Local Government Pension Scheme

The LGPS is a funded defined benefit pension scheme, with the assets held in separate trustee-administered funds. The total contributions are as noted below. The agreed contribution rates for future years are 18% for employers and 5.5% to 12.5% 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.

Total contributions made	2023	2022
	£	£
Employer's contributions	48,000	41,000
Employees' contributions	15,000	13,000
	<hr/>	<hr/>
Total contributions	63,000	54,000
	<hr/>	<hr/>

Principal actuarial assumptions	2023	2022
	%	%
Rate of increase in salaries	3.75	3.80
Rate of increase for pensions in payment/inflation	2.95	3.05
Discount rate for scheme liabilities	5.20	4.25
	<hr/>	<hr/>

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

19 Pension and similar obligations

(Continued)

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

	2023	2022
	Years	Years
Retiring today		
- Males	17.6	20.3
- Females	23.3	23.2
Retiring in 20 years		
- Males	21.1	21.6
- Females	24.1	25.1

Scheme liabilities would have been affected by changes in assumptions as follows:

	2023	2022
	£	£
Discount rate - 0.1%	11,000	15,000
Mortality assumption + 1 year	12,000	16,000
CPI rate + 0.1%	11,000	15,000

Defined benefit pension scheme net asset/(liability)

	2023	2022
	£	£
Scheme assets	406,000	351,000
Scheme obligations	(406,000)	(405,000)
Net asset/(liability)	-	(54,000)

The school's share of the assets in the scheme

	2023	2022
	Fair value	Fair value
	£	£
Equities	284,000	242,000
Bonds	57,000	49,000
Cash	32,000	28,000
Property	33,000	32,000
Total market value of assets	406,000	351,000

The actual return on scheme assets was £(8,000) (2022: £4,000).

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

19 Pension and similar obligations	(Continued)	
Amount recognised in the statement of financial activities	2023	2022
	£	£
Current service cost	56,000	147,000
Interest income	(16,000)	(5,000)
Interest cost	19,000	15,000
	<u>59,000</u>	<u>157,000</u>
Changes in the present value of defined benefit obligations	2023	2022
	£	£
At 1 September 2022	405,000	835,000
Current service cost	56,000	147,000
Interest cost	19,000	15,000
Employee contributions	15,000	13,000
Actuarial gain	(89,000)	(605,000)
	<u>406,000</u>	<u>405,000</u>
At 31 August 2023	<u>406,000</u>	<u>405,000</u>
Changes in the fair value of the school's share of scheme assets	2023	2022
	£	£
At 1 September 2022	351,000	293,000
Interest income	16,000	5,000
Actuarial loss	(24,000)	(1,000)
Employer contributions	48,000	41,000
Employee contributions	15,000	13,000
	<u>406,000</u>	<u>351,000</u>
At 31 August 2023	<u>406,000</u>	<u>351,000</u>

At the year end, based on the actuary's valuation of the defined benefit scheme, the scheme has not recognised an asset of £95,000 in these financial statements. The Trust has limited the pension valuation to £nil as the Trust does not have an unconditional right to receive this surplus in the future. This limitation has been arrived by amending the actuarial movement of the assumptions value within the obligations liability of the pension valuation.

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

20 Reconciliation of net expenditure to net cash flow from operating activities

	Notes	2023 £	2022 £
Net expenditure for the reporting period (as per the statement of financial activities)		(189,724)	(257,332)
Adjusted for:			
Capital grants from DfE and other capital income		(27,090)	(8,691)
Investment income receivable	6	(149)	(152)
Defined benefit pension costs less contributions payable	19	8,000	106,000
Defined benefit pension scheme finance cost	19	3,000	10,000
Depreciation of tangible fixed assets		159,566	179,858
Profit on disposal of fixed assets		(1,390)	-
(Increase)/decrease in debtors		(81,233)	6,799
Increase in creditors		83,663	80,428
Net cash (used in)/provided by operating activities		<u>(45,357)</u>	<u>116,910</u>

21 Analysis of changes in net funds

	1 September 2022 £	Cash flows £	31 August 2023 £
Cash	1,468,032	(97,950)	1,370,082
	<u>1,468,032</u>	<u>(97,950)</u>	<u>1,370,082</u>

22 Long-term commitments

Operating leases

At 31 August 2023 the total of the school's future minimum lease payments under non-cancellable operating leases was:

	2023 £	2022 £
Amounts due within one year	96,151	71,814
Amounts due in two and five years	382,303	284,000
Amounts due after five years	1,140,000	923,000
	<u>1,618,454</u>	<u>1,278,814</u>

THE OLIVE TREE PRIMARY SCHOOL BOLTON LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

23 Related party transactions

Z Patel, wife of A Chohan, Chair of Governors, is employed by the academy as Deputy Principal. Z Patel's appointment was made in open competition and A Chohan was not involved in the decision-making process regarding the appointment. Z Patel receives no special treatment as a result of her relationship to the governor. Her remuneration was £60,001 - £65,000 (2022: £50,001 - £55,000) which is within the normal pay scale. Employer's pension contributions for this employee were £10,001 - £15,000 (2022: £10,001 - £15,000).

Mr A Chohan (Governor) is Vice President of Learning for Showbie Inc. The school paid £8,554 (2022: £6,732) to Showbie Inc. for educational services during the year. These transactions were pre-approved by the ESFA.

24 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 or she is a member, or within one year after he or she ceases to be a member, such amount as may be required, not exceeding £1 for the debts and liabilities contracted before he or she ceases to be a member.