St Anselm's College Edmund Rice Academy Trust  
(A Company Limited by Guarantee)

Governance Statement

Scope of Responsibility

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

The board of trustees has delegated the day-to-day responsibility to the Headmaster, 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 St Anselm's College Edmund Rice Academy Trust and the Secretary of State for Education. They are 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 and in the Statement of Trustees' Responsibilities. The board of trustees has formally met 3 times during the year. Attendance during the year at meetings of the board of trustees was as follows:

<table>
<thead>
<tr>
<th>Trustee</th>
<th>Meetings attended</th>
<th>Out of a possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>J S Brown, Chairman</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>M Redfearn, Vice Chairman</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Cllr. G Davies, Governor</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>K Diaz, Staff Governor</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>R S Duggan, Headmaster and Accounting Officer</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>J Greaves, Parent Governor and Responsible Officer</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>P Green, Governor</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>W Iveson, Governor</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>M Martin, Parent Governor</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>D McDonald, Governor</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>A J Nelson, Governor</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Dr J Oates, Governor</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>J Rawsthorne, Staff Governor</td>
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<td>3</td>
</tr>
<tr>
<td>A R Wood, Governor</td>
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<td>3</td>
</tr>
<tr>
<td>P Wyness, Parent Governor</td>
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<td>3</td>
</tr>
<tr>
<td>Dr S Wilkinson, Governor</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>P Young, Governor</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>E McNamara, Governor</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>D O'Connor, Governor</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>D Lynch, Governor</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

There have been no significant changes to the composition of the Governing body since the College converted to Academy status.
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Governance Statement (continued)

The Finance and General Purposes Committee monitors the financial management of the College. It ensures that budgets are set correctly to reflect the level of income and expenditure of the College. It also looks at the financial procedures of the College to ensure funds are spent in line with its Financial Procedures and the Academy Financial Handbook. The committee usually meets twice per term and budget forecast and monitoring documents are provided prior to the meeting for the Governors to discuss and agree. In addition the committee is responsible for the premises management and capital builds within the College.

Attendance at meetings in the year was as follows:

<table>
<thead>
<tr>
<th>Trustee</th>
<th>Meetings attended</th>
<th>Out of a possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>J Greaves, Chair</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>J S Brown</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>R S Duggan, Principal and Accounting Officer</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>W Iveson</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>D McDonald</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>A J Nelson</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>M Redfearn</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
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Governance Statement (continued)

Review of Value for money

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

The Accounting Officer considers how the academy'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 appropriate. The Accounting Officer for the academy has delivered improved value for money during the year by:

Robust governance and oversight of Academy finances

The Academy’s Directors are committed to ensuring that governance of the Academy’s financial management is robust. The Governing Body are cognisant of their responsibilities in ensuring that the Academy’s resources are managed effectively, to support the objectives in the Academy’s Development Plan, whilst considering the long term development of the Academy. The Academy’s Governors, Senior Leadership Team and staff strive for the best possible outcomes for pupils, achieved at reasonable cost.

The Finance and General Purposes Committee meets as often as is necessary to fulfill its responsibilities, and at least five times a year. The Committee has a clear Terms of Reference which is reviewed annually. The Committee includes the Headmaster and the Chair of Governors. Members are invited to join the Committee on the basis that they have appropriate skills and experience. Further training is provided as required. The Finance and General Purpose Committee receive regular budget monitoring, provided in a consistent format and with explanatory notes, consider and ratify policies, scrutinise the Academy budget forecast, ensure that the Academy complies with agreed policies and procedures and challenge decision makers on spending proposals. The Committee considers the annual reports and financial statements of St Anselm’s College Edmund Rice Academy Trust, and makes recommendations to the Governors, who approve core financial statements and documents.

The Finance and Personnel Committee regularly review key financial policies and procedures. These include:
- Financial procedures manual
- Risk Management Policy and Risk Register
- Terms of Reference
- Scheme of Delegation
- Responsible Officer Reports
- Insurance arrangements

The Finance and General Purposes Committee reviews the effectiveness of internal controls established to ensure that the aims, objectives and key performance targets of the academy are achieved in the most economic, effective and efficient manner.

Management Accounts and Budget forecasts are scrutinised and challenged to ensure that the College is achieving best value for money.

Investment of any current surpluses is considered to ensure the best return is achieved on cash balances held by the College.

All Governors and staff who control budgets are required to complete a Register of Pecuniary Interests form annually.
Reviewing controls and managing risks

The Academy regularly reviews its Risk Management Strategy, Business Continuity Plan and Risk Register. Insurance is currently subject to a competitive tender process (as and when required). A Reserves policy is in place, which considers potential risks when calculating the optimum level of reserves held by the Academy.

All decisions regarding purchasing and service provision will be taken with an emphasis on obtaining value for money and improving outcomes for pupils. We have become increasingly effective in our development of Pupil Premium funding to narrow the achievement at GCSE.

Staffing

As nearly 80% of the Academy’s budget is spent on staffing, the staffing structure is reviewed annually to ensure that it is fit for purpose and can adapt and respond to support the successful attainment of the objectives within the Academy’s development plan. Creative use of human resources demonstrates a commitment to using staff skills effectively. Staff are encouraged to use their particular areas of expertise to benefit pupil outcomes and are deployed to provide best value. Temporary changes to permanent contracts are frequently used to meet the needs of the academy.

Purchasing

All purchasing follows best value principles. A scheme of delegation is in place, as are separation of duties. Purchases of over £2,000 require three written quotations, and contracts and orders over £20,000 are authorised by the Finance and General Purposes Committee. All services ordered with a value of over £10,000 are subject to formal tendering procedures and authorised by the Finance and General Purposes Committee. Competitive tendering procedures are detailed in the Financial Procedures Manual. Governors and staff accept that best value quotes may not be the cheapest as other factors, including workmanship and quality of services, need to be considered.

Payroll

The Academy payroll is maintained by Accountants Malthouse and Company who provides the most cost effective way of managing staff salary payments.

Detailed monthly reconciliations of payroll by the Finance Director and the Headmaster ensure that payments to staff are correct.

The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of academy 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 St Anselm’s College Edmund Rice Academy Trust for the year 1 September 2015 to 31 August 2016 and up to the date of approval of the annual report and financial statements.
Capacity to Handle Risk

The board of trustees has reviewed the key risks to which the academy 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 a formal ongoing process for identifying, evaluating and managing the academy’s significant risks, that has been in place for the year 1 September 2015 to 31 August 2016 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the board of trustees.

The Risk and Control Framework

The academy’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 periodic financial reports which are reviewed and agreed by the board of trustees;
- regular reviews by the finance and general purposes 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 considered the need for a specific internal audit function and has decided not to appoint an internal auditor. However, the Trustees have appointed J S Brown, a Trustee, as Responsible Officer (RO).

The Finance Governors decided that due to the level of information provided to them by the Finance Director by way of forecasts, historic financial information, risk registers and financial procedures, then linking this with the thoroughness of the Annual Audit and the associated cost of Responsible Officer visits, that an internal audit function was not required in the near future.

The RO’s role includes giving advice on financial matters and performing a range of checks on the academy’s financial systems. On a quarterly basis, the RO reports to the board of trustees on the operation of the systems of control and on the discharge of the board of trustees’ financial responsibilities.
Review of Effectiveness

As Accounting Officer, the Headmaster has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

- the work of the Responsible Officer;
- the work of the external auditors;
- the financial management and governance self-assessment process;
- the work of the executive managers within the academy who have responsibility for the development and maintenance of the internal control framework.

The Accounting Officer has been advised of the implications of the result of their review of the system of internal control by the Finance and General Purposes Committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

Approved by order of the members of the board of trustees on and signed on their behalf, by:

J S Brown  
Chair of Trustees

R S Duggan  
Accounting Officer
St Anselm's College Edmund Rice Academy Trust
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Statement on Regularity, Propriety and Compliance

As Accounting Officer of St Anselm's College Edmund Rice Academy Trust I have considered my responsibility to notify the academy trust board of trustees and the Education Funding Agency of material irregularity, impropriety and non-compliance with EFA terms and conditions of funding, under the funding agreement in place between the academy trust and the Secretary of State for Education. As part of my consideration I have had due regard to the requirements of the Academies Financial Handbook 2015.

I confirm that I and the academy trust board of trustees are able to identify any material irregular or improper use of funds by the academy trust, or material non-compliance with the terms and conditions of funding under the academy trust's funding agreement and the Academies Financial Handbook 2015.

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

Richard S Duggan
Accounting Officer
St Anselm's College Edmund Rice Academy Trust
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Statement of Trustees' Responsibilities
For the Year Ended 31 August 2016

The Trustees (who act as governors of St Anselm's College Edmund Rice Academy Trust and are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with the Annual Accounts Direction published by the Education Funding Agency, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP 2015 and the Academies' Accounts Direction 2015 to 2016;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

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

Approved by order of the members of the board of trustees and signed on its behalf by:

J S Brown
Chair of Trustees