



William Edwards School

'Inspirational learning with a strong sporting ethos'

HEADTEACHER: MR S J MUNDAY

Wilkins Kennedy LLP

By email

Monday 12th December 2016

Dear Mr Garside,

Response to your Business Report - November 2016

Thank you for your company's efforts in the most recent external financial audit of South West Essex Community Education Trust Limited.

The information provided in your Business Report helps us enormously as we constantly strive for outstanding in all aspects since the creation of the multi academy trust in April 2015. To that extent, we have already taken several steps to address the issues identified by you and by staff at the academies. To summarise our responses, I have listed these against the four appendices you have attached.

Appendix 1: General Information:

1. VAT audit: The Trust reviews its VAT position each month and all claims are scrutinised by the Chief Financial Officer before submission to HMRC. However, the Trust's overall VAT position is something the Trust's Finance Committee will review in the New Year.
2. Governor Review: The Trust has recently undertaken a significant re-organisation of its governance arrangements based on skills required to run the Trust efficiently and effectively.
3. Trust's Governance Arrangements: All details are published on school and Trust websites. In addition, the Trust's scheme of delegation is also published on the Trust site.
4. Senior Executive Leader and Chief Financial Officer: The two roles are appointed by Trustees and comply with the rules set out in the Academies' Financial Handbook.
5. Register of Interests: This is updated regularly on all school websites.
6. Edubase: The Company Secretary will ensure this is achieved by the end of term.
7. Whistleblowing Procedure: The procedure is found at in the Code of Conduct for staff and is at least annually shared and is accessible at all times.
8. Insurance: The Trust reviews its policy annually and has recently secured a long term deal with Zurich via the Essex County Council framework.
9. Staff Severance: Headteachers are aware of the need to comply with the Academies Financial Handbook in every regard.

William Edwards School is operated by the South West Essex Community Education Trust which is a charitable company limited by guarantee and registered in England & Wales. Company number 07693309. The Registered Office is at William Edwards School, Stifford Clays Road, Grays, Essex, RM16 3NJ. Tel: 01375 486000 www.williamedwards.org.uk



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10. Three year budget: The trust considers a rolling 3-5 year budget for all academies.

Appendix 2: Issues identified in current year audit:

1. Fixed Asset register (Deneholm Primary School): The Trust's Finance Committee will be reviewing this practice in all schools in the Spring term 2017.
2. UISFM deferred income (Stifford Clays Primary School): This has been resolved.
3. Deferred trip income (Stifford Clays Primary School): Noted.
4. Accrued audit fee (Deneholm Primary School): Noted.
5. Record keeping (Stifford Clays Primary School and Deneholm Primary School): Agreed. The Chief Financial Officer will oversee this change in practice.
6. Trust reporting (Stifford Clays Primary School and Deneholm Primary School): The Trust has changed its finance systems which produces consolidated reports.

Appendix 3: Unresolved issues from previous years:

1. n/a

Appendix 4: Resolution of previous years' issues:

1. All matters are resolved and closed.

Should you have any further questions, please contact Peter Melville at William Edwards School. Again, thank you for your work.

Yours sincerely,

Mr J King
Chair, South West Essex Community Education Trust Limited

CC Mr Stephen Munday, Accounting Officer
Mr Peter Melville, Chief Financial Officer

Distribution to all Trustees and published on Trust website: <http://swcet.org/>

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