



# Brooklands College

## **Annual Report and Financial Statements Year ended 31 July 2023**

**BROOKLANDS COLLEGE**  
**Annual Report and Financial Statements for the Year Ended 31 July 2023**

<b>Contents</b>	<b>Page</b>
Reference and Administrative Details .....	3
Strategic Report.....	4
Statement of Corporate Governance and Internal Control .....	13
Statement of Regularity, Propriety and Compliance.....	23
Statement of Responsibilities of the Members of the Corporation.....	24
Independent Auditor's Report to the Corporation.....	26
Reporting Accountant's Assurance Report on Regularity .....	30
Statement of Comprehensive Income and Expenditure .....	30
Statement of Changes in Reserves .....	33
Balance Sheet as at 31 July .....	34
Statement of Cash Flows .....	35
Notes to the Accounts .....	36

## **BROOKLANDS COLLEGE**

### **Annual Report and Financial Statements for the Year Ended 31 July 2023**

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Members of the Corporation**

A full list of the Corporation is given on pages 13 to 15 of the Annual Report.

##### **Senior Leadership Team**

Christine Ricketts	Principal, Chief Executive and Accounting Officer
Sarah Glasspool	Executive Director of Finance, Resources and People Performance (until 24 February 2023)
Andrew Russell	Executive Director of Student Support and Stakeholder relationships
Graeme Baker	Executive Director of Curriculum
Sarah Clancey	Director of Quality and Standards
Ashok Patel	Interim Executive Director of Finance and Resources (from 28 February 2023)

##### **Financial Statement and Regularity Auditors:**

Buzzacott LLP  
130 Wood Street  
London  
EC2V 6DL

##### **Internal Auditors:**

TIAA  
Artillery House  
Fort Fareham  
Hampshire  
PO14 1AH

##### **Legal Advisers:**

Eversheds LLP  
Bridgewater Place  
Water Lane  
Leeds  
LS11 5DR

##### **Bankers:**

Barclays Bank PLC  
London and South East Education Team  
PO Box 544  
54 Lombard Street  
London  
EC3V 9EX

## **BROOKLANDS COLLEGE**

### **Annual Report and Financial Statements for the Year Ended 31 July 2023**

## **STRATEGIC REPORT**

### **INTRODUCTION**

Brooklands College ('the College') is a General Further Education college in North Surrey, with two campuses located close to the town centres of Weybridge and Ashford. Students come to the College from across Surrey and the Spelthorne area of Middlesex as well as west London Boroughs such as Hounslow. The vast majority of students attend the Weybridge campus.

The College has a good reputation for the successful delivery of engineering, and construction together with a rich history and association with Brooklands racetrack and Vickers who started manufacturing aircraft on the site in 1915.

### **OBJECTIVES AND STRATEGY**

The members of the Corporation as at 14 December 2023 present this report together with the financial statements and the auditor's report for Brooklands College for the year ended 31 July 2023.

#### **Legal Status**

The Corporation was established under the Further and Higher Education Act 1992 for the purpose of conducting Brooklands College. The College is an exempt charity for the purposes of part 3 of the Charities Act 2011

#### **Strategic Plan**

The College's Strategic Plan sets out the College's strategic intentions over the 5-year period 2021-26 and is available on the College website.

#### **Vision**

The College's Vision is to be:

***An inclusive, inspirational centre for lifelong learning***

#### **Mission**

The College's Mission is to:

**Develop a skilled workforce within an inclusive inspirational environment, to help build our community for the future.**

#### **Values**

The College has the following values that underpin all that it does:

- Respect and Compassion
- Equality, Diversity & Inclusion
- Innovation
- Integrity

#### **Strategic Aims**

There are five Strategic Aims within the plan which are:

##### Strategic Aim 1

Produce highly qualified and skilled people ready to enter the workforce. (Learners)

**OBJECTIVES AND STRATEGY** (continued)

**Strategic Aims** (continued)

Strategic Aim 2

Be a leading community asset with a strong reputation in order to play a part in driving in the local and regional economy. (Community)

Strategic Aim 3

Attract and develop the right staff to deliver a high quality, inclusive learning experience. (Staff)

Strategic Aim 4

Continue to invest in our facilities to create a high quality learning environment and be a resource to the community. (Facilities)

Strategic Aim 5

Ensure robust and self-sustaining finances capable of funding its strategic aims. (Finance)

**RESOURCES**

The College has various resources that it uses in pursuit of its strategic aims. It had £14m of net assets at the end of the financial year. This included liabilities of £2.46m owed to Barclays under a loan agreement, £23.1m long term creditor for repayment of funding to the ESFA.

Tangible resources include the main site at its Weybridge campus situated near to the train station in Weybridge, Surrey. This main site has workshops for engineering and construction as well as kitchens for catering and art and design studios. It also has a dedicated facility for SEND students as well as sports and gym facilities.

The College has a campus in Ashford for which it has a lease ending in 2066, on a site adjacent to the Thomas Kynvett College and a new facility for Hair & Beauty in Ashford High Street that was opened in Autumn 2021.

The College has prepared a plan for the resizing, re-orientation and refurbishment of the Weybridge Campus to enable it to deliver its forecast provision efficiently and effectively and improve the facility for its learners and the community. These plans also include re-development of the site that will generate funds to repay the ESFA which is shown as a long term creditor. Planning application was submitted in May 2023.

The College employed 231 staff (average headcount), of whom 147 were teaching staff and the remainder support and professional staff to support the College activities.

In 2022-23 the College delivered activity that produced £8,948,000 for Young People, £710,000 for adults, £54,000 for higher education (Office for Students) and £586,000 for apprenticeship programmes.

The College had 2,292 learners in the year, of which 1,374 were 16 to 18 year olds, 252 apprentices, 141 higher education learners, and 525 adult learners.

The College has a good reputation locally and nationally. The learners continue to be very successful in a range of skills competitions, winning accolades at both regional and national levels in Hair & Beauty, Construction and Catering. Maintaining a quality brand is essential for the College's success at attracting students and developing external relationships with employers and the local community.

**OBJECTIVES AND STRATEGY** (continued)

**Resources** (continued)

**Stakeholders**

Brooklands College has the following key stakeholders:

- Students
- Funding bodies
- Staff and trade unions
- Local and regional employers
- Local authorities (Elmbridge, Spelthorne, Runnymede and Surrey County Council)
- Local communities and schools
- Parents, guardians and carers of students
- Other FE institutions
- Professional bodies
- Local Enterprise Partnerships (LEPs), in particular Enterprise M3

The College recognises the importance of these relationships and engages in regular communication with them through the College website, feedback through College processes and regular and ad hoc meetings.

**Development and Performance**

**Financial Results**

The College's financial health grade forecast for 2022-23 and planned for 2023--24 was submitted as part of the Financial Plan to the ESFA, was reported as 'Requires Improvement'. The College has however a long-term creditor of £23.1m for amounts to be repaid to the ESFA due to the College's failure to comply with funding regulations related to its subcontracting activities between 2014-5 and 2017-18. Following this, the College withdrew from its subcontracting activities and was placed in FE intervention in 2019.

Since then, it has focused on its core activities and serving the demands of its local community. The College has been improving its financial health and establishing an operational cash positive position and achieving an operationally breakeven position. The College has been working closely with the ESFA to secure the future sustainability of the College. Performance and cashflow are monitored in the monthly Management Accounts, regular forecasting and planning and ratios in the financial returns to the ESFA.

The College's deficit before other gains and losses for 2022-23 was £238,000 (2022: deficit £735,000) with an operating deficit for 2022-23 of £251,000 (2022: surplus £13,000). Income for the year increased and total comprehensive income was £1,151,000 (2022: income of £13,655,000), this is stated after accounting for the actuarial gain in respect of pension schemes of £1,389,000 (2022: actuarial gain of £10,058,000) and gain on revaluation of fixed assets of £nil (2022: £2,625,000) and the gain due to the unwinding of discount on the amount due to the ESFA of £nil (2022 gain £1,713,000).

The College made purchases of non-current assets during the year of £2,068,000 (2022: £1,066,000), much of which related to the plans for the development of the Weybridge estate and refurbishment of classrooms, communal areas for learners and replacement of IT systems to improve the efficiency of the College.

**DEVELOPMENT AND PERFORMANCE (continued)**

**Developments in the year**

The College continued to develop its plans for the major development of the Weybridge site, working closely with its stakeholders to deliver an iconic planning application which was submitted to the local council in May 23 for consideration. If planning is approved, it will create an opportunity to develop a significantly improved site and excellent facilities for our future learners. This scheme, if approved, will also facilitate the repayment of the funds repayable to the ESFA. Conditional approval was given by the Elmbridge Council Planning Committee on 5<sup>th</sup> December 2023.

During the summer period 2023, the College initiated three projects, these being:

- i. Locke King – Development of the T level facility – which was opened in August 2023.
- ii. Vickers – Refurbishment project to deliver our important SEND work supported by local authorities. This facility was opened in September 2023.
- iii. Edge building – This project was delayed due to waiting for the insurance claim to be settled, but one floor will be operational at the end of October 2023.

The College continues to develop its IT systems and infrastructure to enable the College to be efficient and effective, but also secure in terms of cyber security. During 2022-23 saw the further development of the new MIS system as well as the introduction HR/Payroll and Finance systems that went live at the start of 2022-23.

**Reserves**

At 31 July 2023, the College had reserves of £13,972,000 (2022: £12,821,000), cash balances of £2,335,000 (2022: £2,386,000) and a balance of £2,461,000 remaining on the loan taken out with Barclays to fund the Engineering, Art and Design (Barnes Wallis) build and refurbishment (2022: £2,699,000). This fixed term fixed interest loan with Barclays Bank PLC was originally for £5.0 million and repayable over 25 years.

**Sources of income**

The majority of 16-18 students enrolled at Brooklands College are on pre-entry to Level 2 programmes with 240 on Educational Health Care Plans (EHCPs) and 110 students with High Needs. The College receives significant grants from the ESFA and Office for Students to fund the costs of learners. In 2022-23, these organisations provided 85% (2022: 85%) of the College's total income. Income from public funding in total (including local Government funding income) was 89% (2022: 89%).

**Group companies**

The College has one subsidiary company, Brooklands Enterprises Limited, which is dormant.

## **FUTURE PROSPECTS**

### **Developments**

The College has two sites at Ashford with one centre built on leased land (from the local secondary school) which can accommodate c.200 students. The College responded to changes in demand in Ashford to focus on Electrical installation for young people and ESOL, Maths and English for adults.

The large provision in construction and engineering and associated technologies on the Weybridge campus continues to be distinctive in meeting the needs of our locality. Hair & Beauty meets growing demand on both campuses and the salon that opened on Ashford High Street in 2021 will create further opportunities for industry based learning.

The College continues to raise the aspirations of young people with lower attainment levels and Special Educational Needs & Disabilities (SEND).

The College has positive links with local schools and the College is experiencing increased demand for full time 14 -16 college places from mainstream schools and electively home-educated pupils.

The increased demand for alternative provision in Surrey for school pupils strengthens our relationships with the feeder schools. Innovative and collaborative work is taking place with the North East Surrey Head Teachers and Surrey County Council, to introduce alternative provision for pupils with behavioural needs and those at risk of permanent exclusion.

The College has increasing provision in higher education with Motorsport Engineering with Oxford Brookes University, and also provision for early years/ Special Educational Needs with Kingston University.

Innovative and progressive work with large employers is underway. The reputation locally continues to strengthen as partnerships are developed with key stakeholders and employers such as Elmbridge, Runnymede and Spelthorne Borough Councils.

The College has reviewed its forecast demand for the College's services for the next five years. The Estates Strategy has been reviewed to resize and refurbish its campuses. This will enable it to deliver provision to meet anticipated demand. There is a particular focus on working with local employers and stakeholders to help meet changing skills needs and respond to the challenges resulting from the effects of the pandemic.

The College is planning to introduce T Levels in 2023-24 in Digital, Health and Education and Care routes. The two-year technical qualifications are an alternative choice for learners following GCSEs.

### **Financial plan**

The Corporation approved a revised financial plan in May 2023, following a review of its previous plan which may not have delivered the stated objectives set out in the 2022 plan. Under this revised plan, the College would be targeting a 1%-2% operating surplus of income and underpinned by a pay cost ratio in the range 62%-63% in order to secure a financial health of 'good' potentially leading to 'outstanding' in two to three years. The plan was to accept that a sizeable deficit was incurred in 2022-23 but a surplus in 2023-24 of 2% of income is the target. The College strategic plan provides the direction and focus for the College and alongside the Quality

Improvement Plan will provide detailed milestones and actions that will be taken to achieve the strategic aims.

The College has no plans to increase borrowings, and the plan for the Estate is expected to release funds to refurbish the Weybridge Estate as well as repay ESFA for the funding owed.



## **FUTURE PROSPECTS (continued)**

### **Treasury policies and objectives**

The College has treasury management arrangements in place to manage cashflows, banking arrangements and the risks associated with those activities, the College has a Treasury Management policy in place.

Short-term borrowing for temporary revenue purposes is authorised by the Accounting Officer. All other borrowing requires the authorisation of the Corporation and following reclassification into the Public Sector, the ESFA.

### **Cash flows and liquidity**

The College's net cash inflow from operating activities was £2,559,000, an increase compared to an inflow of £1,466,000 in 2021-22. The size of the College's borrowing and its approach to interest rates is calculated to ensure affordability and sufficient cashflow. This was achieved during the year.

### **Reserves**

The College has no formal reserves policy but recognises the importance of reserves in the financial stability of any organisation and ensures that there are adequate reserves to support the College's core activity. As at the balance sheet date, the Income and Expenditure account reserve was a deficit of £15,908,000 (2022 deficit of: £17,059,000) due to owing £23,103,000 to the ESFA.

## **PRINCIPAL RISKS AND UNCERTAINTIES**

### **Risk Management**

The College has well developed strategies for managing risk and strives to embed risk management in all that it does. Risk management processes are designed to protect its assets, reputation and financial stability. The Corporation has overall responsibility for risk management and its approach to managing risks and internal controls is explained in the Statement on Corporate Governance.

A risk register is maintained at the College level which is reviewed termly by the Audit Committee and more frequently where necessary. The risk register identifies the key risks, the likelihood of those risks occurring, their potential impact on the College and the actions being taken to reduce and mitigate the risks. Risks are prioritised using a consistent scoring system.

The College has recently reviewed its main risk factors affecting the College and consider that financial risks do figure, but other risks have emerged as just as important for consideration and mitigation. The recent review of the register picks up the following as unmitigated 'red' rated risks:

- Safeguarding – Learners harmed as a result of a safeguarding issue at the College
- Main capital project does not progress as planned
- Health & Safety – Outcome from a recent Internal Audit review

The College has targeted mitigations, which are under consistent review, to ensure that those risks are monitored and managed. There is also a continuous review of the financial risks and whilst the mitigations appear to be working, the College remains vigilant over any potential fall back. The key financial risk is solvency, especially in relation to supporting the operating position, but especially in relation to funding the main capital project. The overall financial and solvency risk has been mitigated through strategies implemented to improve the overall operating position in readiness for 2023-24.

**PRINCIPAL RISKS AND UNCERTAINTIES** (continued)**Key Performance Indicators**

The College's key performance indicators, targets and results are set out below

<b>Key performance indicator</b>	<b>Measure/target</b>	<b>Actual</b>
Student numbers (16-19)	1,379	1,384
Student achievement	85%	82.9%
Operating surplus/(Deficit)	£39k	(£148k)

**Student achievements**

An achievement rate of 82.9% was reported for 2022-23. Good performance over the past three years was achieved overall. The main areas of concern were Level 2 and Level 3 study programmes and some adult provision. The College recognises that the drop in performance needs to be addressed swiftly.

The College was last inspected by Ofsted in December 2019 (full inspection) and judged as **Good** for Overall Effectiveness.

**Public Benefit**

Brooklands College is regulated by the Secretary of State for Education. The members of the Corporation, who are trustees of the charity, are disclosed on pages 15 and 16.

In setting and reviewing the College's strategic aims, the Corporation has had due regard for the Charity Commission's guidance on public benefit and particularly upon its supplementary guidance on the advancement of education. The guidance sets out the requirement that all organisations wishing to be recognised as charities must demonstrate, explicitly, that their aims are for the public benefit.

In delivering its mission, the College provides the following identifiable public benefits through the advancement of education:

- High quality teaching and learning.
- Widening participation and tackling social exclusion.
- Excellent employment record for students.
- Strong student support systems.
- Links with employers, industry and commerce.
- Links with Local Enterprise Partnerships (LEPs).

**Equality**

The College is committed to ensuring equality of opportunity for all who learn and work here. We respect and value positively differences in race, gender, sexual orientation, disability, religion, belief, class and age and have an Equality and Diversity Policy.

The College is 'Disability Confident Committed'. The College considers all applications from disabled persons, bearing in mind the aptitudes of the individuals concerned. Where an existing employee becomes disabled, every effort is made to ensure that employment with the College continues. The College's policy is to provide training, career development and opportunities for promotion, which are, as far as possible, identical to those for other employees.

**PRINCIPAL RISKS AND UNCERTAINTIES** (continued)

**Disability Statement**

The College seeks to achieve the provisions set down in the Equality Act 2010:

- All new and refurbished buildings are designed to enable full access by people with a physical disability, so that eventually most of the facilities will be suitable for disabled people;
- Specialist lecturers, assistants and support staff are employed to support students with learning difficulties and disabilities; and
- Specialist equipment is made available to students as required.

**Trade union facility time**

The Trade Union (facility Time) Publication Requirements) Regulations 2017 require the College to publish information on facility time arrangements for trade union officials at the College.

**Relevant union officials**

<b>Number of employees who were relevant union officials during the period</b>	<b>Full-time equivalent employee number</b>
4	0.5

**Percentage of time spent on facility time**

<b>Percentage of time</b>	<b>Number of employees</b>
0%	-
1% - 50%	4
51% - 99%	-
100%	-

**Percentage of pay bill spent on facility time**

Total cost of facility time	£24,192
Total pay bill	£8,587,000
Percentage of the total pay bill spent on facility time	0.28%

**PAYMENT PERFORMANCE**

The Late Payment of Commercial Debts (Interest) Act 1998, in the absence of agreement to the contrary, requires colleges to make payments to suppliers within 30 days of either the provision of goods or services, or the date on which the invoice was received. During the accounting period 1 August 2022 to 31 July 2023, the College paid 92% of its invoices within 30 days of receipt of invoice (2022: 92%). The College incurred only minimal interest charges in respect of late payment for this period.

**GOING CONCERN**

The Corporation has considered the principal risks for the next 12 months from the date of issue of these statements. For 2023-24, student recruitment has remained similar to 2022-23 and the Corporation sees no reason why there would be a decline in student recruitment for the next academic year starting in 2024-25.

A small surplus is planned for the next two years and a detailed cashflow forecast been produced which shows the College has sufficient cash to meet its debts as they fall due. The amount due to the ESFA shown as a long-term creditor of £23.1m is supported by a repayment agreement. £5m has been scheduled for repayment over 25 years with an interest charged at 2.4% p.a., the remainder will not be called in for two years unless the development of the estate enables this to be repaid sooner. The Barclays Bank loan has covenants which are planned to be met with repayments until 2031.

The College will be impacted by inflationary increases as well as increased pressures on staff costs and recruitment of staff particularly considering its location and high cost of living. In addition, the

College's specialist areas of curriculum (such as construction and engineering) require specialist staff that are in high demand both in the FE and private sector.

The Corporation has carried out an assessment of the key risks facing the College, which includes solvency and liquidity risks. The College's financial position has suffered an operating deficit in the 2022-23 financial year, but improvements initiated in the planning for 2024-25 has potentially delivered the financial efficiencies required to make the financial correction and which should be secure for the longer term. The College is participating in and supported FEC intervention and is planning to increase the efficiency of its curriculum and estate.

Management will continue to review the financial performance of the College on a monthly basis, including an evaluation of actual results and forecasts compared to financial plans as well as detailed cash flow forecasting, reporting regularly to the Corporation

After making appropriate enquiries, the Corporation considers that the College has adequate resources to continue in operational existence for the foreseeable future. For this reason, it continues to adopt the going concern basis for these financial statements

**EVENTS AFTER THE REPORTING PERIOD**

There have been no material events after 31 July 2023 and before issuing of these accounts:

**DISCLOSURE OF INFORMATION TO AUDITORS**

The members who held office at the date of approval of this report confirm that, so far as they are each aware, there is no relevant audit information of which the College's auditors are unaware; and each member has taken all the steps that he or she ought to have taken to be aware of any relevant audit information and to establish that the College's auditors are aware of that information.

Approved by order of the members of the Corporation on 14<sup>th</sup> December 2023 and signed on its behalf by:

*C Mahoney*

**Professor Craig Mahoney**  
**Chair of Corporation**

**STATEMENT OF CORPORATE GOVERNANCE AND INTERNAL CONTROL**

The following statement is provided to enable readers of the annual report and accounts of the College to obtain a better understanding of its governance and legal structure. This statement covers the period from 1 August 2022 to 31 July 2023 and up to the date of approval of the annual report and financial statements.

The College endeavours to conduct its business:

- i. in accordance with the seven principles identified by the Committee on Standards in Public Life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership);
- ii. in full accordance with the guidance to colleges from the Association of Colleges in The Code of Good Governance for English Colleges ("the Code"); and

In the opinion of the Corporation, the College complies with all provisions of the Code, and it has complied throughout the year ended 31 July 2023. This opinion is based on an internal review of compliance with the Code, reported to the Search and Governance Committee on 1 November 2023.

The Corporation recognises that, as a body entrusted with both public and private funds, it has a particular duty to observe the highest standards of corporate governance; at all times in carrying out its responsibilities, it takes full account of the Code of Good Governance for English Colleges, issued by the Association of Colleges in March 2015 and adopted by the Corporation in July 2015. The Corporation adopted the AOC's new Further Education Governance Code on 14 December 2023, to provide its framework for good governance in 2023-24.

The College is an exempt charity within the meaning of Part 3 of the Charities Act 2011. The members of the Corporation, who are also the Trustees for the purposes of the Charities Act 2011, confirm that they have had due regard for the Charity Commission's guidance on public benefit and that the required statements appear elsewhere in these financial statements.

## BROOKLANDS COLLEGE

### Annual Report and Financial Statements for the Year Ended 31 July 2023

#### THE CORPORATION

The members who served the Corporation during the year and up to the date of signature are listed in the table below. Committees are abbreviated as follows: CPR = Curriculum and Performance Review, SGC = Search and Governance, SPEC – Senior Postholders Employment Committee

Name	Date of Appointment/ reappointment	Term of Office	Term of office ends	Committees served	Attendance record 2022-23 and to the date of signing
Corporation members - external appointments					
Andrew Baird Chair of Governors to 3 Nov 22	12/12/21	4 years	Resigned 3/11/22	SGC	Corp 1/1 SGC 1/1  Total 2/2 (100%)
Prof Craig Mahoney Chair of Governors From 12 Jul 23	29/03/23	4 years	28/03/27	Resources SGC SPEC	Corp 2/2 Resources 2/2 SGC 2/2 SPEC 1/1  Total 7/7(100%)
Dr Barbara Spittle Vice-Chair to 3 Nov 22, Acting Chair from 3 Nov 22 to 12 July 23	22/09/21	4 years	21/09/25	CPR SGC (Chair) SPEC (Chair) Resources (Nov 22 – July 23)	Corp 7/7 CPR 4/4 Resources 3/3 S&G 4/4 SPEC 1/1  Total 17/17 (100%)
Jesse Adekoya	12/10/23	4 years	11/10/27	N/A	N/
Jeanette Bell	31/03/21	4 years	Sabbatical in 2022-23 Resigned 31/07/23	CPR	N/A
Dr Andrew Gilchrist Chair of Audit Committee	11/12/19	4 years	11/12/23	Audit (Chair) SGC	Corp 5/7 Audit 4/4 SGC 4/4 Total 13/15 (87%)
Fred Gray Chair of Resources Committee	14/12/18 14/12/22	4 years	13/12/26	Resources (Chair) SGC SPEC	Corp 7/7 Resources 4/4 S&G 4/4 SPEC 1/1  Total: 16/16(100%)
Melanie Harding	03/04/19 Reappt 29/04/23	4 years	Resigned 31/07/2023	Resources SPEC	Corp 6/7 Resources 3/3  Total 9/10 (90%)
Adam Herriott	12/10/23	4 years	11/10/27	N/A	N/A

# BROOKLANDS COLLEGE

## Annual Report and Financial Statements for the Year Ended 31 July 2023

### THE CORPORATION (continued)

Name	Date of Appointment/ reappointment	Term of Office	Term of office ends	Committees served	Attendance record 2022-23 and to the date of signing
Mary Hughes	13/12/18 Reappt 14/12/22	4 years	13/12/26	CPR Audit	Corp 7/7 CPR 4/4 Audit 4/4  Total: 15/15 (100%)
James Measures	12/10/23	4 years	11/10/27	N/A	N/A
Hilary Omissi	03/04/19 Reappt 29/03/23 (sabbatical Feb to July 23)	4 years	31/03/27	Resources	Corp 3/5 Resources 2/2 Total: 5/7 (71%)
Jackie Pearson Chair of CPR Committee	First appointed 13/07/14 Reappt 15/07/22	4 years	15/07/26	CPR (Chair) S&G	Corp 5/7 CPR 4/4 SGC 2/4 Total: 11/15 (73%)
Robert Pickles	31/03/21	4 years	Resigned 01/12/22	CPR SPEC	0/1
Louise Salmon	12/07/23	4 years		CPR	Corp 1/1 CPR 1/1  100%
Paul Stedman	04/07/22	4 years		Audit Resources (interim)	Corp 7/7 Audit 4/4 Res 3/3 14/14 (100%)
Nicholas Woolf	31/03/21	4 years	Resigned 31/07/23	Audit	Corp 5/7 Audit 2/3 Total 7/10 (70%)
<b>Principal</b>					
Christine Ricketts	25/03/20	<i>ex officio</i>	NA	CPR Resources SGC	Total 100%
<b>Staff Governors</b>					
Judy Peck	15/12/21	4 years	14/12/25	CPR	Corp 5/7 CPR 3/4  Total 8/11 (73%)
Ian Carey	12/10/22	4 years	12/10/26	Resources	Corp 7/7 Resources 4/4  Total: 11/11 100%
<b>Student Governors</b>					
Daniela Clarkson	1/08/23	2 years	31/07/25	CPR	2/2
Samuel Dundas	30/03/22	2 years	31/07/23	CPR	0%
Joshua Gregory	30/03/22	2 years	31/07/23	CPR	Corp 4/6 CPR 1/3 Total 5/8 (67%)

**THE CORPORATION** (continued)

The Clerk to the Corporation during the period was Melissa Drayson was appointed as Director of Governance from 1 August 2022

**The Governance Framework**

It is the Corporation's responsibility to bring independent judgement to bear on issues of strategy, performance, resources and standards of conduct.

The Corporation is provided with regular and timely information on the overall financial performance of the College together with other information such as performance against funding targets, proposed capital expenditure, quality, human resources, health and safety, and corporate social responsibility. The Corporation met 8 times during 2022-23, with four scheduled meetings and four Special meetings.

The Corporation conducts its business through a number of committees. Each committee has terms of reference, which have been approved by the Corporation. For 2022-23, these committees were: the Audit Committee, the Curriculum and Performance Review Committee, the Resources Committee, the Search and Governance Committee, and the Senior Postholders Employment Committee. An Estates Working Group was also convened to oversee the Property Strategy. Full minutes of all meetings, except those deemed to be confidential by the Corporation, are available on the College website or from the Director of Governance at: Brooklands College, Heath Road, Weybridge, Surrey, KT13 8TT.

The Director of Governance maintains a register of financial and personal interests of the Corporation. The register is available for inspection at the above address.

All members of the Corporation are able to take independent professional advice in furtherance of their duties at the College's expense and have access to the Director of Governance, who is responsible for ensuring that all applicable procedures and regulations are complied with. The appointment, evaluation and removal of the Director of Governance are matters for the Corporation as a whole.

Formal agendas, papers and reports are supplied to the Corporation in a timely manner, prior to Corporation and committee meetings. Briefings are also provided on an ad hoc basis.

The Corporation has a strong and independent non-executive element and no individual or group dominates its decision-making process. The Corporation considers that each of its non-executive members is independent of management and free from any business or other relationship that could materially interfere with the exercise of their independent judgement.

There is a clear division of responsibility in that the roles of the Chair and Accounting Officer are separate.

**Appointments to the Corporation**

Any new appointments to the Corporation are a matter for the consideration of the Corporation as a whole. The Corporation has a Search and Governance Committee, consisting of five members of the Corporation, that is responsible for the selection and nomination of any new member for the Corporation's consideration. The Corporation is responsible for ensuring that appropriate induction and ongoing training is provided to governors as required. The Corporation, on the advice of the Search and Governance Committee, appointed five new independent governors during 2022-23.

Members of the Corporation are appointed for a term of office not exceeding four years and may be reappointed for one further term up to a maximum of eight years' service.



**THE CORPORATION** (continued)

**Corporation performance**

The Corporation carried out a self-assessment of its own performance for the year ended 31 July 2023 and graded itself as “Good” on the Ofsted scale.

The Corporation is committed to its own development and held several strategic development and engagement events during 2022-23. These included Strategic Development Days in October 2022, February, April and October 2023, a Teaching and Learning day in March 2023, which included a range of learning visits, and a range of external events including governor training run by the Association of Colleges and the Education Training Foundation.

The College also organised joint training sessions with neighbouring Surrey Colleges on the Prevent Duty (September 2022), and Equality, Diversity and Inclusion (September 2023).

All governors have undertaken mandatory online training in safeguarding.

New staff and student governors attended Association of College/ETF induction sessions.

The new Chair of Governors attended the ETF/Institute of Directors Chair’s Development Programme in November 2023

The Corporation has considered DfE guidance on external governance reviews and has commissioned a review to commence in December 2023.

**Governance professional development**

The Director of Governance is a part-qualified Company Secretary and holds the ICSA (now Chartered Governance Institute) Professional Diploma in Corporate Governance. During 2022-23, the Director of Governance undertook training and development provided by the Association of Colleges, Education Training Foundation, Eversheds Sutherland LLP and the Good Governance Institute, as well as participating in the above training and development sessions for Brooklands Governors. In November 2023, the Director of Governance undertook the ETF/Institute of Directors Governance Professionals Strategic Leadership programme.

**Curriculum and Performance Review Committee (CPR)**

The CPR Committee meets termly to provide oversight and challenge on behalf of the Board on the quality of teaching and learning, the student experience, and the development of the College curriculum. The Committee comprises eight members of the Corporation with skills and experience to assist it with its role.

**Audit Committee**

During 2022-23 the Audit Committee comprised four members of the Corporation plus a co-opted member with audit expertise. The Committee operates in accordance with written terms of reference approved by the Corporation, and the Post 16 Audit Code of Practice.

The Audit Committee meets at least once a term and provides a forum for reporting by the College’s internal and financial statements and regularity auditors, who have access to the Committee for independent discussion, without the presence of College management. The Committee also receives and considers reports from the main further education funding bodies, as they affect the College’s business.

The College’s internal auditors review the systems of internal control, risk management controls and governance processes in accordance with an agreed plan of input and report their findings to management and the Audit Committee. Management is responsible for the implementation of agreed

**THE CORPORATION** (continued)**Audit Committee** (continued)

audit recommendations, and internal audit undertakes periodic follow-up reviews to ensure such recommendations have been implemented.

The Audit Committee also advises the Corporation on the appointment of internal and financial statements auditors and their remuneration for both audit and non-audit work. The Audit Committee reports annually to the Corporation.

The Audit Committee met four times in the year to 31 July 2023, plus once jointly with the Resources Committee to receive the financial statements and regularity audit report from the external auditors. The members of the Committee and their attendance records are as shown below:

<b>Committee member</b>	<b>Committee Meetings attended</b>
Mr A Gilchrist (Chair)	5 of 5
Ms M Hughes	5 of 5
Mr P Stedman	5 of 5
Mr N Woolf	4 of 5
Mr R Parish (Co-opted member)	3 of 4

**Resources Committee**

The Resources Committee met three times during 2022-23. The membership comprises seven members of the Corporation and is chaired by an experienced Chartered Accountant.

The Resources Committee has delegated authority to monitor, scrutinise, on behalf of the Corporation, the efficient and effective use of resources, the solvency of the institution and the safeguarding of its assets. The Committee provides a forum for reporting on the financial management and control of the College, health and safety, infrastructure and property matters and budgets and also oversees the College's People Performance strategy.

The Corporation has set up an Estates Working Group, that meets as required to oversee the Estates Strategy and that reports into the Resources Committee.

The Committee has access to the external auditors of the College and, in conjunction with the Audit Committee, receives the initial presentation of the financial statements and regularity audit report.

**The Senior Postholders Employment Committee (SPEC)**

The SPEC met once during 2022-23. Committee membership comprises four independent governors and it is chaired by the Vice Chair of the Corporation. The Chair of the Corporation is not a member of the Committee.

The Committee's responsibilities are to make recommendations to the Board on the performance, remuneration and benefits of the Principal and Chief Executive, and other designated senior postholders. Details of remuneration for the year ended 31 July 2023 are set out in note 8 to the financial statements.

## **INTERNAL CONTROL**

### **Scope of responsibility**

The Corporation is ultimately responsible for the College's system of internal control and for reviewing its effectiveness. The 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 Corporation has delegated the day-to-day responsibility to the Principal, as Accounting Officer, for maintaining a sound system of internal control that supports the achievement of the College's policies, aims and objectives, whilst safeguarding the public funds and assets for which they are personally responsible, in accordance with the responsibilities assigned to them in the Funding Agreement between the College and the funding bodies.

The Accounting Officer is also responsible for reporting to the Corporation any material weaknesses or breakdowns in internal control.

Christine Ricketts was the Accounting Officer throughout 2022-23.

### **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 College 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 College for the year ended 31 July 2023 and up to the date of approval of the annual report and accounts.

### **Capacity to handle risk**

The Corporation has reviewed the key risks to which the College is exposed, together with the operating, financial and compliance controls that have been implemented to mitigate those risks.

The Corporation is of the view that there is a formal on-going process for identifying, evaluating and managing the College's significant risks that has been in place for the period ending 31 July 2023 and up to the date of approval of the annual report and accounts. The risk management process is regularly reviewed by the Audit Committee and the Corporation.

### **The risk and control framework**

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

- comprehensive budgeting systems with an annual budget, which is reviewed and agreed by the Corporation
- regular reviews by the Corporation of periodic and annual financial reports which indicate financial performance against forecasts
- setting targets to measure financial and other performance
- clearly defined capital investment control guidelines
- the adoption of formal project management disciplines, where appropriate.

**INTERNAL CONTROL** (continued)**The risk and control framework** (continued)

The College has an internal audit service, which operates in accordance with the requirements of the ESFA's *Post 16 Audit Code of Practice*. The work of the internal audit service is informed by an analysis of the risks to which the College is exposed, and annual internal audit plans are based on this analysis. The analysis of risks and the internal audit plans are endorsed by the Corporation on the recommendation of the Audit Committee. At minimum, annually, the internal audit service provides the Corporation with a report on internal audit activity in the College. The report includes the Internal Auditor's independent opinion on the adequacy and effectiveness of the College's system of risk management, controls and governance processes.

**Risks faced by the College**

The Corporation reviews risk on a termly basis, where it reviews the College key risks to ensure that they are complete alongside the assessment of the type of risk the College is subject to, its severity, probability and mitigating actions that are in place, planned as well as an update. The key risks faced by the College are shown in the Strategic Report.

**Control weaknesses identified**

There were no significant control weaknesses that arose during the year and which action needed to be taken.

**Responsibilities under funding agreements**

The Corporation has ensured that adequate controls have been in place to ensure that the College has fulfilled its contractual responsibilities. This has been supported by the work of the Internal Audit Learner Number System audit.

**Statement from the Audit Committee**

The Audit Committee has advised the Corporation that the corporation has an effective framework for governance and risk management in place. The Audit Committee believes the corporation has effective internal controls in place.

The specific areas of work undertaken by the Audit Committee in 2022-23 and up to the date of the approval of the financial statements were:

Risk Management Arrangements including assurance over the mitigating controls	Substantial
Apprenticeship Delivery and Performance	Reasonable
Safeguarding Arrangements	Reasonable
Learner Numbers (ILR/MIS)-controls and completeness of records	Reasonable
Purchasing and Procurement	Limited

In their annual report the internal auditors (TIAA) opinion is that, for the areas reviewed during the year, that the corporation has reasonable and effective risk management, control and governance processes in place. However, a number of improvement matters were identified and brought to the attention of the College. This opinion is based solely on the matters that came to the attention of TIAA during the course of the internal audit reviews and carried out during the year. This is not an opinion on all elements of the risk management, control and governance processes or the ongoing financial viability or the ability to meet financial obligations which must be obtained by the College from its various sources of assurance.

**INTERNAL CONTROL** (continued)

**Statement from the Audit Committee** (continued)

Important recommendations related to

- Consistency of record keeping and process in respect of procurement and contracts
- Publication of final Marketing Strategy
- Review of Apprenticeship risks
- Reporting on the status of DBS checks
- Central record of staff safeguarding training

*Review of effectiveness*

As Accounting Officer, the Principal has responsibility for reviewing the effectiveness of the system of internal control. The Accounting Officer's review of the effectiveness of the system of internal control is informed by:

- the work of the internal auditors;
- the work of the executive managers within the College who have responsibility for the development and maintenance of the internal control framework;
- comments made by the College's financial statements auditors, the reporting accountant for regularity assurance and the appointed funding auditors (when applicable) in their management letters and other reports.

The Accounting Officer has been advised on the implications of the result of their review of the effectiveness of the system of internal control by the Audit Committee which oversees the work of the internal auditor, other sources of assurance and risk management and a plan to address weaknesses and ensure continuous improvement of the system has been drawn up and is in place.

To move the progress of responding to, and benefitting from the independent Internal audit reports, the College has also formed an internal audit monitoring and control committee with terms of reference that require it to monitor progress on actions agreed with the auditors and a membership drawn from senior managers in the areas subject to internal audit.

This Committee receive reports:

- setting out key performance and risk indicators and considers possible control issues brought to their attention by early warning mechanisms, which are embedded within the departments
- from internal audit, which include recommendations for improvement.

The Senior Leadership Team and the Audit Committee also receive regular reports from Internal Audit and other sources of assurance, which include recommendations for improvement.

The Audit Committee's role in this area is confined to a high-level review of the arrangements for internal control and advising the Corporation as appropriate.

The Corporation's agenda includes receipt of the minutes of the Audit Committee and a regular item for consideration of risk and control.

This ensures that members of the Corporation obtain the relevant degree of assurance both independently and from senior officers of the College and that risk is monitored and reported routinely and not merely by exception.

**INTERNAL CONTROL** (continued)

**Statement from the Audit Committee** (continued)

At its December 2023 meeting, the Corporation carried out the annual assessment for the year ended 31 July 2023 by considering documentation from the Senior Leadership Team and Internal Audit and taking into account events since 31 July 2023.

Based on the advice of the Audit Committee and the Accounting Officer, the Corporation is of the opinion that the College has an adequate and effective framework for governance, risk management and control, and has fulfilled its statutory responsibility for “the effective and efficient use of resources, the solvency of the institution and the body and the safeguarding of their assets”.

**Going Concern**

After making appropriate enquiries, the Corporation considers that the corporation has adequate resources to continue in operational existence for the foreseeable future. Forecasts have been prepared which demonstrate that the College can continue to operate within its current facilities on its present basis. For this reason, it continues to adopt the going concern basis in preparing the financial statements. The period considered after the reporting date is at least twelve months from the date when the financial statements are authorised for issue.

Approved by order of the members of the Corporation on 14<sup>th</sup> December and signed on its behalf by:

*C Mahoney*

Professor Craig Mahoney  
**Chair of Corporation**

*Christine Ricketts*

Christine Ricketts  
**Accounting Officer**

## **STATEMENT OF REGULARITY, PROPRIETY AND COMPLIANCE**

As Accounting Officer, I confirm that the Corporation has had due regard to the framework of authorities governing regularity, propriety and compliance, and the requirements of grant funding agreements and contracts with ESFA, and has considered its responsibility to notify ESFA of material irregularity, impropriety and non-compliance with those authorities and terms and conditions of funding.

I confirm on behalf of the Corporation that after due enquiry, and to the best of my knowledge, I am able to identify any material irregular or improper use of funds by the Corporation, or material non-compliance with the framework of authorities and the terms and conditions of funding under the Corporation's grant funding agreements and contracts with ESFA, or any other public funder. This includes the elements outlined in the "Dear accounting officer" letter of 29 November 2022 and ESFA's bite size guides.

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

**Signed**

*Christine Ricketts*

Christine Ricketts  
**Accounting Officer**

**Date:** 15/12/2023

## **STATEMENT OF THE CHAIR OF CORPORATION**

On behalf of the Corporation, I confirm that the Accounting Officer has discussed their statement of regularity, propriety and compliance with the Board and I am content that it is materially accurate.

**Signed**

*C Mahoney*

Professor Craig Mahoney  
**Chair of the Corporation**

**Date:** 15/12/2023

## **STATEMENT OF THE RESPONSIBILITIES OF THE MEMBERS OF THE CORPORATION**

The members of the Corporation are required to present audited financial statements for each financial year.

Within the terms and conditions of the College's grant funding agreements and contracts with the ESFA and any other relevant funding bodies, the Corporation is required to prepare financial statements which give a true and fair view of the financial performance and position of the corporation for the relevant period. Corporations must also prepare a strategic report which includes an operating and financial review for the year. The bases for the preparation of the financial statements and strategic report are the Statement of Recommended Practice – Accounting for Further and Higher Education, ESFA's College Accounts Direction and the UK's Generally Accepted Accounting Practice.

In preparing the financial statements, the Corporation is required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- assess whether the College is a going concern, noting the key supporting assumptions qualifications or mitigating actions as appropriate (which must be consistent with other disclosures in the accounts and auditor's report); and
- prepare financial statements on the going concern basis, unless it is inappropriate to assume that the corporation will continue in operation.

The Corporation is also required to prepare a strategic report, in accordance with paragraphs 3.23 to 3.27 of the FE and HE SORP, that describes what it is trying to do and how it is going about it, including information about the legal and administrative status of the College.

The Corporation is responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the corporation and which enable it to ensure that the financial statements are prepared in accordance with relevant legislation including the Further and Higher Education Act 1992 and Charities Act 2011, and relevant accounting standards. It is responsible for taking steps that are reasonably open to it to safeguard its assets and to prevent and detect fraud and other irregularities.

The Corporation is responsible for the maintenance and integrity of its website; the work carried out by auditors does not involve consideration of these matters and, accordingly, auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.



**STATEMENT OF THE RESPONSIBILITIES OF THE MEMBERS OF THE CORPORATION** (continued)

Members of the Corporation are responsible for ensuring that expenditure and income are applied for the purposes intended and that the financial transactions conform to the authorities that govern them. In addition, they are responsible for ensuring that funds from ESFA, and any other public funds, are used only in accordance with ESFA's grant funding agreements and contracts and any other conditions, that may be prescribed from time to time by ESFA, or any other public funder, including that any transactions entered into by the Corporation are within the delegated authorities set out in the "Dear accounting officer" letter of 29 November 2022 and ESFA's bite size guides. Members of the Corporation must ensure that there are appropriate financial and management controls in place to safeguard public and other funds and ensure they are used properly. In addition, members of the Corporation are responsible for securing economic, efficient and effective management of the corporation's resources and expenditure so that the benefits that should be derived from the application of public funds from ESFA and other public bodies are not put at risk.

Approved by order of the members of the Corporation on 14<sup>th</sup> December 2023 and signed on their behalf by:

*C Mahoney*

**Professor Craig Mahoney**  
**Chair of the Corporation**

## **INDEPENDENT AUDITORS' REPORT TO THE CORPORATION OF BROOKLANDS COLLEGE**

### **Opinion**

We have audited the financial statements of Brooklands College (the 'College') for the year ended 31 July 2023 which, with the members of the Corporation's report, comprise the statement of comprehensive income, the statement of changes in reserves, the balance sheet, the statement of cash flows, the principal accounting policies, and the notes to the financial statements. 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).

In our opinion, the financial statements:

- give a true and fair view of the state of the College's affairs as at 31 July 2023 and of its deficit of expenditure over income for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

### **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 financial statements section of our report. We are independent of the College in accordance with the ethical requirements that are relevant to our audit of the financial statements 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 members of the Corporation's 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 College'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 Corporation 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 financial statements and our auditor's report thereon. The members of the Corporation are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

## **BROOKLANDS COLLEGE**

### **Financial Statements for the Year Ended 31 July 2023**

#### **Other information (continued)**

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Post 16 Audit Code of Practice issued by the Education and Skills Funding Agency requires us to report to you if, in our opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of the Corporation**

As explained more fully in the statement of responsibilities of members of the Corporation, the Corporation is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Corporation determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Corporation is responsible for assessing the College'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 Corporation either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an 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 financial statements.

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

**Auditor's responsibilities for the audit of the financial statements** (continued)

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- ◆ we identified the laws and regulations applicable to the College through discussions with management, and from our knowledge and experience of the sector;
- ◆ we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the College, including the Further and Higher Education Act 1992, funding agreements with the ESFA and associated funding rules, ESFA regulations, data protection legislation, anti-bribery, safeguarding, employment, health and safety legislation;
- ◆ we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- ◆ identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the College's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- ◆ considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ tested journal entries to identify unusual transactions; and
- ◆ assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias;

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**Auditor's responsibilities for the audit of the financial statements** (continued)

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ agreeing financial statement disclosures to underlying supporting documentation;
- ◆ reviewing the minutes of Corporation meetings;
- ◆ enquiring of management as to actual and potential litigation and claims; and
- ◆ reviewing any available correspondence with HMRC and the College's legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the members of the Corporation and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://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 Corporation's members, as a body, in accordance with the College's Articles of Government. Our audit work has been undertaken so that we might state to the Corporation'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 College and the Corporation's members as a body, for our audit work, for this report, or for the opinions we have formed.



Buzzacott LLP  
130 Wood Street  
London  
EC2V 6DL

Dated: 19 December 2023

**INDEPENDENT REPORTING ACCOUNTANT'S REPORT ON REGULARITY**

**To: The Corporation of Brooklands College and Secretary of State for Education, acting through Education and Skills Funding Agency (the ESFA)**

In accordance with the terms of our engagement letter and further to the requirements and conditions of funding in the ESFA's grant funding agreements and contracts, or those of any other public funder, we have carried out an engagement to obtain limited assurance about whether anything has come to our attention that would suggest, in all material respects, the expenditure disbursed and income received by Brooklands College during the period 1 August 2022 to 31 July 2023 have not been applied to the purposes identified by Parliament and the financial transactions do not conform to the authorities which govern them.

The framework that has been applied is set out in the Post-16 Audit Code of Practice (the Code) issued by the ESFA and in any relevant conditions of funding concerning adult education notified by a relevant funder. In line with this framework, our work has specifically not considered income received from the main funding grants generated through the Individualised Learner Record data returns, for which the ESFA has other assurance arrangements in place.

This report is made solely to the Corporation of Brooklands College and the ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to the Corporation of Brooklands College and the 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 Corporation of Brooklands College and the ESFA for our work, for this report, or for the conclusion we have formed.

**Respective responsibilities of Brooklands College and the reporting accountant**

The Corporation of Brooklands College is responsible, under the requirements of the Further & Higher Education Act 1992, subsequent legislation and related regulations and guidance, for ensuring that expenditure disbursed, and income received, are applied for the purposes intended by Parliament, and the financial transactions conform to the authorities that 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 Code. 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 August 2022 to 31 July 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 Code issued by the ESFA. We performed a limited assurance engagement as defined in that framework. 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 of the College's income and expenditure.

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**Approach** (continued)

The work undertaken to draw to our conclusion includes:

- ◆ An assessment of the risk of material irregularity and impropriety across all of the College's activities;
- ◆ Further testing and review of the areas identified through the risk assessment including enquiry, identification of control processes and examination of supporting evidence across all areas identified as well as additional verification work where considered necessary; and
- ◆ Consideration of evidence obtained through the work detailed above and the work completed as part of our financial statements audit in order to support the regularity conclusion.

**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 August 2022 to 31 July 2023 has not been applied to purposes intended by Parliament, and the financial transactions do not conform to the authorities that govern them.



Buzzacott LLP  
Chartered Accountants  
130 Wood Street  
London  
EC2V 6DL

Date 19 December 2023

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**STATEMENT OF COMPREHENSIVE INCOME AND EXPENDITURE**

	Notes	Year ended 31 July 2023 £'000	Year ended 31 July 2022 £'000
<b>INCOME</b>			
Funding body grants	2	11,687	10,970
Tuition fees and education contracts	3	420	530
Other income	4	904	363
Investment income	5	43	5
Donations and endowments	6	—	—
<b>Total income</b>		<b>13,054</b>	<b>11,868</b>
<b>EXPENDITURE</b>			
Staff costs	7	8,574	8,000
Fundamental restructuring costs	7	24	1
Other operating expenses	9	3,101	2,960
Depreciation and amortisation	12 & 13	1,344	1,285
Interest and other finance costs	10	249	357
<b>Total expenditure</b>		<b>13,293</b>	<b>12,603</b>
<b>Deficit before other gains and losses</b>		<b>(238)</b>	<b>(735)</b>
Profit/(loss) on disposal of fixed assets	13	—	(6)
<b>Deficit before tax</b>		<b>(238)</b>	<b>(741)</b>
Taxation	11	—	—
<b>Deficit for the year</b>		<b>(238)</b>	<b>(741)</b>
Unrealised gain on revaluation of fixed assets	13	—	2,625
Gain/(loss) on unwinding of discount on amount due to ESFA under repayment agreement	17	—	1,713
Actuarial gain in respect of pensions	24	1,389	10,058
<b>Total comprehensive income for the year</b>		<b>1,151</b>	<b>13,655</b>
<b>Represented by:</b>			
Unrestricted comprehensive income		<b>1,151</b>	<b>13,655</b>

All items of income and expenditure relate to continuing activities.



**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**STATEMENT OF CHANGES IN RESERVES**

	<b>Income and expenditure account</b>	<b>Revaluation reserve</b>	<b>Total</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Balance at 31 July 2021</b>	<b>(28,089)</b>	<b>27,255</b>	<b>(834)</b>
Deficit from the income and expenditure account	(741)	—	(741)
Other comprehensive income	11,771	2,625	14,396
Total comprehensive income for the year	<b>11,030</b>	<b>2,625</b>	<b>13,655</b>
<b>Balance at 31 July 2022</b>	<b>(17,059)</b>	<b>29,880</b>	<b>12,821</b>
Deficit from the income and expenditure account	(238)	—	(238)
Other comprehensive income	1,389	—	1,389
Total comprehensive income for the year	<b>1,151</b>	<b>—</b>	<b>1,151</b>
<b>Balance at 31 July 2023</b>	<b>(15,908)</b>	<b>29,880</b>	<b>13,972</b>

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**BALANCE SHEET AS AT 31 JULY 2023**

	<b>Notes</b>	<b>2023 £'000</b>	<b>2022 £'000</b>
<b>Non-current assets</b>			
Tangible fixed assets	13	47,159	46,384
Intangible fixed assets	12	158	181
Investments	15	—	—
		<b>47,317</b>	<b>46,565</b>
<b>Current assets</b>			
Trade and other receivables	14	1,079	874
Cash and cash equivalents	20	2,335	2,386
		<b>3,414</b>	<b>3,260</b>
Less: Creditors – amounts falling due within one year	16	(3,779)	(3,218)
<b>Net current (liabilities)/assets</b>		<b>(365)</b>	<b>42</b>
<b>Total assets less current liabilities</b>		<b>46,952</b>	<b>46,607</b>
Creditors – amounts falling due after more than one year	17	(32,729)	(32,118)
<b>Provisions</b>			
Defined benefit obligations	19	—	(1,402)
Enhanced pension	19	(251)	(267)
<b>Total net assets</b>		<b>13,972</b>	<b>12,820</b>
<b>Unrestricted reserves</b>			
Income and expenditure account		(15,908)	(17,059)
Revaluation reserve		29,880	29,880
<b>Total unrestricted reserves</b>		<b>13,972</b>	<b>12,820</b>

The financial statements on pages 33 to 60 were approved and authorised for issue by the Corporation on 14<sup>th</sup> December 2023 and were signed on its behalf on that date by:

*C Mahoney*

**Professor Craig Mahoney**  
**Chair of Corporation**

*Christine Ricketts*

**Christine Ricketts**  
**Accounting Officer**

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**STATEMENT OF CASH FLOWS**

		<b>Year ended 31 July 2023</b>	<b>Year ended 31 July 2022</b>
	<b>Notes</b>	<b>£'000</b>	<b>£'000</b>
<b>Cash flows from operating activities</b>			
Deficit for the year		(238)	(741)
<b>Adjustment for non-cash items</b>			
Depreciation and amortisation		1,344	1,284
(Increase) in debtors		(205)	(288)
Increase in creditors due within one year		561	586
Increase/(Decrease) in creditors due after one year		920	(261)
Decrease in provisions		(16)	(50)
Pensions costs less contributions payable		(13)	578
<b>Adjustment for investing or financing activities</b>			
Investment income		(43)	(5)
Interest payable		249	357
Loss on disposal of asset		—	6
<b>Cash provided by operating activities</b>		<b>2,559</b>	<b>1,466</b>
<b>Cash flows from investing activities</b>			
Proceeds from sale of fixed assets		—	—
Investment income		43	5
Payments made to acquire fixed assets		(2,096)	(1,066)
		<b>(2,053)</b>	<b>(1,061)</b>
<b>Cash flows from financing activities</b>			
Interest paid		(249)	(177)
New unsecured loan		—	—
Repayment of amount borrowed		(308)	(295)
		<b>(557)</b>	<b>(472)</b>
<b>Decrease in cash and cash equivalents in the year</b>		<b>(51)</b>	<b>(67)</b>
<b>Cash and cash equivalents at 1 August</b>	<b>20</b>	<b>2,386</b>	<b>2,453</b>
<b>Cash and cash equivalents at 31 July</b>	<b>20</b>	<b>2,335</b>	<b>2,386</b>

## **NOTES TO THE ACCOUNTS**

### **1. Accounting Policies**

#### **Statement of Accounting Policies and estimation techniques**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements.

#### **Basis of Preparation**

These financial statements have been prepared in accordance with the *Statement of Recommended Practice: Accounting for Further and Higher Education 2019* (the 2019 FE HE SORP), the *College Accounts Direction for 2022 to 2023* and in accordance with Financial Reporting Standard 102 – “*The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland*” (FRS 102). The College is a public benefit entity and has therefore applied the relevant public benefit requirements of FRS 102.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the College's accounting policies.

The financial statements are presented in sterling and rounded to the nearest thousand.

#### **Basis of Accounting**

The financial statements are prepared in accordance with the historical cost convention, with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these financial statements.

#### **Basis of Consolidation**

The financial statements include the College only and are not consolidated as the College's subsidiary, Brooklands Enterprises Limited, controlled by the Group was dormant in the period. In accordance with FRS 102, the activities of the student union have not been consolidated because the College does not control those activities. All financial statements are made up to 31 July 2023.

#### **Going Concern**

The activities of the College, together with the factors likely to affect its future development and performance, are set out in the members of the Corporation's report. The financial position of the College, its cash flow, liquidity and borrowings are presented in the financial statements and accompanying notes.

The College's management have prepared a three year financial plan, with a rolling 12 month forecast for the Corporation.

The College currently has a fixed term loan with annual debt servicing costs of £557,000. The College operates without any overdraft facilities and at the year-end had a positive cash balance of £2,335,000 (2022 - £2,386,000). The College's forecasts indicate that it will be able to operate within the existing facility.

Accordingly, the College has continued to prepare the financial statements on a going concern basis, and the Corporation considers that the College has adequate resources to continue in operational existence for the foreseeable future.

**NOTES TO THE ACCOUNTS** (Continued)

**1. Accounting Policies** (continued)

**Recognition of Income**

*Revenue grant funding*

Government revenue grants include funding body recurrent grants and other grants and are accounted for under the accrual model as permitted by FRS 102. Funding body recurrent grants are measured in line with best estimates for the period of what is receivable and depend on the particular income stream involved. Any under or over achievement for the Adult Education Budget is adjusted for and reflected in the level of recurrent grant recognised in the income and expenditure account. The final grant income is normally determined with the conclusion of the year end reconciliation process with the funding body following the year end, and the results of any funding audits. 16-18 learner-responsive funding is not normally subject to reconciliation and is therefore not subject to contract adjustments.

The recurrent grant from Office for Students represents the funding allocations attributable to the current financial year and is credited direct to the statement of comprehensive Income.

Grants (including research grants) from non-government sources are recognised in income when the College is entitled to the income and performance related conditions have been met. Income received in advance of performance related conditions being met is recognised as deferred income within creditors on the balance sheet and released to income as the conditions are met.

*Capital grant funding*

Government capital grants are capitalised, held as deferred income and recognised in income over the expected useful life of the asset, under the accrual model as permitted by FRS 102. Other, non-governmental, capital grants are recognised in income when the College is entitled to the funds subject to any performance related conditions being met. Income received in advance of performance related conditions being met is recognised as deferred income within creditors on the Balance Sheet and released to income as conditions are met.

*Fee income*

Income from tuition fees is stated gross of any expenditure which is not a discount and is recognised in the period for which it is received.

*Investment income*

All income from short-term deposits is credited to the income and expenditure account in the period in which it is earned on a receivable basis.

**Agency Arrangements**

The College acts as an agent in the collection and payment of learner support funds and bursaries. Related payments received from the funding bodies and subsequent disbursements to students are excluded from the income and expenditure account of the College and are shown separately in note 27, except for the 5 per cent of the grant issued which is available to the College to cover administration costs relating to the grant.

The College also acts as an agent for Employer Incentives and End Point Assessments where the related payments received from the funding bodies and disbursements are excluded from the income and expenditure account of the College.

**NOTES TO THE ACCOUNTS** (Continued)

**1. Accounting Policies** (continued)

**Accounting for post-employment benefits**

Post-employment benefits to employees of the College are principally provided by the Teachers' Pension Scheme (TPS) and the Local Government Pension Scheme (LGPS). These are defined benefit plans, which are externally funded and contracted out of the State Second Pension.

***Teachers' Pension Scheme (TPS)***

The TPS is an unfunded scheme. Contributions to the TPS are calculated so as to spread the cost of pensions over employees' working lives with the College in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by qualified actuaries on the basis of valuations using a prospective benefit method. The TPS is a multi-employer scheme and there is insufficient information available to use defined benefit accounting. The TPS is therefore treated as a defined contribution plan and the contributions recognised as an expense in the income statement in the periods during which services are rendered by employees.

***Local Government Pension Scheme (LGPS)***

The LGPS is a funded scheme. The assets of the LGPS are measured using closing fair values. LGPS liabilities are measured using the projected unit credit method and discounted at 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 comprehensive Income 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 interest and other finance costs. Actuarial gains and losses are recognised immediately in actuarial gains and losses.

***Short term employment benefits***

Short term employment benefits such as salaries and compensated absences (holiday pay) are recognised as an expense in the year in which the employees render service to the College. Any unused benefits are accrued and measured as the additional amount the College expects to pay as a result of the unused entitlement.

**Enhanced Pensions**

The actual cost of any enhanced on-going pension to a former member of staff is paid by the College annually. An estimate of the expected future cost of any enhancement to the on-going pension of a former member of staff is charged in full to the College's income and expenditure account in the year that the member of staff retires. In subsequent years a charge is made to provision in the balance sheet using the enhanced pension spreadsheet provided by the funding bodies.

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**NOTES TO THE ACCOUNTS** (Continued)

**1. Accounting Policies** (continued)

**Non-current assets - Tangible fixed assets**

*Freehold Land and buildings*

The College has adopted a policy of revaluation for its freehold properties. The freehold properties were valued to fair value by professional valuers at 31 July 2020 and revalued at 31<sup>st</sup> July 2021 and 22 using the Building Cost Information Service (BCIS) indices. There have been no material movements in the valuation as at 31<sup>st</sup> July 2023.

The College's buildings are specialised buildings and therefore it is not appropriate to value them based on open market value. The buildings are stated in the balance sheet at valuation on the basis of depreciated replacement cost.

In subsequent years, freehold properties will be held at revalued amounts less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Revaluations will be made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting period.

Freehold buildings are depreciated on a straight line basis over their expected remaining useful lives as assessed by external professional valuers (or assessed by the College in the intervening years between external valuations).

The remaining useful lives range from 2 to 50 years. The remaining useful life will be reviewed at the end of each accounting period, with the cost and accumulated depreciation re-stated as appropriate so that the carrying amount reflects the revalued amount of the asset. A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying amount of any fixed asset may not be recoverable.

Freehold buildings include structure, internal finishes of the building, and building plant and machinery, but exclude loose fittings. Borrowing and finance costs, which are directly attributable to the acquisition, construction or production of land and buildings, are capitalised as part of the cost of those assets.

Freehold land is not depreciated as it is considered to have an indefinite useful life.

Where land and buildings are acquired with the aid of specific grants, they are capitalised and depreciated as above. The related grants are credited to a deferred income account within creditors and are released to the income and expenditure account over the expected useful economic life of the related asset on a systematic basis consistent with the depreciation policy. The deferred income is allocated between creditors due within one year and those due after more than one year.

*Leasehold Land and Buildings*

The College has adopted a policy of revaluation for its leasehold properties. The leasehold properties were valued at fair value by professional valuers at 31 July 2020.

The College's buildings are specialised buildings and therefore it is not appropriate to value them based on open market value. The buildings are stated in the balance sheet at valuation on the basis of depreciated replacement cost.

**NOTES TO THE ACCOUNTS** (Continued)

**1. Accounting Policies** (continued)

**Non-current assets - Tangible fixed assets** (continued)

*Leasehold Land and Buildings (continued)*

In subsequent years, leasehold properties will be held at revalued amounts less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Revaluations will be made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting period.

Leasehold properties are depreciated on a straight line basis over the unexpired term of the lease.

*Assets under construction*

Assets under construction are accounted for at cost, based on the value of architects' certificates and other direct costs, incurred to 31 July. They are not depreciated until they are brought into use.

*Subsequent expenditure on existing fixed assets*

Where significant expenditure is incurred on tangible fixed assets after initial purchase it is charged to income in the period it is incurred, unless it increases the future benefits to the College, in which case it is capitalised and depreciated on the relevant basis.

*Equipment*

Equipment costing less than £1,000 per individual item is written off to the income and expenditure account in the period of acquisition. All other equipment is capitalised at cost.

Inherited equipment has been depreciated on a straight-line basis over its remaining useful economic life to the College and is now fully depreciated. All other equipment is depreciated on a straight line basis over its useful economic life as follows:

- heavy plant – 15 years
- plant – 10 years
- heavy duty equipment – 7 years
- motor vehicles and general equipment - 5 years
- computer servers and infrastructure – 5 years
- computer equipment - 4 years
- software - 3 years

Where equipment is acquired with the aid of specific grants, it is capitalised and depreciated in accordance with the above policy, with the related grant being credited to a deferred capital grant account and released to the income and expenditure account over the expected useful economic life of the related equipment.

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 comprehensive income.

**Non-current assets – Intangible fixed assets**

Intangible fixed assets such as software development are recognised based on section 18 of FRS 102 and are stated deemed cost less accumulated amortisation. Such assets are amortised on a straight line basis over their expected useful lives within five years from the day of purchased.



**NOTES TO THE ACCOUNTS** (Continued)

**1. Accounting Policies** (continued)

**Leased non-property assets**

Costs in respect of operating leases are charged on a straight-line basis over the lease term to the statement of comprehensive income. Any lease premiums or incentives relating to leases signed after 1 August 2014 are spread over the minimum lease term. The College has taken advantage of the transitional exemptions in FRS 102 and has retained the policy of spreading lease premiums and incentives to the date of the first market rent review for leases signed before 1 August 2014.

Leasing agreements which transfer to the College substantially all the benefits and risks of ownership of an asset are treated as finance leases.

Assets held under finance leases are recognised initially at the fair value of the leased asset (or, if lower, the present value of minimum lease payments) at the inception of the lease. The corresponding liability to the lessor is included in the balance sheet as a finance lease obligation. Assets held under finance leases are included in tangible fixed assets and depreciated and assessed for impairment losses in the same way as owned assets.

Minimum lease payments are apportioned between the finance charge and the reduction of the outstanding liability. The finance charges are allocated over the period of the lease in proportion to the capital element outstanding.

**Investments**

Investments in subsidiaries are accounted for at cost less impairment in the individual financial statements.

**Inventories**

Inventories are stated at the lower of their cost and net realisable value, being selling price less costs to complete and sell. Where necessary, provision is made for obsolete, slow-moving and defective items.

**Cash and cash equivalents**

Cash includes cash in hand, deposits repayable on demand and overdrafts. Deposits are repayable on demand if they are in practice available within 24 hours without penalty.

Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash with insignificant risk of change in value. An investment qualifies as a cash equivalent when it has maturity of 3 months or less from the date of acquisition.

**Financial liabilities and equity**

Financial liabilities and equity are classified according to the substance of the financial instrument's contractual obligations, rather than the financial instrument's legal form.

All loans, investments and short term deposits held by the College are classified as basic financial instruments in accordance with FRS 102. These instruments are initially recorded at the transaction price less any transaction costs (historical cost). FRS 102 requires that basic financial instruments are subsequently measured at amortised cost, however the College has calculated that the difference between the historical cost and amortised cost basis is not material and so these financial instruments are stated on the balance sheet at historical cost. Loans and investments that are payable or receivable within one year are not discounted.

The College has a long term creditor of £23.1m owed to the ESFA, this is discounted using the Bank of England base rate at the Balance Sheet date.

**NOTES TO THE ACCOUNTS** (Continued)

**1. Accounting Policies** (continued)

**Taxation**

The College is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the College is potentially exempt from taxation in respect of income or capital gains received within categories covered by sections 478-488 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 College is partially exempt in respect of Value Added Tax, so that it can only recover around 3% of VAT charged on its inputs. Irrecoverable VAT on inputs is included in the costs of such inputs and added to the cost of tangible fixed assets and services as appropriate, where the inputs themselves are tangible fixed assets by nature.

The College's subsidiary company is subject to corporation tax and VAT in the same way as any commercial organisation.

**Provisions and contingent liabilities**

Provisions are recognised when the College has a present legal or constructive obligation as a result of a past event, it is probable that a transfer of economic benefit will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value using a pre-tax discount rate. The unwinding of the discount is recognised as a finance cost in the statement of comprehensive income in the period it arises.

A contingent liability arises from a past event that gives the College a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the College. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required, or the amount of the obligation cannot be measured reliably.

Contingent liabilities are not recognised in the balance sheet but are disclosed in the notes to the financial statements.

**Judgements in applying accounting policies and key sources of estimation uncertainty**

In preparing these financial statements, management have made the following judgements:

- Determine whether leases entered into by the College either as a lessor or a lessee are operating or finance leases. These decisions depend on an assessment of whether the risks and rewards of ownership have been transferred from the lessor to the lessee on a lease by lease basis.
- Determine whether there are indicators of impairment of the College's tangible assets, including goodwill. Factors taken into consideration in reaching such a decision include the economic viability and expected future financial performance of the asset and where it is a component of a larger cash-generating unit, the viability and expected future performance of that unit.

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**NOTES TO THE ACCOUNTS** (Continued)

**1. Accounting Policies** (continued)

**Judgements in applying accounting policies and key sources of estimation uncertainty**  
(continued)

*Other key sources of estimation uncertainty*

- *Tangible fixed assets*

Tangible fixed assets, other than investment properties, are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors. In re-assessing asset lives, factors such as technological innovation and maintenance programmes are taken into account. Residual value assessments consider issues such as future market conditions, the remaining life of the asset and projected disposal values.

- *Local Government Pension Scheme*

The present value of the Local Government Pension Scheme defined benefit liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost (income) for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 25, will impact the carrying amount of the pension liability. Furthermore, a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2022 has been used by the actuary in valuing the pensions liability at 31 July 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.

**2. Funding body grants**

	Year ended 31 July 2023 £'000	Year ended 31 July 2022 £'000
<b>Recurrent grants</b>		
Education and Skills Funding Agency (ESFA) 16-18	8,948	8,102
Education and Skills Funding Agency (ESFA) adult	710	769
Education and Skills Funding Agency (ESFA) apprenticeships	586	534
Office for Students	56	22
<b>Specific grants</b>		
Education and Skills Funding Agency (ESFA)	569	493
Local Government funding income	365	524
Releases of government capital grants	250	262
HE grants	203	265
<b>Total</b>	<b>11,687</b>	<b>10,971</b>

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**NOTES TO THE ACCOUNTS** (Continued)

**3. Tuition fees and education contracts**

	Year ended 31 July 2023 £'000	Year ended 31 July 2022 £'000
Adult education fees	14	22
Apprenticeship fees and contracts	13	3
Fees for FE loan supported courses	76	54
Fees for HE loan supported courses	97	176
Fees for Full Cost course	62	168
<b>Total tuition fees</b>	<b>262</b>	<b>423</b>
Education contracts	158	107
<b>Total</b>	<b>420</b>	<b>530</b>

**4. Other income**

	Year ended 31 July 2023 £'000	Year ended 31 July 2022 £'000
Other income generating activities	339	307
Miscellaneous income	153	56
Insurance claims	412	—
<b>Total</b>	<b>904</b>	<b>363</b>

**5. Investment income**

	Year ended 31 July 2023 £'000	Year ended 31 July 2022 £'000
Other interest receivable	43	5
<b>Total</b>	<b>43</b>	<b>5</b>

**6. Donations**

	Year ended 31 July 2023 £'000	Year ended 31 July 2022 £'000
Unrestricted donations	—	—
<b>Total</b>	<b>—</b>	<b>—</b>

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**NOTES TO THE ACCOUNTS** (Continued)

**7. Staff costs**

The average number of persons (including key management personnel) employed by the College during the year, described as full time equivalents, were:

	<b>2023</b>	<b>2022</b>
	<b>No.</b>	<b>No.</b>
Teaching staff	147	133
Non-teaching staff	84	93
	<b>231</b>	<b>226</b>

**Staff costs for the above persons**

	<b>2023</b>	<b>2022</b>
	<b>£'000</b>	<b>£'000</b>
Wages and salaries	5,664	5,308
Social security costs	533	464
Other pension costs	1,489	1,976
<b>Payroll sub total</b>	<b>7,686</b>	<b>7,748</b>
Contracted out staffing services	901	252
	<b>8,587</b>	<b>8,000</b>
Fundamental restructuring costs – Contractual	24	1
<b>Total staff costs</b>	<b>8,611</b>	<b>8,001</b>

**8. Key management personnel**

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the College and are represented by the Senior Postholders with the exception of the Clerk to the Governors. These comprised the Principal and the Executive Director of Finance, Resources and People Performance.

Staff costs include compensation paid to key management personnel for loss of office.

**Emoluments of key management personnel, Accounting Officer and other higher paid staff**

	<b>2023</b>	<b>2022</b>
	<b>No.</b>	<b>No.</b>
The number of key management personnel including the Accounting Officer was:	<b>5</b>	<b>2</b>

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**NOTES TO THE ACCOUNTS** (Continued)

**8. Key management personnel** (continued)

The number of key management personnel and other staff who received annual emoluments, excluding pension contributions and employer's national insurance but including benefits in kind, in the following ranges was:

	<b>Key management personnel</b>	
	<b>2023</b>	<b>2022</b>
	<b>No.</b>	<b>No.</b>
£50,001 to £55,000 p.a.	1	—
£55,001 to £60,000 p.a.	2	—
£65,001 to £70,000 p.a.	1	1
£105,001 to £110,000 p.a.	—	1
£155,110,001 to £160,115,000 p.a.	1	—
	<b>5</b>	<b>2</b>
	<b>Other staff</b>	
	<b>2023</b>	<b>2022</b>
	<b>No.</b>	<b>No.</b>
£60,001 to £70,000 p.a.	—	—
	<b>—</b>	<b>—</b>

Key management personnel compensation is made up as follows:

	<b>2023</b>	<b>2022</b>
	<b>£'000</b>	<b>£'000</b>
Salaries	383	167
Employers National Insurance	43	21
Benefits in kind	—	—
Redundancy	—	—
	<b>426</b>	<b>188</b>
Pension contributions	81	41
<b>Total key management personnel compensation</b>	<b>507</b>	<b>229</b>

There were no amounts due to key management personnel that were waived in the year, nor any salary sacrifice arrangements in place.

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**NOTES TO THE ACCOUNTS** (Continued)

**8. Key management personnel** (continued)

The above compensation includes amounts payable to the Accounting Officer. The role during 2022-23 was occupied by the Principal/Chief Executive. The pay and remuneration for this role was as follows:

	<b>2022</b>	<b>2021</b>
	<b>£'000</b>	<b>£'000</b>
Salaries	115	105
National Insurance	16	14
Benefits in kind	—	—
	<u>131</u>	<u>119</u>
Pension contributions	27	25
	<u><b>158</b></u>	<u><b>144</b></u>

The members of the Corporation other than the Accounting Officer and the staff Governors did not receive any payment from the College other than the reimbursement of travel and subsistence expenses incurred in the course of their duties, detailed in note 26.

The Corporation adopted the AoC's Senior Staff Remuneration Code in July 2019 and assesses pay in line with its principles.

The remuneration package of key management personnel, including the Principal, is subject to annual review by the Remuneration Committee of the Corporation who use benchmarking information to provide objective guidance.

The Principal reports to the Chair of the Corporation, who undertakes an annual review of their performance against the College's overall objectives using both qualitative and quantitative measures of performance.

Relationship of Principal pay and remuneration expressed as a multiple:

	<b>2023</b>	<b>2022</b>
Principal's basic salary as a multiple of the median of all staff	3.68	3.16
Principal total remuneration as a multiple of the median of all staff	3.85	3.58

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**NOTES TO THE ACCOUNTS** (Continued)

**9. Other operating expenses**

	<b>2023</b>	<b>2022</b>
	<b>£'000</b>	<b>£'000</b>
Teaching costs	754	615
Non-teaching costs	922	1,062
Premises costs	1,426	1,283
	<hr/>	<hr/>
<b>Total</b>	<b>3,102</b>	<b>2,960</b>

**Other operating expenses include:**

	<b>2023</b>	<b>2022</b>
	<b>£'000</b>	<b>£'000</b>
Auditors' remuneration:		
Financial statements audit and other services provided by the financial statements auditor	40	51
Internal audit	20	8
Subcontracting and partnering costs	—	17
Hire of assets under operating leases	28	40
	<hr/>	<hr/>

**10. Interest and other finance costs**

	<b>2023</b>	<b>2022</b>
	<b>£'000</b>	<b>£'000</b>
On bank loans, overdrafts and other loans	249	177
	<hr/>	<hr/>
	249	177
Net interest on defined benefit pension liability (note 25)	—	180
	<hr/>	<hr/>
<b>Total</b>	<b>249</b>	<b>357</b>

**11. Taxation**

The College is not liable for any corporation tax arising out of its activities during the year ended 31 July 2023 or the previous year.



**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**NOTES TO THE ACCOUNTS** (Continued)

**12. Intangible Assets**

	<b>Software &amp; Development Costs</b>	<b>Total</b>
	<b>£'000</b>	<b>£'000</b>
<b>Cost</b>		
At 1 August 2022	312	312
Additions	28	28
<b>At 31 July 2023</b>	<b>340</b>	<b>340</b>
<b>Amortisation</b>		
At 1 August 2022	131	131
Charge in year	51	51
<b>At 31 July 2023</b>	<b>182</b>	<b>182</b>
<b>Net book value at 31 July 2023</b>	<b>158</b>	<b>158</b>
<b>Net book value at 31 July 2022</b>	<b>181</b>	<b>181</b>

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**NOTES TO THE ACCOUNTS** (Continued)

**13. Tangible fixed assets**

	<b>Freehold Land and Buildings £'000</b>	<b>Leasehold £'000</b>	<b>Equipment £'000</b>	<b>Works In Progress £'000</b>	<b>Total £'000</b>
<b>Cost or valuation</b>					
At 1/8/2022	<b>93,214</b>	<b>2,235</b>	<b>7,219</b>	<b>911</b>	<b>103,579</b>
Transfers	327	—	—	(327)	—
Additions	12	—	117	1,939	2,068
<b>At 31/7/2023</b>	<b>93,553</b>	<b>2,235</b>	<b>7,336</b>	<b>2,523</b>	<b>105,647</b>
<b>Depreciation</b>					
At 1/8/2022	<b>50,291</b>	<b>196</b>	<b>6,708</b>	—	<b>57,195</b>
Charge in year	1,028	47	218	—	1,293
<b>At 31/7/2023</b>	<b>51,319</b>	<b>243</b>	<b>6,926</b>	—	<b>58,488</b>
<b>Net Book Value 2023</b>	<b>42,234</b>	<b>1,992</b>	<b>410</b>	<b>2,523</b>	<b>47,159</b>
<b>Net Book Value 2022</b>	<b>42,923</b>	<b>2,039</b>	<b>511</b>	<b>911</b>	<b>46,384</b>

The freehold land and buildings include Brooklands College Weybridge and the leasehold properties include Brooklands College, Ashford (Thomas Knyvett School). Brooklands College, Ashford is on a 50 year lease from 7 September 2016.

The freehold properties known as Brooklands College Weybridge, and Brooklands College, Ashford (Thomas Knyvett School) were valued at 31 July 2020 by an external valuer, Gerald Eve LLP, a regulated firm of Chartered Surveyors. The valuation was prepared in accordance with the requirements of the RICS Valuation – Global Standard 2020 and Financial Reporting Standard 102 and the Statement of Recommended Practice ‘Accounting for Further and Higher Education’. The valuations were undertaken on a Fair Value basis, and valued by reference to a Depreciated Replacement Cost approach. The valuation is reported under the special assumption to exclude any value of development opportunities for which planning permission would be required and has not been granted or where development has not yet commenced, except where stated separately within the valuation report.

The freehold land and properties were revalued with reference to the Building Cost Information Service (BCIS) as at 31 July 2021 and 31 July 2022. There has been no material change in the valuation as at 31<sup>st</sup> July 2023.

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**NOTES TO THE ACCOUNTS** (Continued)

**14. Trade and other receivables**

	<b>2023</b>	<b>2022</b>
	<b>£'000</b>	<b>£'000</b>
Amounts falling due within one year:		
Trade receivables	437	128
Prepayments and accrued income	104	325
Amounts owed by the ESFA	—	384
Other debtors	538	37
<b>Total</b>	<b>1,079</b>	<b>874</b>

**15. Investments**

The College owns a £2 investment representing 100% of the issued ordinary shares and voting rights in Brooklands Enterprises Limited, a company incorporated in England and Wales. The interest in Brooklands Enterprises Limited was effectively acquired on 1 April 1993 and has not been consolidated into the results of the College, as the company has not traded in the year.

**16. Creditors: amounts falling due within one year**

	<b>2023</b>	<b>2022</b>
	<b>£'000</b>	<b>£'000</b>
Bank loans (note 18)	238	238
Other loans	70	70
Trade payables	858	44
Other taxation and social security	123	121
Accruals and deferred income	397	687
Deferred income - Government Capital Grants	250	261
Deferred income - Government Revenue Grants	20	405
Amounts owed to ESFA	1,053	1,053
Pension contributions	148	149
Other creditors	623	190
<b>Total</b>	<b>3,780</b>	<b>3,218</b>

Accruals and deferred income include accrued payments to subcontractors, accruals for capital works and invoices and fees received in advance for 2023-24.

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**NOTES TO THE ACCOUNTS** (Continued)

**17. Creditors: amounts falling due after one year**

	<b>2023</b>	<b>2022</b>
	<b>£'000</b>	<b>£'000</b>
Due to ESFA under a repayment agreement	23,103	23,103
Bank loans (note 18)	2,224	2,461
Other loans	285	356
Deferred income - government capital grants	7,117	6,198
<b>Total</b>	<b>32,729</b>	<b>32,118</b>

The amount due to ESFA under a repayment agreement relates to funding due to be repaid to the ESFA resulting from subcontracting arrangements that did not comply with funding agreements in previous years. A formal interest bearing repayment agreement for £5m of this debt has been agreed, the remaining £20m is repayable at the latest by 31 July 2025. The £20m provision is discounted using the Bank of England base rate at the end of July for each financial year.

**18. Maturity of debt**

**Bank loans and overdrafts**

Bank loans and overdrafts are repayable as follows:

	<b>2023</b>	<b>2022</b>
	<b>£'000</b>	<b>£'000</b>
In one year or less	320	308
Between one and two years	552	320
Between two and five years	892	1,130
In five years or more	1,053	1,367
<b>Total</b>	<b>2,817</b>	<b>3,125</b>

At 31 July 2023, the College had one main loan facility of £5m repayable at 5.6% interest over 25 years, secured on the Barnes Wallis Building on the Weybridge campus.

**19. Provisions**

	<b>Defined benefit obligations (note 25)</b>	<b>Enhanced pensions</b>	<b>Total</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
At 1 August 2022	1,402	267	1,669
Movement in period	(1,402)	(16)	(1,418)
<b>At 31 July 2023</b>	<b>-</b>	<b>251</b>	<b>251</b>

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**NOTES TO THE ACCOUNTS** (Continued)

**19. Provisions** (continued)

Defined benefit obligations relate to the liabilities under the College's membership of the Local Government Pension Scheme. Further details are given in Note 25.

The enhanced pension provision relates to the cost of staff who have already left the College's employ and commitments for reorganisation costs from which the College cannot reasonably withdraw at the balance sheet date. This provision has been recalculated in accordance with guidance issued by the funding bodies.

The principal assumptions for this calculation are:

	2023	2022
Inflation rate (CPI)	2.8%	2.9%
Interest rate	5.0%	3.3%

**20. Cash and cash equivalents**

	At 1 August 2022 £'000	Cash flows £'000	Other changes £'000	At 31 July 2023 £'000
Cash and cash equivalents	2,386	(51)	—	2,335
<b>Total</b>	<b>2,386</b>	<b>(51)</b>	<b>—</b>	<b>2,335</b>

**21. Capital and other commitments**

	2023 £'000	2022 £'000
Commitments contracted for at 31 July	1,952	1,410
Commitments authorised but not contracted for at 31 July	—	255
	<b>1,952</b>	<b>1,665</b>

**22. Lease Obligations**

At 31 July the College had minimum lease payments under non-cancellable operating leases as follows:

	2023 £'000	2022 £'000
<b>Future minimum lease payments due</b>		
<b>Equipment</b>		
Not later than one year	—	4
Later than one year and not later than five years	—	-
<b>Total lease payments due</b>	<b>—</b>	<b>4</b>

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**NOTES TO THE ACCOUNTS** (Continued)

**23. Contingencies**

There are no contingent liabilities or assets at the balance sheet date.

**24. Events after the reporting period**

No events took place after the end of the reporting period.

**25. Defined benefit obligations**

The College's employees belong to two principal post-employment benefit plans: 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 Surrey County Council. Both are multi-employer defined-benefit plans. The pension costs are assessed in accordance with the advice of independent qualified actuaries. The latest formal actuarial valuation of the TPS was 31 March 2016 and of the LGPS 31 March 2022.

**Total pension cost for the year**

	<b>2023</b>	<b>2022</b>
	<b>£000</b>	<b>£000</b>
Teachers' Pension Scheme: contributions paid	614	576
Local Government Pension Scheme:		
Contributions paid	862	822
FRS 102 (28) charge	13	578
Charge to the Statement of Comprehensive Income	875	1,400
Enhanced pension charge to Statement of Comprehensive Income		—
<b>Total pension cost for year within staff costs (note 7)</b>	<b>1,489</b>	<b>1,976</b>

Contributions amounting to £147,955 (2022: £149,144) were payable to the schemes and are included in creditors.

**NOTES TO THE ACCOUNTS** (Continued)

**25. Defined benefit obligations** (continued)

**Teachers' Pension Scheme**

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. These regulations apply to teachers in schools and other educational establishments. Membership is automatic for teachers and lecturers at eligible institutions.

The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis – these contributions, along with those made by employers, are credited to the Exchequer under arrangements governed by the above Act. Retirement and other pension benefits are paid by public funds provided by Parliament.

Under the definitions set out in FRS 102 (28.11), the TPS is a multi-employer pension plan. The College is unable to identify its share of underlying assets and liabilities of the plan.

Accordingly, the College has taken advantage of the exemption in FRS 102 and has accounted for its contributions to the scheme as if it were a defined-contribution plan. The College has set out above the information available on the plan and the implications for the College in terms of the anticipated contribution rates.

The valuation of the TPS is carried out in line with regulations made under the Public Service Pension Act 2013. Valuations credit the teachers' pension account with a real rate of return assuming funds are invested in notional investments that produce that real rate of return.

The latest actuarial review of the TPS was carried out at 31 March 2016. The valuation report was published by the Department for Education (the Department) in April 2019. The valuation reported total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £218 billion, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £198 billion giving a notional past service deficit of £22 billion.

As a result of the valuation, employer contribution rates were set at 23.68% of pensionable pay from September 2019 onwards (compared to 16.48% during 2018/19. DfE has agreed to pay a teacher pension employer contribution grant to cover the additional costs during the 2022-23 academic year.

A full copy of the valuation report and supporting documentation can be found on the Teachers' Pension Scheme website.

The pension costs paid to TPS (employees and employers) in the year amounted to £835,717 (2022: £794,841).

**Local Government Pension Scheme (LGPS)**

The LGPS is a funded defined-benefit plan, with the assets held in separate funds administered by Surrey Local Authority. The total contributions made for the year ended 31 July 2023 were £1,017,000 (2022 - £962,000), of which employer's contributions totalled £862,000 (2022 - £822,000) and employees' contributions totalled £155,000 (2022: £140,000). The agreed contribution rates were 26% for employers and ranged from 5.5% to 9.9% for employees, depending on salary.

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**NOTES TO THE ACCOUNTS** (Continued)

**25. Defined benefit obligations** (continued)

**Local Government Pension Scheme**

The following information is based upon a full actuarial valuation of the fund at 31 March 2022 updated to 31 July 2023 by a qualified independent actuary.

	<b>At 31 July 2023</b>	<b>At 31 July 2022</b>
Rate of increase in salaries	4.95%	3.65%
Future pensions increase	3.05%	2.75%
Discount rate for scheme liabilities	5.10%	3.50%
Inflation assumption (CPI)	2.80%	2.75%
Commutation of pensions to lump sums for pre-April 2008	25%	25%
Commutation of pensions to lump sums for post-April 2008	<u>63%</u>	<u>63%</u>

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

	<b>At 31 July 2023</b>	<b>At 31 July 2022</b>
	years	years
<i>Retiring today</i>		
Males	21.3	22.3
Females	24.7	24.5
<i>Retiring in 20 years</i>		
Males	21.8	23.1
Females	<u>25.6</u>	<u>26.2</u>

**Sensitivity Analysis**

Increase (decrease) to net defined benefit liability as a result of a change in actual assumptions:

	<b>At 31 July 2023</b>	<b>At 31 July 2022</b>
Discount rate -0.1%;	£393,000	£490,000
Salary increase rate +0.1;	£6,000	£11,000
Mortality assumption – 1 year increase	4%	3-5%
Mortality assumption – 1 year decrease	4%	3-5%
Pension increase rate +0.1;	<u>£395,000</u>	<u>£481,000</u>



**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**25. Defined benefit obligations (continued)**

The College's share of the assets in the plan at the balance sheet date and the expected rates of return were:

	<b>Fair Value at 31 July 2023 £'000</b>	<b>Fair Value at 31 July 2022 £'000</b>
Equity instruments	21,297	19,947
Debt instruments	3,319	3,989
Property	—	2,128
Cash	830	532
<b>Total fair value of plan assets</b>	<b>27,659</b>	<b>26,596</b>
 <b>Liabilities</b>	 <b>23,846</b>	 <b>(27,998)</b>
 <b>Net assets/(liabilities) before asset cap</b>	 <b>3,813</b>	 <b>(1,402)</b>
Asset cap applied	(3,813)	—
 <b>Net assets/(liabilities) after asset cap</b>	 <b>—</b>	 <b>(1,402)</b>

The annual valuation of the LGPS pension indicates an asset of £3.813m exists, however, the actuaries of the scheme have indicated an asset cap should apply.

**The amount included in the balance sheet in respect of the defined benefit pension plan is as follows:**

	<b>2023 £'000</b>	<b>2022 £'000</b>
Fair value of plan assets	27,659	26,596
Present value of plan liabilities	(23,846)	(27,998)
Asset cap Applied	3,813	—
<b>Net pensions assets/(liability) (Note 19)</b>	<b>—</b>	<b>(1,402)</b>

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**25. Defined benefit obligations (continued)**

Amounts recognised in the Statement of Comprehensive Income in respect of the plan are as follows:

	<b>2023</b> <b>£'000</b>	<b>2022</b> <b>£'000</b>
<b>Amounts included in staff costs</b>		
Current service cost	801	1,400
Past service cost	—	—
<b>Total</b>	<b>801</b>	<b>1,400</b>
<b>Amounts included in finance costs</b>		
Net cost	932	428
Net interest cost	(980)	(603)
	<b>(48)</b>	<b>(175)</b>
<b>Amount recognised in Other Comprehensive Income</b>		
Changes in demographic assumptions	231	123
Experience gain on defined benefit obligations	5,884	10,671
Return on pension plan assets	36	(680)
Experience losses arising on defined benefit obligations	(949)	(89)
Asset gap adjustment	(3,813)	-
<b>Amount recognised in Other Comprehensive Income</b>	<b>1,389</b>	<b>10,025</b>

**Movement in net defined benefit liability during year**

	<b>2023</b> <b>£'000</b>	<b>2022</b> <b>£'000</b>
Net defined benefit liability in scheme at 1 August	(1,402)	(10,674)
Movement in year:		
Current service cost	(801)	(1,400)
Employer contributions	862	822
Past service cost	—	—
Net interest on the defined liability	(48)	(175)
Actuarial gain or loss	5,202	10,025
<b>Net defined benefit liability at 31 July</b>	<b>3,813</b>	<b>(1,402)</b>

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**25. Defined benefit obligations (continued)**

**Asset and Liability Reconciliation**

	<b>2023</b>	<b>2022</b>
	<b>£'000</b>	<b>£'000</b>
<b>Changes in the present value of defined benefit obligations</b>		
<b>Defined benefit obligations at 1 August</b>	27,998	37,367
Current service cost	801	1,400
Interest cost	980	603
Contributions by scheme participants	155	140
Experience gains and losses on defined benefit obligations	949	89
Changes in financial assumptions	(5,884)	(10,671)
Changes in demographics assumptions	(231)	(123)
Estimated benefits paid	(922)	(807)
Past service cost	-	-
<b>Defined benefit obligations at 31 July</b>	<b>23,846</b>	<b>27,998</b>
 <b>Changes in fair value of plan assets</b>		
<b>Fair value of plan assets at 1 August</b>	26,596	26,693
Interest on plan assets	932	428
Return on plan assets	36	(680)
Employer contributions	862	822
Contributions by Scheme participants	155	140
Estimated benefits paid	(922)	(807)
<b>Fair value of plan assets at 31 July</b>	<b>27,659</b>	<b>26,596</b>

**26. Related party transactions**

Owing to the nature of the College's operations and the composition of the Corporation being drawn from local public and private sector organisations, it is inevitable that transactions will take place with organisations in which a member of the Corporation may have an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the College's financial regulations and normal procurement procedures.

Transactions with the funding agencies, Office for Students and the local authorities are detailed in notes 2, 14, 16 and 19.

The total expenses paid to or on behalf of the members of the Corporation during the year was Nil (2022: Nil). This represents travel and subsistence expenses and other out of pocket expenses incurred in attending Corporation meetings and College events in their official capacity.

No member of the Corporation has received any remuneration or waived payments from the College or its subsidiaries during the year (2022: None).

**BROOKLANDS COLLEGE**  
**Financial Statements for the Year Ended 31 July 2023**

**NOTES TO THE ACCOUNTS** (Continued)

**27. Amounts disbursed as agent**

	<b>2023</b> <b>£'000</b>	<b>2022</b> <b>£'000</b>
Funding body grants – Bursary Support (ESFA)	69	63
Funding body grants – Vulnerable Young People bursary	24	15
Funding body grants – Advanced Loan bursary	33	44
Funding body grants – Residential support	67	69
	<u>193</u>	<u>191</u>
Disbursed to students	(188)	(193)
Administration costs	—	(8)
	<u>5</u>	<u>(10)</u>
Balance unspent as at 31 July, included in creditors		

Funding body grants are available solely for students. In the majority of instances, the College only acts as a paying agent. In these circumstances, the grants and related disbursements are therefore excluded from the statement of comprehensive income. The income and expenditure in the College's financial statements relates to the payment of course fees, nursery fees and travel costs by the College on the student's behalf.

	<b>2023</b> <b>£'000</b>	<b>2022</b> <b>£'000</b>
Employer incentives received – Apprenticeships	50	47
End Point Assessments	—	27
Disbursed to employers and suppliers	(41)	(27)
	<u>9</u>	<u>47</u>
Balance unspent as at 31 July, included in creditors		

Funds are provided for employers and providers to be paid an incentive for taking on apprentices as well as paying organisations to conduct End Point Assessments for apprentices. The College is only acting as a paying agent and therefore the funds received and the disbursements are excluded from the statement of comprehensive income.