

Summary Information Return 2008 (Online)



Summary Information Return 2008 Of Aims, Activities and Achievements

This return is intended to comprise a Summary of key information contained in the Trustees' Annual Report and Accounts and in other documents.

TWYFORD SCHOOL

Charity Number: 307425

Submitted on 29 June 2009

This online version of the form shows the information you have entered through Annual Return 2008 Online and has been designed to make it easier for Charities to print.

**The Summary Information Return was submitted online by MR ROBERT
GEORGE BOSSHARDT on 29 June 2009**

Question 1 - The Charity's Aims

What are your charity's aims?

Twyford School is an educational charity and a day/boarding preparatory school for boys and girls aged 3 - 13. A high quality of all round education for boys and girls is achieved through excellent staff and small class sizes. The curriculum is broad, based on traditional Christian values in a family friendly environment where every child can achieve their potential through developing a wide range of interests and activities, including sporting, artistic, musical and social skills. As a preparatory school, preparation for senior school, and the experience of boarding with its supervised evening activities, is an important component.

Further details can be obtained from:

The School's website: www.twyfordschool.com

Question 2 - Who benefits?

Who benefits from the charities work?

The beneficiaries include our current pupils. We undertake educational activities for the community. People in poverty are able to benefit via our bursary policy. Our employees benefit from a well managed and caring working environment. We benefit the local community, particularly local schools, by making facilities available for use, such as swimming pool, sports fields, chapel and School hall. The whole nation benefits when as many as possible of its children receive a good education. In the shorter term, the majority of children pass on to senior schools which are also academic charities, thus benefiting from our mission as a preparatory school so that children can gain maximum benefit in their final school years.

How do you respond to their needs and how do they influence the charity's developments?

We try to make the School known as widely as possible so that it is accessible to children and staff, irrespective of race, colour or creed.

We aim for the highest standards of education, pastoral care and communication, in an environment that is relevant to modern social conditions.

We maintain an informal dialogue with senior schools to ensure that the best possible transition to senior schools for our pupils.

We have developed a bursary policy for the provision of places to benefit children from less well off homes, and welcome the first recipient of a bursary next September.

Further details can be obtained from:

The School's website: www.twyfordschool.com

Question 3 - The Charity's Strategy

What are the key elements of your charity's medium to long term strategy?

- The key elements of our strategy are:
- To recruit and retain suitable staff;
 - To accommodate the optimum number of pupils;
 - To communicate effectively with parents;
 - To maintain a policy of prudent financial planning and controls;
 - To maintain and aim constantly to improve the quality of our education and pastoral care provision for our pupils;
 - To deliver public benefit to the wider community via, amongst other things, our bursary policy;
 - To make every positive contribution we can to our local community;
 - To provide high quality governance and leadership.

How does your charity measure the success of the strategy?

- By listening and obtaining feedback from staff, parents, and pupils.
- By internal and external monitoring of the effectiveness of our financial planning and controls and benchmarking,
- By seeking to increase our community links, and in particular with local schools, parish church and charitable organisations.
- By developing measures of effectiveness for value added education.
- By consulting on widening access and setting targets.
- By external assessment by Ofsted and the Independent Schools Inspectorate (ISI).

Further details can be obtained from:

The School's website: www.twyfordschool.com

Question 4 - The Charity's Objectives and Achievements

What were your charity's main annual objectives and were they achieved?

Objective	Achievement
To facilitate the move of Year 3 from the pre-prep to main school by the provision of additional classrooms, toilets and changing rooms by Apr 2008.	Yes - new classrooms completed Apr 2008, changing rooms and toilets in Aug 2008. Year 3 successfully integrated within main school during summer term 2008.
To complete the dormitory and bathroom refurbishment programme by Sep 2008.	Yes - completed Sep 2008. Dormitories and bathroom facilities all refurbished to the highest standard. All girls boarding integrated within existing boarding house for improved security.

To increase the capacity of the Pre-Prep department to two form for years Reception to Year 2 by the building of an additional classroom by Sep 2008.	Yes - additional classroom completed Aug 2008. Pre-Prep reconfigured as a two-form department, with additional resources such as interactive whiteboards in all classrooms.
To develop a strategy for celebrating the School's bicentennial on this site, and to consider the establishment of an Appeal to generate funds for widening access and capital development.	Yes - highly successful series of events to celebrate the bicentenary of the School's move to the current site in 1809. Fundraising events integrated within celebration events.

Question 5 - The Charity's Income and Expenditure

What were your charity's sources of income in the year?

Income Source	% of incoming resources	£ 000s
Voluntary Income	1	27
Activities for generating funds	0	14
Investment income	2	62
Incoming resources from charitable activities	97	3,982
Other Incoming Resources	0	0
Total	100	4,086

What were your charity's most significant activities during the year and how much did you spend on them?

Charitable Activities	£ 000s
School operating costs	3,796
School financing costs	3
Governance costs	11
Other	0
Total expenditure on Charitable Activities	3,810
Total Expenditure	3,810
Explanatory Comments	
School operating costs include teaching costs (salaries: £1,663k; teaching resources: £151k; extra curricular activities: £261k; events: £63k; sports: £13k; transport: £23k; depreciation: £53k), welfare costs (catering: £277k; house staff & matrons: £88k; staff welfare: £38k), premises: £739k, support costs (advertising: £28k; administration costs: £132k; school shop costs: £10k; office salaries: £257k).	

What were your charity's three main fundraising activities in the year and how much did each generate and cost?

Fundraising Activity	Income generated	Cost of Activity £ 000s
Grants and donations	27	0
Other	0	0
Total voluntary income and activities for generating funds	27	
Total cost of generating voluntary income and fundraising		0
Explanatory Comments		

Further details can be obtained from:

Report and Financial Statement for the Year Ended 31 August 2008.

Question 6 - The Charity's Financial Health

How would you describe your charity's financial health at the end of the period?

99% of our revenue expenses in the year and all of our capital expenditures were spent on education. Administration and governance (1% of revenue expenses) are kept to a minimum and the Governors act on a pro bono basis. Fees paid by parents are calculated to recover these revenues and capital costs, taking one year with another. In the last year the unrestricted funds surplus over revenue costs was £275,358. The planned major capital expenditure to complete this phase of the School's development plan has been funded from both the previous restricted fund for capital development of £398,875 together with surplus from recent years, reflecting the Governors' policy of developing the School without recourse to borrowing.

In the opinion of the Governors the financial position of Twyford School is currently sound.

Further details can be obtained from:

Report and Financial Statements for the Period Ended 31 August 2008.

Question 7 - The Next Year

How will the overall performance last year affect your charity's medium to long term performance?

Performance in 2007/8 was in line with Governors' current strategic plan. This performance confirmed the School's solid financial base, which allowed the Governors to endorse the School's strategy of ongoing development, and to complete several significant major development projects.

What are your charity's main objectives for next year?

To achieve an excellent School Inspection report.

To consolidate the development of the Pre-prep department.

To increase pupil numbers to consolidate the School's financial base.

To celebrate the bicentenary of the School's move to the current site with a number of major events.

Further details can be obtained from:

The School's website: www.twyfordschool.com, which includes a dedicated 2009 Celebrations section.

Question 8 - The Charity's Governance

How does the charity ensure that its governance arrangements are appropriate and effective?

The Governors have reviewed arrangements to clarify and improve the School's governance in the modern era, producing updated Memorandum and Articles of Association and a Scheme of Governance.

We take particular care to ensure an appropriate spread of skills, experience and gender on our Governing Body so that we can provide knowledgeable and effective governance and asset protection for the charity.

We intend to establish a number of committees, including a search and governance committee, a remuneration committee and an education committee, which will in addition to the existing finance & general purposes committee support the Board of Governors.

The School recently joined AGBIS to ensure appropriate training and advice is received.

Further details can be obtained from:

Memorandum and Articles of Association

DECLARATION

Your Summary Information Return was submitted online by MR ROBERT GEORGE BOSSHARDT on 29 June 2009, telephone number 01962 712269.

MR ROBERT GEORGE BOSSHARDT certified online that:

- the information provided was correct
- it had been or would be brought to the attention of all the trustees

Those who give answers that they know are untrue or misleading may be committing an offence.

CONTACT DETAILS

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