



West Melton SCHOOL

Te Kura o Papatahōra

Driving a Passion for Learning

ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

School Directory

Ministry Number: 3587

Principal: Susan Jackson

School Address: 743 Weedons Ross Road, West Melton, 7618

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Accountant / Service Provider:

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Christchurch
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WEST MELTON SCHOOL

Annual Report - For the year ended 31 December 2020

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West Melton School

Members of the Board of Trustees

For the year ended 31 December 2020

Name	Position	How position on Board gained	Term expires
John Willats	Chair Person	Elected June 2019	May 2022
Sara Paris	Parent Rep	Re-elected June 2019	May 2022
Lyndon Endicott-Davies	Parent Rep	Re-elected June 2019	May 2022
Neil Duncan	Parent Rep	Co-Opted June 2020	May 2022
Lissa Birse	Parent Rep	Elected June 2019	May 2022
Karey Hardcastle	Parent Rep	Co-Opted June 2020	May 2022
Tim Schurr	Parent Rep	Re-elected June 2019	May 2020



West Melton School

Statement of Responsibility

For the year ended 31 December 2020

The Board of Trustees accepts responsibility for the preparation of the annual financial statements and the judgements used in these financial statements.

The management (including the principal and others as directed by the Board) accepts responsibility for establishing and maintaining a system of internal controls designed to provide reasonable assurance as to the integrity and reliability of the school's financial reporting.

It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2020 fairly reflects the financial position and operations of the school.

The School's 2020 financial statements are authorised for issue by the Board.

John PAVIER VILLATS
Full Name of Board Chairperson

[Signature]
Signature of Board Chairperson

31 MAY 2021
Date:

Tracey Jane Riley
Full Name of Principal

[Signature]
Signature of Principal

31 May 2021
Date:



West Melton School

Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2020

	Notes	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Revenue				
Government Grants	2	3,775,248	3,641,810	3,637,320
Locally Raised Funds	3	145,211	144,940	248,334
Interest income		8,651	7,000	9,911
		<u>3,929,110</u>	<u>3,793,750</u>	<u>3,895,565</u>
Expenses				
Locally Raised Funds	3	64,607	79,000	143,162
Learning Resources	4	2,571,042	2,500,924	2,436,287
Administration	5	165,333	171,467	167,572
Finance		6,549	5,246	6,195
Property	6	956,204	969,972	994,803
Depreciation	7	146,615	146,453	139,133
Loss on Disposal of Property, Plant and Equipment		5,519	-	34
		<u>3,915,869</u>	<u>3,873,062</u>	<u>3,887,186</u>
Net Surplus / (Deficit) for the year		13,241	(79,312)	8,379
Other Comprehensive Revenue and Expense		-	-	-
Total Comprehensive Revenue and Expense for the Year		<u>13,241</u>	<u>(79,312)</u>	<u>8,379</u>

The above Statement of Comprehensive Revenue and Expense should be read in conjunction with the accompanying notes which form part of these financial statements.



West Melton School

Statement of Changes in Net Assets/Equity

For the year ended 31 December 2020

	Notes	Actual 2020 \$	Budget (Unaudited) 2020 \$	Actual 2019 \$
Balance at 1 January		<u>1,027,624</u>	<u>1,027,624</u>	<u>1,012,364</u>
Total comprehensive revenue and expense for the year		13,241	(79,312)	8,379
Capital Contributions from the Ministry of Education				
Contribution - Furniture and Equipment Grant		1,875	-	6,881
Adjustment to Accumulated surplus/(deficit) from adoption of PBE IFRS 9				
Equity at 31 December	24	<u>1,042,740</u>	<u>948,312</u>	<u>1,027,624</u>
Retained Earnings		1,042,740	948,312	1,027,624
Reserves		-	-	-
Equity at 31 December		<u>1,042,740</u>	<u>948,312</u>	<u>1,027,624</u>

The above Statement of Changes in Net Assets/Equity should be read in conjunction with the accompanying notes which form part of these financial statements.



West Melton School

Statement of Financial Position

As at 31 December 2020

	Notes	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Current Assets				
Cash and Cash Equivalents	8	104,440	37,720	132,308
Accounts Receivable	9	183,661	183,849	180,588
GST Receivable		27,026	20,000	20,931
Prepayments		15,029	10,000	9,867
Inventories	10	848	500	487
Investments	11	510,000	400,000	310,000
		<u>841,004</u>	<u>652,069</u>	<u>654,181</u>
Current Liabilities				
Accounts Payable	13	344,078	233,416	213,694
Revenue Received in Advance	14	4,795	5,000	10,518
Provision for Cyclical Maintenance	15	-	-	22,333
Finance Lease Liability - Current Portion	16	39,129	39,129	40,208
Funds held in Trust	17	(507)	-	-
Funds held for Capital Works Projects	18	(36,579)	-	(6,419)
Funds held on behalf of Kiwi Park Cluster	19	64,893	50,000	55,516
		<u>415,809</u>	<u>327,545</u>	<u>335,850</u>
Working Capital Surplus/(Deficit)		425,195	324,524	318,331
Non-current Assets				
Property, Plant and Equipment	12	705,312	711,555	790,257
		<u>705,312</u>	<u>711,555</u>	<u>790,257</u>
Non-current Liabilities				
Provision for Cyclical Maintenance	15	52,908	52,908	27,961
Finance Lease Liability	16	34,859	34,859	53,003
		<u>87,767</u>	<u>87,767</u>	<u>80,964</u>
Net Assets		<u>1,042,740</u>	<u>948,312</u>	<u>1,027,624</u>
Equity	24	<u>1,042,740</u>	<u>948,312</u>	<u>1,027,624</u>

The above Statement of Financial Position should be read in conjunction with the accompanying notes which form part of these financial statements.



West Melton School

Statement of Cash Flows

For the year ended 31 December 2020

		2020	2020	2019
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
Cash flows from Operating Activities				
Government Grants		759,394	637,711	681,100
Locally Raised Funds		152,481	139,440	233,424
Goods and Services Tax (net)		(6,095)	(20,000)	(24,511)
Funds Administered on Behalf of Third Parties		8,870	50,000	(53,166)
Payments to Employees		(395,266)	(231,713)	(327,875)
Payments to Suppliers		(235,202)	(390,799)	(422,936)
Cyclical Maintenance Payments in the year		-	(1,736)	
Interest Paid		(6,549)	(5,246)	(6,195)
Interest Received		9,197	6,700	9,128
Net cash from/(to) Operating Activities		286,830	184,357	88,968
Cash flows from Investing Activities				
Proceeds from Sale of Property Plant & Equipment (and Intangibles)		(5,519)	-	(34)
Purchase of Property Plant & Equipment (and Intangibles)		(35,188)	(67,959)	(117,066)
Purchase of Investments		(200,000)	(100,000)	(90,000)
Net cash from/(to) Investing Activities		(240,707)	(167,959)	(207,099)
Cash flows from Financing Activities				
Furniture and Equipment Grant		1,875	-	6,881
Finance Lease Payments		(45,706)	(60,330)	(3,666)
Funds Held for Capital Works Projects		(30,160)	-	-
Net cash from/(to) Financing Activities		(73,991)	(60,330)	3,215
Net increase/(decrease) in cash and cash equivalents		(27,868)	(43,932)	(114,916)
Cash and cash equivalents at the beginning of the year	8	132,308	81,652	247,225
Cash and cash equivalents at the end of the year	8	104,440	37,720	132,309

The statement of cash flows records only those cash flows directly within the control of the School. This means centrally funded teachers' salaries and the use of land and buildings grant and expense have been excluded.



West Melton School

Notes to the Financial Statements

For the year ended 31 December 2020

1. Statement of Accounting Policies

a) Reporting Entity

West Melton School (the School) is a Crown entity as specified in the Crown Entities Act 2004 and a school as described in the Education and Training Act 2020. The Board of Trustees (the Board) is of the view that the School is a public benefit entity for financial reporting purposes.

b) Basis of Preparation

Reporting Period

The financial reports have been prepared for the period 1 January 2020 to 31 December 2020 and in accordance with the requirements of the Public Finance Act 1989.

Basis of Preparation

The financial statements have been prepared on a going concern basis, and the accounting policies have been consistently applied throughout the period.

Financial Reporting Standards Applied

The Education and Training Act 2020 requires the School, as a Crown entity, to prepare financial statements in accordance with generally accepted accounting practice. The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand, applying Public Sector Public Benefit Entity (PBE) Standards Reduced Disclosure Regime as appropriate to public benefit entities that qualify for Tier 2 reporting. The school is considered a Public Benefit Entity as it meets the criteria specified as 'having a primary objective to provide goods and/or services for community or social benefit and where any equity has been provided with a view to supporting that primary objective rather than for financial return to equity holders'.

PBE Accounting Standards Reduced Disclosure Regime

The School qualifies for Tier 2 as the school is not publicly accountable and is not considered large as it falls below the expenditure threshold of \$30 million per year. All relevant reduced disclosure concessions have been taken.

Measurement Base

The financial statements are prepared on the historical cost basis unless otherwise noted in a specific accounting policy.

Presentation Currency

These financial statements are presented in New Zealand dollars, rounded to the nearest dollar.

Specific Accounting Policies

The accounting policies used in the preparation of these financial statements are set out below.

Critical Accounting Estimates And Assumptions

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, revenue and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

Cyclical maintenance

A school recognises its obligation to maintain the Ministry's buildings in a good state of repair as a provision for cyclical maintenance. This provision relates mainly to the painting of the school buildings. The estimate is based on the school's long term maintenance plan which is prepared as part of its 10 Year Property Planning process. During the year, the Board assesses the reasonableness of its 10 Year Property Plan on which the provision is based. Cyclical maintenance is disclosed at note 15.

Useful lives of property, plant and equipment

The School reviews the estimated useful lives of property, plant and equipment at the end of each reporting date. The School believes that the estimated useful lives of the property, plant and equipment as disclosed in the significant accounting policies are appropriate to the nature of the property, plant and equipment at reporting date. Property, plant and equipment is disclosed at note 12.



Critical Judgements in applying accounting policies

Management has exercised the following critical judgements in applying accounting policies:

Classification of leases

Determining whether a lease is a finance lease or an operating lease requires judgement as to whether the lease transfers substantially all the risks and rewards of ownership to the school. Judgement is required on various aspects that include, but are not limited to, the fair value of the leased asset, the economic life of the leased asset, whether or not to include renewal options in the lease term, and determining an appropriate discount rate to calculate the present value of the minimum lease payments. Classification as a finance lease means the asset is recognised in the statement of financial position as property, plant, and equipment, whereas for an operating lease no such asset is recognised.

Recognition of grants

The School reviews the grants monies received at the end of each reporting period and whether any require a provision to carry forward amounts unspent. The School believes all grants received have been appropriately recognised as a liability if required. Government grants are disclosed at note 2.

c) Revenue Recognition

Government Grants

The school receives funding from the Ministry of Education. The following are the main types of funding that the School receives.

Operational grants are recorded as revenue when the School has the rights to the funding, which is in the year that the funding is received.

Teachers salaries grants are recorded as revenue when the School has the rights to the funding in the salary period they relate to. The grants are not received in cash by the School and are paid directly to teachers by the Ministry of Education.

Use of land and buildings grants are recorded as revenue in the period the School uses the land and buildings. These are not received in cash by the School as they equate to the deemed expense for using the land and buildings which are owned by the Crown.

Other Grants

Other grants are recorded as revenue when the School has the rights to the funding, unless there are unfulfilled conditions attached to the grant, in which case the amount relating to the unfulfilled conditions is recognised as a liability and released to revenue as the conditions are fulfilled.

Donations, Gifts and Bequests

Donations, gifts and bequests are recorded as revenue when their receipt is formally acknowledged by the School.

Interest Revenue

Interest Revenue earned on cash and cash equivalents and investments is recorded as revenue in the period it is earned.

d) Use of Land and Buildings Expense

The property from which the School operates is owned by the Crown and managed by the Ministry of Education on behalf of the Crown. The School's use of the land and buildings as occupant is based on a property occupancy document as gazetted by the Ministry. The expense is based on an assumed market rental yield on the value of land and buildings as used for rating purposes. This is a non-cash expense that is offset by a non-cash grant from the Ministry.

e) Operating Lease Payments

Payments made under operating leases are recognised in the Statement of Comprehensive Revenue and Expense on a straight line basis over the term of the lease.

f) Finance Lease Payments

Finance lease payments are apportioned between the finance charge and the reduction of the outstanding liability. The finance charge is allocated to each period during the lease term on an effective interest basis.

g) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, bank balances, deposits held at call with banks, and other short term highly liquid investments with original maturities of 90 days or less, and bank overdrafts. The carrying amount of cash and cash equivalents represent fair value.

h) Accounts Receivable

Short-term receivables are recorded at the amount due, less an allowance for credit losses (uncollectable debts). The schools receivables are largely made up of funding from the Ministry of Education, therefore the level of uncollectable debts is not considered to be material. However, short-term receivables are written off when there is no reasonable expectation of recovery.



i) Inventories

Inventories are consumable items held for sale and comprised of stationery and school uniforms. They are stated at the lower of cost and net realisable value. Cost is determined on a first in, first out basis. Net realisable value is the estimated selling price in the ordinary course of activities less the estimated costs necessary to make the sale. Any write down from cost to net realisable value is recorded as an expense in the Statement of Comprehensive Revenue and Expense in the period of the write down.

j) Investments

Bank term deposits are initially measured at the amount invested. Interest is subsequently accrued and added to the investment balance. A loss allowance for expected credit losses is recognised if the estimated loss allowance is not trivial.

k) Property, Plant and Equipment

Land and buildings owned by the Crown are excluded from these financial statements. The Board's use of the land and buildings as 'occupant' is based on a property occupancy document.

Improvements to buildings owned by the Crown are recorded at cost, less accumulated depreciation and impairment losses.

Property, plant and equipment are recorded at cost or, in the case of donated assets, fair value at the date of receipt, less accumulated depreciation and impairment losses. Cost or fair value as the case may be, includes those costs that relate directly to bringing the asset to the location where it will be used and making sure it is in the appropriate condition for its intended use.

Gains and losses on disposals (i.e. sold or given away) are determined by comparing the proceeds received with the carrying amounts (i.e. the book value). The gain or loss arising from the disposal of an item of property, plant and equipment is recognised in the Statement of Comprehensive Revenue and Expense.

Finance Leases

A finance lease transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred. At the start of the lease term, finance leases are recognised as assets and liabilities in the statement of financial position at the lower of the fair value of the leased asset or the present value of the minimum lease payments. The finance charge is charged to the surplus or deficit over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability. The amount recognised as an asset is depreciated over its useful life. If there is no reasonable certainty whether the school will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

Depreciation

Property, plant and equipment except for library resources are depreciated over their estimated useful lives on a straight line basis. Library resources are depreciated on a diminishing value basis. Depreciation of all assets is reported in the Statement of Comprehensive Revenue and Expense.

The estimated useful lives of the assets are:

Building improvements to Crown Owned Assets	10–50 years
Furniture and equipment	5–10 years
Information and communication technology	3–5 years
Leased assets held under a Finance Lease	As per Lease agreement
Library resources	12.5% Diminishing value

l) Impairment of property, plant, and equipment and intangible assets

The school does not hold any cash generating assets. Assets are considered cash generating where their primary objective is to generate a commercial return.

Non cash generating assets

Property, plant, and equipment and intangible assets held at cost that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable service amount. The recoverable service amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use is determined using an approach based on either a depreciated replacement cost approach, restoration cost approach, or a service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

If an asset's carrying amount exceeds its recoverable service amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the surplus or deficit.

The reversal of an impairment loss is recognised in the surplus or deficit.



m) Accounts Payable

Accounts Payable represents liabilities for goods and services provided to the School prior to the end of the financial year which are unpaid. Accounts Payable are recorded at the amount of cash required to settle those liabilities. The amounts are unsecured and are usually paid within 30 days of recognition.

n) Employee Entitlements

Short-term employee entitlements

Employee benefits that are due to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, and also annual leave earned, by non teaching staff, to but not yet taken at balance date.

Long-term employee entitlements

Employee benefits that are due to be settled beyond 12 months after the end of the period in which the employee renders the related service, such as long service leave and retirement gratuities, have been calculated on an actuarial basis. The calculations are based on:

- likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement, and contractual entitlement information; and
- the present value of the estimated future cash flows.

o) Revenue Received in Advance

Revenue received in advance relates to fees received from parent payments and grants where there are unfulfilled obligations for the School to provide services in the future. The fees are recorded as revenue as the obligations are fulfilled and the fees earned.

p) Funds Held in Trust

Funds are held in trust where they have been received by the School for a specified purpose, or are being held on behalf of a third party and these transactions are not recorded in the Statement of Revenue and Expense.

The School holds sufficient funds to enable the funds to be used for their intended purpose at any time.

q) Shared Funds

Shared Funds are held on behalf of a cluster of participating schools as agreed with the Ministry of Education. The cluster of schools operate activities outside of the School's control. These amounts are not recorded in the Statement of Revenue and Expense. The School holds sufficient funds to enable the funds to be used for their intended purpose.

r) Provision for Cyclical Maintenance

The property from which the School operates is owned by the Crown, and is vested in the Ministry. The Ministry has gazetted a property occupancy document that sets out the Board's property maintenance responsibilities. The Board is responsible for maintaining the land, buildings and other facilities on the School site in a state of good order and repair.

Cyclical maintenance, which involves painting the interior and exterior of the School, makes up the most significant part of the Board's responsibilities outside day-to-day maintenance. The provision for cyclical maintenance represents the obligation the Board has to the Ministry and is based on the Board's ten year property plan (10YPP).

s) Financial Instruments

The School's financial assets comprise cash and cash equivalents, accounts receivable, and investments. All of these financial assets, except for investments that are shares, are categorised as 'financial assets measured at amortised cost' for accounting purposes in accordance with financial reporting standards.

Investments that are shares are categorised as 'financial assets at fair value through other comprehensive revenue and expense' for accounting purposes in accordance with financial reporting standards.

The School's financial liabilities comprise accounts payable, borrowings, finance lease liability, and painting contract liability. All of these financial liabilities are categorised as 'financial liabilities measured at amortised cost' for accounting purposes in accordance with financial reporting standards.



t) Goods and Services Tax (GST)

The financial statements have been prepared on a GST exclusive basis, with the exception of accounts receivable and accounts payable which are stated as GST inclusive.

The net amount of GST paid to, or received from, the IRD, including the GST relating to investing and financing activities, is classified as a net operating cash flow in the statements of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

u) Budget Figures

The budget figures are extracted from the School budget that was approved by the Board.

v) Services received in-kind

From time to time the School receives services in-kind, including the time of volunteers. The School has elected not to recognise services received in kind in the Statement of Comprehensive Revenue and Expense.



2. Government Grants

	2020	2020 Budget	2019
	Actual	(Unaudited)	Actual
	\$	\$	\$
Operational Grants	612,119	562,997	556,070
Teachers' Salaries Grants	2,248,187	2,248,187	2,167,825
Use of Land and Buildings Grants	771,172	771,172	788,395
Other MoE Grants	143,770	59,454	121,030
Other Government Grants	-	-	4,000
	<u>3,775,248</u>	<u>3,641,810</u>	<u>3,637,320</u>

Other MOE Grants total includes additional COVID-19 funding totalling \$7,801 for the year ended 31 December 2020.

3. Locally Raised Funds

Local funds raised within the School's community are made up of:

	2020	2020 Budget	2019
	Actual	(Unaudited)	Actual
	\$	\$	\$
Revenue			
Donations	59,579	51,300	95,568
Activities	56,319	65,840	71,177
Trading	20,057	17,300	62,358
Fundraising	4,362	7,000	19,231
Other Revenue	4,894	3,500	-
	<u>145,211</u>	<u>144,940</u>	<u>248,334</u>
Expenses			
Activities	53,653	74,800	78,897
Trading	5,866	4,200	52,008
Fundraising (Costs of Raising Funds)	5,088	-	12,257
	<u>64,607</u>	<u>79,000</u>	<u>143,162</u>
<i>Surplus/ (Deficit) for the year Locally raised funds</i>	<u>80,604</u>	<u>65,940</u>	<u>105,172</u>

4. Learning Resources

	2020	2020 Budget	2019
	Actual	(Unaudited)	Actual
	\$	\$	\$
Curricular	43,934	51,547	39,264
Information and Communication Technology	13,361	16,340	13,393
Library Resources	1,816	2,350	1,035
Employee Benefits - Salaries	2,495,730	2,393,587	2,351,697
Staff Development	16,201	37,100	30,898
	<u>2,571,042</u>	<u>2,500,924</u>	<u>2,436,287</u>



5. Administration

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Audit Fee	3,604	3,604	3,499
Board of Trustees Fees	2,475	3,850	3,865
Board of Trustees Expenses	5,840	4,200	9,769
Communication	12,908	14,550	10,429
Consumables	6,102	5,750	5,312
Operating Lease	2,350	2,968	2,225
Other	20,870	21,600	24,686
Employee Benefits - Salaries	105,663	109,600	102,152
Insurance	5,521	5,345	5,635
	165,333	171,467	167,572

6. Property

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Caretaking and Cleaning Consumables	6,874	7,800	4,044
Consultancy and Contract Services	58,447	58,500	60,596
Cyclical Maintenance Provision	2,614	4,350	4,680
Grounds	12,465	21,700	24,700
Heat, Light and Water	27,557	32,350	33,211
Rates	4,137	6,500	7,212
Repairs and Maintenance	30,543	24,500	29,928
Use of Land and Buildings	771,172	771,172	788,395
Employee Benefits - Salaries	42,395	43,100	42,037
	956,204	969,972	994,803

The use of land and buildings figure represents 8% of the school's total property value. Property values are established as part of the nation-wide revaluation exercise that is conducted every 30 June for the Ministry of Education's year-end reporting purposes.

7. Depreciation

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Buildings - School	2,762	3,789	3,599
Furniture and Equipment	88,340	86,484	82,162
Information and Communication Technology	7,508	7,761	7,373
Leased Assets	46,498	46,189	43,880
Library Resources	1,507	2,230	2,119
	146,615	146,453	139,133



8. Cash and Cash Equivalents

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Bank Current Account	24,780	37,720	37,463
Bank Call Account	79,660	-	94,845
Cash and cash equivalents for Statement of Cash Flows	104,440	37,720	132,308

Of the \$104,440 Cash and Cash Equivalents, \$64,893 is held by the School on behalf of the Kahu Ako Cluster. See note 19 for details of how the funding received for the cluster has been spent in the year.

9. Accounts Receivable

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Receivables	9,907	10,000	26,405
Interest Receivable	1,905	2,000	2,451
Teacher Salaries Grant Receivable	171,849	171,849	151,732
	183,661	183,849	180,588
Receivables from Exchange Transactions	11,812	12,000	28,856
Receivables from Non-Exchange Transactions	171,849	171,849	151,732
	183,661	183,849	180,588

10. Inventories

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
School Uniforms	848	500	487
	848	500	487

11. Investments

The School's investment activities are classified as follows:

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Current Asset			
Short-term Bank Deposits	510,000	400,000	310,000
CES Shares	-	-	-
Total Investments	510,000	400,000	310,000



12. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2020	\$	\$	\$	\$	\$	\$
Buildings - School	181,915	2,294		(2,525)	(2,762)	178,922
Furniture and Equipment	482,564	31,093		2,525	(88,340)	427,842
Information and Communication Technology	18,214	4,577			(7,508)	15,283
Leased Assets	92,732	26,482			(46,498)	72,716
Library Resources	14,832	2,742	(5,518)		(1,507)	10,549
Balance at 31 December 2020	790,257	67,188	(5,518)	-	(146,615)	705,312

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2020	\$	\$	\$
Buildings - School	277,139	(98,217)	178,922
Furniture and Equipment	1,074,111	(646,269)	427,842
Information and Communication Technology	349,513	(334,230)	15,283
Motor Vehicles	10,503	(10,503)	-
Leased Assets	136,272	(63,556)	72,716
Library Resources	44,589	(34,040)	10,549
Balance at 31 December 2020	1,892,127	(1,186,815)	705,312

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2019	\$	\$	\$	\$	\$	\$
Buildings - School	156,494	29,020			(3,599)	181,915
Furniture and Equipment	526,228	38,498			(82,162)	482,564
Information and Communication Technology	16,945	8,642			(7,373)	18,214
Leased Assets	87,352	49,259			(43,880)	92,731
Library Resources	16,323	663	(34)		(2,119)	14,833
Balance at 31 December 2019	803,342	126,082	(34)	-	(139,133)	790,257

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2019	\$	\$	\$
Buildings - School	274,845	(92,930)	181,915
Furniture and Equipment	1,043,019	(560,455)	482,564
Information and Communication Technology	344,935	(326,721)	18,214
Motor Vehicles	10,503	(10,503)	-
Leased Assets	147,617	(54,886)	92,731
Library Resources	66,641	(51,808)	14,833
Balance at 31 December 2019	1,887,560	(1,097,303)	790,257



13. Accounts Payable

	2020	2020	2019
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Operating Creditors	160,662	50,000	50,985
Accruals	4,404	4,404	4,149
Employee Entitlements - Salaries	171,849	171,849	151,732
Employee Entitlements - Leave Accrual	7,163	7,163	6,828
	<u>344,078</u>	<u>233,416</u>	<u>213,694</u>
Payables for Exchange Transactions	344,078	233,416	213,694
	<u>344,078</u>	<u>233,416</u>	<u>213,694</u>

The carrying value of payables approximates their fair value.

14. Revenue Received in Advance

	2020	2020	2019
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Grants in Advance - Ministry of Education	3,505	-	-
Other	1,290	5,000	10,518
	<u>4,795</u>	<u>5,000</u>	<u>10,518</u>

15. Provision for Cyclical Maintenance

	2020	2020	2019
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Provision at the Start of the Year	50,294	50,294	45,614
Increase/ (decrease) to the Provision During the Year	2,614	4,350	4,680
Use of the Provision During the Year	-	(1,736)	-
Provision at the End of the Year	<u>52,908</u>	<u>52,908</u>	<u>50,294</u>
Cyclical Maintenance - Current	-	-	22,333
Cyclical Maintenance - Term	52,908	52,908	27,961
	<u>52,908</u>	<u>52,908</u>	<u>50,294</u>



16. Finance Lease Liability

The School has entered into a number of finance lease agreements for computers and other ICT equipment. Minimum lease payments payable:

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
No Later than One Year	30,116	30,116	40,208
Later than One Year and no Later than Five Years	26,340	26,340	53,003
	<u>56,456</u>	<u>56,456</u>	<u>93,211</u>

17. Funds held in Trust

	2020 Actual \$	2020 Budget \$	2019 Actual \$
Funds Held in Trust on Behalf of Third Parties - Current	(507)	-	-
	<u>(507)</u>	<u>-</u>	<u>-</u>

These funds relate to arrangements where the school is acting as an agent. These amounts are not revenue or expenditure of the school and therefore are not included in the Statement of Comprehensive Revenue and Expense.

18. Funds Held for Capital Works Projects

During the year the School received and applied funding from the Ministry of Education for the following capital works projects:

	2020	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contributions \$	Closing Balances \$
GSE	<i>completed</i>	(6,419)	-	(1,270)	-	(7,689)
Swimming Pool Upgrade	<i>completed</i>	-	63,036	(71,709)	-	(8,673)
Irrigation	<i>in progress</i>	-	31,275	(34,036)	-	(2,761)
Heatpumps	<i>in progress</i>	-	13,590	(14,900)	-	(1,310)
Field Remediation	<i>in progress</i>	-	18,224	(19,075)	-	(850)
Pool Blankets	<i>in progress</i>	-	26,378	(27,980)	-	(1,602)
LSC Refurbishment	<i>in progress</i>	-	-	(2,529)	-	(2,528)
ILE Breakout Space Block 4	<i>in progress</i>	-	-	(11,166)	-	(11,166)
Totals		<u>(6,419)</u>	<u>152,503</u>	<u>(182,665)</u>	<u>-</u>	<u>(36,579)</u>

Represented by:

Funds Held on Behalf of the Ministry of Education
Funds Due from the Ministry of Education

-
36,579

(36,579)



	2019	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contributions \$	Closing Balances \$
GSE	<i>completed</i>		35,348	(41,767)	-	(6,419)
Classroom/Cloakroom Upgrade	<i>completed</i>	(1,711)			1,711	-
Rebuild	<i>completed</i>	(3,569)			3,569	-
Totara Upgrade	<i>completed</i>	(1,860)	49,522	(51,818)	4,156	-
ILE Breakout Space Block 4	<i>completed</i>	59,921		(55,586)	(4,335)	-
Stormwater Upgrade	<i>completed</i>	45,287	4,300	(43,440)	(6,147)	-
Acoustics in Canterbury Block	<i>completed</i>	(4,980)			4,980	-
Pathways Project	<i>completed</i>	(1,300)			1,300	-
Totals		91,789	89,170	(192,611)	5,234	(6,419)

19. Funds Held on Behalf of Cluster / Transport Network

West Melton School is the lead school and holds funds on behalf of the cluster, a group of schools funded by the Ministry.

	2020 Actual \$	2020 Budget \$	2019 Actual \$
Funds Held at Beginning of the Year	55,516	55,516	10,474
Funds Received from Cluster Members	22,808		39,104
Funds Received from MoE	7,587		13,286
Funds Spent on Behalf of the Cluster	(21,017)		(7,349)

Distribution of Funds

Funds Held at Year End	64,893	50,000	55,516
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These assets and liabilities form part of the school's assets and liabilities and are presented on the school's statement of financial position.

Current Assets

Cash at bank	63,820
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Non Current Assets

Property Plant and Equipment	1,073
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Equity	64,893	-	-
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20. Related Party Transactions

The School is a controlled entity of the Crown, and the Crown provides the major source of revenue to the school. The school enters into transactions with other entities also controlled by the Crown, such as government departments, state-owned enterprises and other Crown entities. Transactions with these entities are not disclosed as they occur on terms and conditions no more or less favourable than those that it is reasonable to expect the school would have adopted if dealing with that entity at arm's length.

Related party disclosures have not been made for transactions with related parties that are within a normal supplier or client/recipient relationship on terms and condition no more or less favourable than those that it is reasonable to expect the school would have adopted in dealing with the party at arm's length in the same circumstances. Further, transactions with other government agencies (for example, Government departments and Crown entities) are not disclosed as related party transactions when they are consistent with the normal operating arrangements between government agencies and undertaken on the normal terms and conditions for such transactions.



21. Remuneration

Key management personnel compensation

Key management personnel of the School include all trustees of the Board, Principal, Deputy Principals and Heads of Departments.

	2020 Actual \$	2019 Actual \$
<i>Board Members</i>		
Remuneration	2,475	3,865
Full-time equivalent members	0.21	0.17
<i>Leadership Team</i>		
Remuneration	381,322	360,326
Full-time equivalent members	3	3
Total key management personnel remuneration	383,797	364,191
Total full-time equivalent personnel	3.21	3.17

The full time equivalent for Board members has been determined based on attendance at Board meetings, Committee meetings and for other obligations of the Board, such as stand downs and suspensions, plus the estimated time for Board members to prepare for meetings.

Principal 1

The total value of remuneration paid or payable to the Principal was in the following bands:

	2020 Actual \$000	2019 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	160-170	160-170
Benefits and Other Emoluments	0-5	0-10
Termination Benefits	-	-

Other Employees

The number of other employees with remuneration greater than \$100,000 was in the following bands:

Remuneration \$000	2020 FTE Number	2019 FTE Number
100-110	1.00	0.00
110-120	1.00	1.00
	2.00	1.00

The disclosure for 'Other Employees' does not include remuneration of the Principal.



22. Contingencies

There are no contingent liabilities (except as noted below) and no contingent assets as at 31 December 2020 (Contingent liabilities and assets at 31 December 2019: nil).

Holidays Act Compliance – schools payroll

The Ministry of Education performs payroll processing and payments on behalf of school boards of trustees, through payroll service provider Education Payroll Limited.

The Ministry's review of the schools sector payroll to ensure compliance with the Holidays Act 2003 is ongoing. The current phase of this review is to design potential solutions for any compliance breaches discovered in the initial phase of the Programme. Final calculations and potential impact on any specific individual will not be known until further detailed analysis and solutions have been completed.

To the extent that any obligation cannot reasonably be quantified at 31 December 2020, a contingent liability for the school may exist.

23. Commitments

(a) Capital Commitments

As at 31 December 2020 the Board has entered into no contract agreements for capital works .

(Capital commitments at 31 December 2019: \$nil)

24. Managing Capital

The School's capital is its equity and comprises capital contributions from the Ministry of Education for property, plant and equipment and accumulated surpluses and deficits. The School does not actively manage capital but attempts to ensure that income exceeds spending in most years. Although deficits can arise as planned in particular years, they are offset by planned surpluses in previous years or ensuing years.

25. Financial Instruments

The carrying amount of financial assets and liabilities in each of the financial instrument categories are as follows:

Financial assets measured at amortised cost

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Cash and Cash Equivalents	104,440	37,720	132,308
Receivables	183,661	183,849	180,588
Investments - Term Deposits	510,000	400,000	310,000
Total Financial assets measured at amortised cost	798,101	621,569	622,896

Financial liabilities measured at amortised cost

Payables	344,078	233,416	213,694
Finance Leases	73,988	73,988	93,211
Total Financial Liabilities Measured at Amortised Cost	418,066	307,404	306,905

26. Events After Balance Date

There were no significant events after the balance date that impact these financial statements.

Kiwisport is a Government funding initiative to support students' participation in organised sport. In 2020, the school received \$6217.82

The funding was spent on employing a staff member to manage Sport across the school.

The number of children that participated in organised sport was 450.

Analysis of Variance Reporting



School Name:	West Melton School	School Number:	3587
Strategic Aim:	Learners to be achieving 'at or above' the National Standards for Reading, Writing and Mathematics		
Annual Aim:	<ul style="list-style-type: none"> 83% of learners will be achieving 'at or above' the National Standards for Writing 		
Target:	<p>Target 1. To accelerate the progress of seven Year 3 learners from below to at the expected curriculum level in Writing by the end of 2020</p> <p>Target 2. To accelerate the progress of 22 Year 3 and 4 learners from below to at the expected curriculum level in Writing by the end of 2020</p> <p>Target 3. To accelerate the progress of 26 Year 5 and 6 learners from below to at the expected curriculum level in Writing by the end of 2020</p> <p>Target 4. To accelerate the progress of 10 Year 5 and 6 learners from below to at the expected curriculum level in Writing by the end of 2020</p> <p>Target 5. To accelerate the progress of 10 Year 7 learners from below to at the expected curriculum level in Writing by the end of 2020</p>		
Baseline Data:	<p>Writing The aim for the end of 2019 was to increase the number of learners achieving 'at or above' the expected curriculum level for Writing to 83%. This was not achieved, with 80% of learners meeting the aim – a deficit of 3%</p> <ul style="list-style-type: none"> 82% of Māori learners are working 'at or above' the expected curriculum level 75% of Pasifika learners are working 'at or above' the expected curriculum 88% of Female learners were 'at or above' the expected curriculum level in Writing 27% of Male learners were working 'well below or below' the expected curriculum level in Writing 15% of Year 3 learners were working 'well below or below' the expected curriculum level in Writing 13% of Year 4 learners were working 'well below or below' the expected curriculum level in Writing 35% of Year 5 learners were working 'well below or below' the expected curriculum level in Writing 21% of Year 6 learners were working 'well below or below' the expected curriculum level in Writing 38% of Year 7 learners were working 'well below or below' the expected curriculum level in Writing 33% of Year 8 learners were working 'well below or below' the expected curriculum level in Writing 		

Actions <i>What did we do?</i>	Outcomes <i>What happened?</i>	Reasons for the variance <i>Why did it happen?</i>	Evaluation <i>Where to next?</i>
<p>Refer to the action plan in 2020 charter</p>	<p>Refer to 2020 Student Achievement Report to the Board for further details.</p> <p>We maintained 78% of our learners achieving at or above the expected curriculum level for writing</p> <p>Target 1. Of the 7 Year 3 learners who were achieving 'below'</p> <ul style="list-style-type: none"> 5 learners are working 'at' the expected curriculum level 2 learners continue to be 'below' expectation <p>Target 2. Of the 22 Years 3 and 4 learners who were achieving 'below'</p> <ul style="list-style-type: none"> 12 learners are working 'at' the expected curriculum level 10 learners continue to be working 'below' <p>Target 3. Of the 26 Years 5 and 6 learners who were achieving 'below'</p> <ul style="list-style-type: none"> 15 learners are working 'at' the expected curriculum level 9 learners continue to be working 'below' 2 learners left WMS during the year 	<p>We are somewhat disappointed that we did not reach our target of 83%. We implemented Structured Literacy at the Year 0 – 2 end of the school and have been very excited about the results. We are likely to see the progress/achievement moving through the school in the next 2 years.</p> <p>We had significant improvement at Year 3 as a result of some structured literacy approaches and an accelerated learning approach. This was linked to the teachers' inquiry.</p> <p>There was significant improvement at Year 7 – however this wasn't indicated in the overall curriculum level</p> <p>Whilst we had mixed success with our target groups – 53% of learners did meet expectation. Most students in these groups progressed.</p> <p>Strategies that were successful:</p> <ul style="list-style-type: none"> Dedicated small group focus and very strong routines for at-risk writers, with a focus on the basics Providing high-interest, student driven writing themes, with lots of provision for learner choice The introduction of Structured Literacy approach <p>Where is hasn't been successful we have identified the following:</p>	<p>The teaching of Writing will be a key component of learning programmes</p> <p>Continue to use a Structured Literacy approach and implement throughout the school</p> <p>Differentiated learning programmes will continue to be put in place in order to cater for individual needs</p> <p>Track all students not achieving the expected curriculum level</p> <p>Share individual student achievement with parents and students with options for reciprocal feedback (Spotlight – Hero)</p> <p>Target school resources towards identified students: learning assistant support, ESOL teacher and LSC</p> <p>Literacy Focus team to support teachers to collaboratively plan to raise teacher capability</p> <p>Employ formative assessment practices in order to provide feedback to learners and identify next learning step</p> <p>Work with parents, families and whanau around ways to support children's learning</p> <p>Professional development – Literacy Focus Team to lead Professional learning conversations around best writing practice will occur</p> <p>Moderate writing across the school and potentially the Kāhui Ako – consistency is needed</p> <p>Use appropriate ignite activities that are targeted at the interests of reluctant writers</p>

	<p>Target 4. Of the 10 Years 5 and 6 learners who were achieving 'below'</p> <ul style="list-style-type: none"> • 9 learners continue to be working 'below' the expected curriculum level • 1 learner left WMS during the year • 8 learners that did not meet expectation continued to progress by at least 1 sub level <p>Target 5. Of the 10 Year 7 learners who were achieving 'below'</p> <ul style="list-style-type: none"> • 6 learners are working 'at' the expected curriculum level • 4 learners continue to be working 'below' • All learners that did not meet expectation continued to progress by at least 1 sub level 	<ul style="list-style-type: none"> • Lack of teacher understanding of curriculum level and criteria from less experienced staff • The need to moderate and get a common understanding • Continue lack of engagement of boys towards writing 	Utilise Literacy progressions to set goals and plan
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Planning for next year:

Writing will continue to be the school wide focus for 2021.

Annual Aims:

- 80% of learners will be achieving at or above the curriculum level in Writing

Targets:

- To accelerate the progress of 12 Year 3 learners from 'below' to 'at' the expected curriculum level in Writing

- To accelerate the progress of 7 Year 4 learners from 'below' to 'at' the expected curriculum level in Writing
- To accelerate the progress of 11 Year 5 learners from 'below' to 'at' the expected curriculum level in Writing
- To accelerate the progress of 12 Year 6 learners from 'below' to 'at' the expected curriculum level in Writing
- To accelerate the progress of 6 Year 7 learners from 'below' to 'at' the expected curriculum level in Writing
- To accelerate the progress of 4 Year 8 learners from 'below' to 'at' the expected curriculum level in Writing

Refer to 2021 charter.