

**Council for Catholic Maintained Schools  
Annual Report and Accounts  
For the year ended 31 March 2019**

*Laid before the Northern Ireland Assembly  
under paragraph 17 of Schedule 8 of The Education Reform (Northern Ireland) Order 1989  
by the Department of Education*

*on 5 July 2019*

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## **PERFORMANCE REPORT**

### **OVERVIEW**

The purpose of this overview section of the annual report is to outline the functions and remit of CCMS including an analysis of performance against objectives and targets over the 2018/19 period and how the organisation has managed the key corporate risks to the achievement of these objectives.

### **CHAIRPERSON'S FOREWORD**

I am pleased to report on another positive year for CCMS – a year where CCMS made significant progress in completing an organisational restructuring process. This is designed to ensure that CCMS is best positioned to support Catholic maintained schools now and into the future. We are all too aware of the challenging environment in which we operate, not least the significant financial and budgetary pressures that our schools face on a daily basis. However, I remain optimistic about the future and I am confident that CCMS will play its role as a leading partner in supporting educators to protect, enhance and enrich educational experiences for all our children and young people.

Since my appointment as Council Chair in April 2018, I have been impressed, but not surprised by the dedication, professionalism and commitment shown by Council Officers as they go about their daily duties. Their continuing guidance and advice to school leaders, governors and school communities really makes a positive difference and I know that schools are thankful of the support from CCMS across a wide and varied range of issues.

I would also wish to acknowledge the support and assistance given to me by Council Members during the past year – each of them continues to go the extra mile in ensuring that Council exercises its statutory duties and that CCMS continues to exercise leadership and vision during a period of considerable change and challenge.

I am pleased that the vast majority of targets within the 2018/19 Business Plan have been achieved. This highlights the commitment to excellence and operational delivery, often within extremely challenging circumstances. However, while I also recognise that significant challenges lie ahead, CCMS remains confident in addressing these issues in the service of improving educational and other outcomes for all our children and young people.

In facing the challenges for the future, I was particularly delighted to see CCMS make progress in developing a new Corporate Plan for the 2019/24 period. The plan – which will be launched within the next few months - sends out a very clear message that CCMS is here, leading education, advocating for positive change, and clearly setting out how Catholic Education can contribute to the Common Good.

Catholic Education is valued and exercises a positive influence on society across the world. I am confident that the Catholic maintained sector in Northern Ireland will continue to be successful in not only improving outcomes for our children and young people and developing

them as unique individuals, but in contributing to a more cohesive, inclusive and respectful society, which nurtures young people and prepares them for adult life.

I appreciate how our schools are already quietly being very creative in how we accommodate both diverse backgrounds and high standards. These schools are not the relics of a divided past but are showing how they can be architects of a shared and diverse future. Indeed, it is their ethos of community and high expectations which attract people from a range of backgrounds. They are chosen by many parents not despite their ethos but because of it.

Reflecting over the past 12 months, I can see the positive impact and difference that CCMS has made to education, communities and learners. I have every confidence that CCMS will build on this over the next year.



**Bishop Donal McKeown**  
**Chairperson**  
**28 June 2019**

## **STATEMENT FROM THE CHIEF EXECUTIVE**

The 2018/19 year was one of considerable change for CCMS. With change came many challenges although there were also opportunities to which CCMS maximised advantage to progress organisational performance and reform.

### **Challenges and Opportunities**

The external operating environment remained extremely challenging. CCMS continued to deliver its challenging programme of work in an efficient and effective manner within the constraints of significant budgeting pressures. Financial challenges have continued to adversely impact the education sector and CCMS continued to rationalise and reform its organisational structure to ensure that its work was focused in the right areas and that the organisation remained fit for purpose.

The journey to a single office base in Lisburn was seamlessly progressed and I would want to thank Council members and officers for their full commitment and support to this transformation process. I am pleased to report that the implementation of multi-disciplinary structures were also completed during the year and the benefits of this approach have begun to be realised in terms of the professional levels of support that CCMS continues to provide to our maintained schools – whether that support be in the areas of HR, governance, educational support, leadership, guidance in addressing financial challenges, industrial relations and area planning, building and maintenance.

### **Support to Schools**

Support for Catholic maintained schools, particularly to Boards of Governors and school leaders has continued – it is important to emphasise that schools have continued to deliver excellent educational outcomes for our children and young people, within the extremely challenging environment that they operate in as mentioned above.

These financial challenges and constraints in the education system are well documented. I can, with confidence, report that CCMS officers continued to be proactive in working with school leaders and governors to address these challenges head on – very often, it has been the tangible support provided by the CCMS team that has made the important difference in helping schools to manage these most difficult situations and progress with practical and positive interventions and solutions.

### **Performance Delivery**

CCMS has delivered on the majority of targets and actions within the 2018/19 Business Plan and during the period, significant progress was made regarding the development of a new Corporate Plan for the next five years (2019/24).

In delivering on the Business Plan and improving overall performance delivery, a robust approach to risk management has complemented our work and has been fully embedded into how we go about our business. The Corporate Risk Register and Risk Management

Framework clearly underpin the strategic decisions taken by Council and the corresponding operational activity of CCMS.

The delivery of the key objectives of CCMS is supported by a clearly defined organisational structure which provides clarity in terms of decision making. I have been ably supported by my Senior Leadership Team who themselves provide effective and highly visible leadership across their respective functional disciplines. Together, with the very professional and dedicated staff within CCMS, I firmly believe that CCMS continues to positively support, challenge and guide our family of Catholic maintained schools to raise educational standards and deliver a high quality, broad balanced educational curriculum to all our children and young people.

Managing finite resources to deliver a range of support functions to schools is challenging in its own right – however, it is critical to highlight the importance that effective leadership continues to have in terms of meeting the difficult challenges and providing the appropriate solutions.

### **Looking to the Future**

Whilst acknowledging CCMS achievements, progress and successes in 2018/19, it is however important to look forward to 2019/20 and to strengthening and improving working relationships and engagements with schools to support them to raise educational standards even further.

I remain optimistic that employers and trade unions can resolve the long running industrial dispute (action short of strike) and work collectively to build new norms and working practices across the education sector. The absence of a Minister of Education and Northern Ireland Executive has presented challenges to everyone involved in education. I do remain hopeful that the current political deadlock can be broken and that a new Minister of Education will be in post to work with CCMS and other stakeholders to address the many challenges that we collectively face and to provide leadership across the education system.



**Gerry Campbell**  
**Chief Executive**  
**28 June 2019**

## **NON-EXECUTIVES' REPORT**

I have been asked to provide a Non- executive perspective on the conduct of Council business during the course of the year. I am particularly pleased to do so given that I shall be standing down from Council having served as a member for almost twenty years and for a period as Chair of the Finance and Personnel Committee. I have experience of working with a wide range of education bodies and have to say that in my long involvement with CCMS I have always found it to be an efficient and effective body which punches well above its weight in supporting our school system. In particular it has played a key role in significantly driving up pupil performance levels in maintained schools. In that respect great credit is due to the Councils loyal staff and to my fellow non-executive Council members, who shared the responsibilities of membership and decision making throughout that period.

Looking specifically at 2018/19 the Council and its committees continued the journey of reform in several areas to improve governance and organisational structure. These changes ensured that members were able to support effectively the Council's challenging and ambitious programme of delivery. Of key importance was the oversight of the transition to a multifunctional team approach operating from one central office.

Full information on membership changes and the roles of committees can be found in the Governance Statement.

### **Council**

The Council met five times in 2018/19 and its agenda over the year included diversity of CCMS's work in support of Catholic maintained schools including the financial challenges in education, leadership, the industrial relations climate, Area Planning, risk management and operating within what we considered to be a very tight budget.

At the start of the year Most Rev Donal McKeown DD became our new chair. As part of our governance review, the membership and operation of the Council and committees continues to be reviewed with the aim of ensuring that we remain fit for purpose and are able to provide effective support and challenge.

### **Committees**

Council has always prided itself in tight and effective financial management and the Finance and Personnel Committee continued to play a key role in that respect as does the Audit and Risk Assurance Committee (ARAC). The ARAC focused on addressing the Governance structuring and led on the development of clear Terms of Reference for each committee. The ARAC welcomed the unqualified audit opinion of the 2017/18 accounts and expects to receive the same in 2018/19. The ARAC continued to be diligent in reviewing the Council's approach and that of the officers to risk management and financial control.

In preparation for the reconstitution of Council we established a Sub-Committee that will provide assurance on the Council's public appointments processes, will coordinate the Council's own non-executive appointments, and will support the Minister and Permanent



Secretary in talent management and succession planning when Council comes to reconstitute itself. The Education Provision Committee and Education Curriculum Committee continued with the important work of overseeing effective utilisation of the maintained school estate and the continued improvement in education standards respectively.

The Chairperson's Committee did good work focusing on the Chief Executive's performance in delivery of the Council's approved Business Plan.

The other Council's Committees and Diocesan Education Committees continued to meet regularly. I am grateful to the Chief Executive and his executive team for maintaining these and I have no doubt that Council members will take a keen interest in making sure that the Council's management structures continue to function effectively and add value to the work of CCMS.

### **Looking Ahead**

Council has introduced a new annual review of its effectiveness. The review will be used to inform continuous improvement in how we do business. It provided valuable feedback on the operation of the Council and will allow us to consider improvements designed to ensure that the Council is effective in setting and overseeing the strategic objectives and business planning priorities for CCMS.

Non-executive Council members are a valuable and relatively scarce resource, and their support and challenge is as important outside of formal committee time as it is in Council or Committee meetings. To add the most value, we are conducting a programme of work that complements the responsibilities and the alignment of the agendas of the Council and its committees. This will include supporting a detailed look at critical areas of delivery, sitting as panel members for significant appointments, and contributing to the oversight of the Council's various statutory functions. Our activities will be planned through a 'forward look' which will be developed with the Leadership Team.

To ensure the non-executive team has the capacity to undertake this valuable work in 2019-20, we will be reconstituting with new members later in the year. As I come to an end of my long involvement with CCMS I am happy to look back on it as time well spent. I wish Council members well as they continue to provide effective support, challenge and guidance, and build on the excellent progress made to improve our governance structures. I have no doubt that with the commitment of members that the improvement journey will continue to the benefit of every child in our schools. I pay tribute to all Council non-executive members and to the officer team for the open, candid and constructive nature of the exchange and dialogue which have always taken place.

**Stanley Smith**  
**Non-Executive Council Member**

## STRATEGIC REPORT

Established under the auspices of the Education Reform (Northern Ireland) Order 1989, the purpose of the Council for Catholic Maintained Schools (CCMS) is the provision of an upper tier of management for the Catholic maintained sector with the primary objective of raising standards in Catholic maintained schools. CCMS is a Non-Departmental Public Body (NDPB) sponsored by the Department of Education (DE).

The 1989 Order cites the following as Council responsibilities to:

- employ all such teachers as are required on the staff of Catholic maintained schools;
- advise the Department or a board on such matters relating to Catholic maintained schools as the Department or board may refer to the Council or as the Council may see fit;
- promote and co-ordinate, in consultation with the trustees of Catholic maintained schools, the planning of the effective provision of such schools;
- promote the effective management and control of Catholic maintained schools by the Boards of Governors of such schools;
- with the approval of the Department, provide, or secure, the provision of such advice and information to the trustees, Boards of Governors, principals and staff of Catholic maintained schools as appears to the Council to be appropriate in connection with the Council's duty; and
- exercise such other functions as are conferred on it by the Education Orders.

Subsequent Orders have conferred additional responsibilities on the Council - the duty to encourage and facilitate Integrated, Irish-Medium and Shared Education.

This Annual Report for CCMS covers the year from 1 April 2018 to 31 March 2019.

Under the Education Reform (Northern Ireland) Order 1989, as amended by the Education and Libraries (Northern Ireland) Order 2003, the Department of Education has directed CCMS to prepare for each financial year, a statement of accounts in the form and on the basis set out in the Accounts Direction. The accounts are prepared on an accruals basis and must give a true and fair view of the state of affairs of CCMS. In preparing the accounts, the Accounting Officer is required to comply with the requirements of the Government Financial Reporting Manual.

CCMS is wholly funded by DE, therefore the Council's financial risk in terms of managing liquidity, funding, investment and including risk from volatility in currency, interest rates, commodity prices and counterparty credit risk is not material.

There were no post Balance Sheet events which would have had a material impact on this report.

CCMS has received confirmation of its Resource Allocation for 2019/20 (this does not include earmarked funding which is confirmed under a separate allocation) and has now received approval from DE on its 2019/20 Financial Plan.

Following a number of organisational reviews in previous years, CCMS has moved to fully implement an organisational structure that aligns organisational resources to the delivery of statutory functions. During 2018/19, CCMS closed its office in Omagh and centralising in Lisburn, rolled out a new organisational structure comprising three multi-disciplinary teams which now support schools in three distinct localities. Council, staff and other stakeholders have been very supportive of this journey and CCMS believes that this strategic reorganisation is already demonstrating tangible benefits in aligning organisational resources more directly to support the delivery of its statutory functions.

CCMS continues to operate within a very challenging financial environment where resources are stretched to capacity and service delivery continues to be assessed against statutory obligations and business priorities.

As per DAO/DFP 12/08 there is a commitment to pay suppliers in respect of valid invoices from the invoice date or from the date of receipt of goods/services (whichever is the later) as promptly as possible. I refer to the report within transforming the governance and management of education, for additional information relating to them.

## **EMPLOYMENT POLICIES**

CCMS, in carrying out its functions, has a statutory responsibility to have due regard to the need to promote equality of opportunity:

- between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- between men and women generally;
- between persons with a disability and persons without; and
- between persons with dependants and persons without.

In addition, without prejudice to the above obligation, CCMS should also, in carrying out its functions, have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

CCMS is an Equal Opportunities employer and promotes the employment of staff on merit. Opportunities to recruit staff as a consequence of the rebalancing of the workforce have allowed CCMS to engage in recruitment through open competition. CCMS is seeking to develop closer working relationships with both the Equality Commission and with Disability Action so that going forward, CCMS can address equality and diversity in a much more proactive manner.

The community representation of the workforce directly employed by CCMS at 31 March 2019 was:

	<b>CCMS Staff</b>
Protestant males	1
Protestant females	7
Roman Catholic males	12
Roman Catholic females	33
Unknown males	1
Unknown females	4
<b>Total</b>	<b>58</b>



**Gerard Campbell**  
**Accounting Officer**

## PERFORMANCE ANALYSIS REPORT

The CCMS 2018/19 Business Plan was based on six corporate goals set by DE. The 35 targets and sub-targets were agreed by Council and approved by DE.

The performance analysis section of the annual report from page 12 onwards is therefore presented under the six corporate goals of:

- Improving the Wellbeing of Children and Young People;
- Raising Standards for All;
- Closing the Performance Gap, Increasing Access and Equality;
- Developing the Education Workforce;
- Improving the Learning Environment; and
- Delivering High Quality Education Services.

CCMS has continued its strategic focus on raising standards in all aspects of its own work and its work with schools. It prioritised its work into the key areas of standards and area planning. In respect of the latter a particular strand of the work focused on the provision of support into the development and delivery of Shared Education projects and the embedding of a new model to deliver major capital projects.

Of the 35 DE approved targets in the 2018/19 Business Plan, 32 were fully or substantially achieved. The table below breaks this down further.

Status Descriptor	DE assessment	
	Number	%
Achieved	23	65
Substantially achieved	9	26
Likely to be achieved but with some delay	1	3
Not achieved	2	6
<b>Total</b>	<b>35</b>	<b>100</b>

Two targets were not achieved. The first of these related to our own ambition to update the Corporate Communication and Information strategies which was not progressed due to financial constraints. The second target which was not achieved related to our statutory duties in respect of community planning. CCMS regrets that this has been the case and is reviewing the resources required to fulfil these duties.

CCMS continues to work on strategies that will eventually reduce the level of teacher sickness absence in the Catholic maintained sector. Considerable work has taken place in

this area and CCMS will continue to strive to reduce the level of overall teacher sickness absence within the 2019/20 year.

CCMS has again ended the financial year within budget. There was a nominal underspend on the overall budget allocation of 0.02 percent, equivalent to less than £1k. CCMS is unable to provide any information on spending patterns and long term expenditure trends as the current budgets are based on one year allocations confirmed in March of the preceding financial year. The difficult financial climate has been well documented and like other education bodies CCMS continues to strive to meet its business objectives while constraining expenditure within allocated budgetary limits set by the funding body.

It is likely that these challenging environmental conditions will continue for the immediate future. The absence of a Northern Ireland Executive and Minister for Education has impacted across the wider educational landscape. CCMS will continue to work within the challenging external environment to support Catholic maintained schools in raising standards and improving educational outcomes.

CCMS takes its environmental commitments very seriously and is committed to making sustainable improvements where possible. Actions taken forward over the past period include minimising paper waste, paper production and utilising electronic technology where possible to deliver business activities. CCMS also facilitates staff to work remotely when applicable to business needs in adherence to the 'Working from Home' policy thus having a positive impact on travel and the environment.

CCMS operates within a very robust governance and control environment and takes a zero tolerance approach to fraud, bribery and corruption. Our 'Anti-Fraud Policy and Response Plan' outlines in detail our approach to these areas.

## **IMPROVING THE WELLBEING OF CHILDREN AND YOUNG PEOPLE**

Education Advisers within CCMS have been working collaboratively with schools, DE, the Education Authority (EA) and other stakeholders to shape educational policies with a view to improving the wellbeing of children and young people as outlined within the Children's Services Co-operation Act 2015 (CSCA). The Education Advisers have put a strong emphasis on managing pupil pastoral issues alongside inclusion and diversity as part of their work with schools.

CCMS continues to support schools in evaluating their arrangements for safeguarding and Education Advisers have presented proposals regarding how the education sector can continue to support the emotional health and wellbeing of LGBT young people.

Almost all Catholic maintained schools have complied with the Education and Training Inspectorate (ETI) in the safeguarding aspects of their inspections. CCMS continues to work with those schools who have not complied to ensure co-operation with ETI at the six week follow-up inspection.

CCMS continues to support schools in the development and implementation of effective inclusion policies – a large number of Catholic maintained schools promote inclusion through their policies and procedures which reflect 'Catholic Education, the Vision' at the centre of their work.

## RAISING STANDARDS FOR ALL

CCMS continues to meet the majority of its targets under this priority and works towards successfully achieving all targets. The GCSE outcomes in grades A\*-C including English and Maths continue to improve. Of particular interest is the improvement over the past few years in relation to outcomes for children entitled to Free School Meals (FSM). This has been a particular focus for CCMS in its dealings with schools in 2018/19 and schools have sustained their above NI average performance in this measure. The tables below show how the standards in the Catholic maintained sector have improved in recent years, within the sector and in comparison to other sectors.

Catholic maintained Schools continue to outperform all non-grammar schools when comparing those pupils achieving 3+ A Levels grades A\* to C. At 58.4% the sector is performing 6.1% better than controlled non-grammar and 1.2% better than all non-grammar schools.

The number of pupils achieving 2 A\* to E grades at A level has improved slightly for the first time in 5 years to 96.8%, slightly above the N Ireland Average but 1.3% lower than pupils attending non-grammar controlled schools.

### Year 12 pupils achieving 5+ GCSEs grades A\*-C (including equivalents),

		Controlled non-grammar schools	Catholic Maintained schools	All non-grammar schools
% year 12 pupils achieving 5+ GCSE A*-C (including equivalents)	2012/13	59.2	73.7	67.2
	2013/14	63.0	76.7	70.6
	2014/15	64.6	77.8	72.0
	2015/16	64.4	79.2	72.7
	2016/17	68.8	78.7	74.4
	2017/18	73.2	80.5	77.3

### Year 12 pupils achieving 5+ GCSEs grades A\*-C including English & Maths

		Controlled non-grammar schools	Catholic maintained schools	All non-grammar schools
% year 12 pupils achieving 5+ GCSE A*-C (including English and Maths)	2012/13	33.5	41.0	37.7
	2013/14	38.0	49.2	44.0
	2014/15	42.1	50.8	46.8
	2015/16	40.6	52.2	47.0
	2016/17	44.1	55.4	49.9
	2017/18	47.8	57.6	52.4



**Year 12 pupils entitled to FSM achieving 5+ GCSEs grades A\*-C (including equivalents)**

		Controlled non-grammar schools	Catholic maintained schools	All non-grammar schools
% year 12 pupils entitled to FSM achieving 5+ GCSE A*-C (including equivalents)	2012/13	43.3	64.2	56.9
	2013/14	47.0	66.2	59.0
	2014/15	53.2	70.2	63.8
	2015/16	52.6	71.3	64.0
	2016/17	57.8	71.3	66.1
	2017/18	65.7	73.4	70.2

**Pupils in the final year of an A-level achieving 3+ A-levels grades A\*-E (including equivalents)**

		Controlled non-grammar schools	Catholic maintained schools	All non-grammar schools
% of pupils achieving 3+ A-levels grades A*-C (including equivalents)	2012/13	39.8	48.6	45.0
	2013/14	43.8	50.2	47.7
	2014/15	45.4	50.1	47.8
	2015/16	49.9	52.9	51.5
	2016/17	48.4	57.5	55.0
	2017/18	52.3	58.4	57.2

**Pupils in the final year of an A-level achieving 2+ A-levels grades A\*-E (including equivalents)**

		Controlled non-grammar schools	Catholic maintained schools	All non-grammar schools
% of pupils achieving 2+ A-levels grades A*-E (including equivalents)	2012/13	95.7	96.0	95.7
	2013/14	94.8	96.5	95.4
	2014/15	96.3	95.9	95.8
	2015/16	96.5	95.8	96.1
	2016/17	97.1	96.7	97.0
	2017/18	98.1	96.8	96.4

## SCHOOL INSPECTIONS

CCMS continues to provide support for schools throughout the inspection process. Our Education Advisers work closely with the schools to ensure that they are maintaining an appropriate focus on the range of policies and practices that contribute to the raising of standards. This work combines challenge with support and has as its key objective the building of robust self-improvement processes.

In the reporting period, CCMS staff supported six schools in the Formal Intervention Process. During the period six of these schools had their follow-up inspections. Three of the schools have demonstrated improvement having moved at least one grade. Three schools did not co-operate fully with the inspection process and remain ungraded. Two of the six schools, that co-operated have exited the Formal Intervention Process.

It is important to note that inspection activity has been impacted greatly since January 2017, by the industrial action being taken by members of four of the five trade unions representing teachers in Northern Ireland.

### Number of Inspections by Type – 1 April 2018 to 31 March 2019

Inspection Type	Number of Inspections
Nursery (Pre-school)	7
Primary (two days)	10
Primary (three days)	14
Primary (four days)	16
Primary Follow Up	7
Primary Monitoring	1
Primary Baseline Monitoring (new school)	2
Primary Sustaining Improvement	56
Post Primary	8
Post Primary Baseline Monitoring (new school)	1
Post Primary Sustaining Improvement	11
Special Inspection	1
Total	134

## Inspection Outcomes 1 April 2018 to 31 March 2019

	Conclusion 1	Conclusion 2	Conclusion 3	Conclusion 4	Ungraded (due to strike action)
Nursery School (Pre-school)	4	1	1	0	1
Nursery Unit	0	0	0	0	6
Primary (two days)	1	0	0	0	9
Primary (three days)	0	0	0	0	12
Primary (four days)	0	0	0	0	16
Primary Follow Up	0	2	1	0	3
Post Primary	0	0	0	0	8
Post Primary Follow Up	0	0	0	0	1
Special Inspection	0	0	0	0	1
<b>TOTAL</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>57</b>

### Conclusions (ETI Definitions)

1. The school/organisation has a high level of capacity for sustained improvement in the interest of all the learners. ETI will continue to monitor how the organisation sustains improvement.
2. The school/organisation demonstrates the capacity to identify and bring about improvement in the interest of all the learners. ETI will continue to monitor how the school/organisation sustains improvement.
3. The school/organisation needs to address (an) important area(s) for improvement in the interest of all the learners. ETI will continue and report on the organisation's progress in addressing the area(s) for improvement. There will be a formal follow-up inspection in 12-18 months.
4. The school/organisation needs to address urgently the significant areas for improvement identified in the interest of all the learners. It requires external support to do so. The ETI will monitor and report on the organisation's progress in addressing the significant areas for improvement. There will be a formal follow-up inspection in 18/24 months.

## Monitoring Inspections 1 April 2018 to 31 March 2019

	Conclusion 1	Conclusion 2	Conclusion 3	Ungraded (due to strike action)
Primary	0	0	0	1
Post Primary	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

## Baseline Monitoring Inspections (for new schools) April 2018 to March 2019

	Conclusion 1	Conclusion 2	Conclusion 3	Ungraded (due to strike action)
Primary	1	0	0	1
Post Primary	0	0	0	1
TOTAL	1	0	0	2

### Conclusions (ETI Definitions)

1. The school/organisation is identifying and bringing about the necessary improvements in the quality of education. This will be reflected in future inspection arrangements.
2. The school/organisation has not been able to demonstrate sufficiently that it is bringing about the necessary improvements in the quality of education. This will be reflected in future inspection arrangements.
3. The inspection has identified important areas for improvement particularly in, for example, learning and teaching (including safeguarding if required). This will be reflected in future inspection arrangements.

## Sustaining Improvement Inspections 1 April 2018 to 31 March 2019

	Conclusion 1	Conclusion 2	Conclusion 3	Conclusion 4	Ungraded (due to Strike action)
Primary	5	0	0	0	44
Post Primary	1	0	1	0	6
TOTAL	6	0	1	0	50

### Conclusions (ETI Definitions)

1. **(Outstanding/Very Good)** The school continues to demonstrate a high level of capacity for sustained improvement in the interest of all the learners. The ETI will continue to monitor how the school sustains improvement.  
Or
2. The school has not demonstrated sufficiently the capacity for sustained improvement; this will be reflected in the future arrangements for inspection of the school.
3. **(Good)** The school continues to demonstrate the capacity to identify and bring about improvement in the interest of all the learners. The ETI will continue to monitor how the school sustains improvement.  
Or

4. The school has not demonstrated sufficiently the capacity to identify and bring about improvement in the interest of all the learners; this will be reflected in the future inspection arrangements for the school.

CCMS continues to work with schools and the EA in supporting the formulation of appropriate action plans, whether for internal school use or submission to DE, in order to effectively and efficiently address areas identified for improvement in school inspections.

## **CLOSING THE GAP, INCREASING ACCESS AND EQUALITY**

CCMS continued its work to help raise attainment in schools where the statistical outcomes and information about a school indicate that standards are unacceptably low or falling. Following the annual review of school performance data, provided by DE, the Education Advisers linked to the schools were asked to discuss the performance issues with the school principals and to provide reports of their work. In particular, principals are being challenged to indicate how they are focusing on pupils entitled to Free School Meals (FSM), boys, Looked After Children (LAC) and newcomer/refugee pupils in their efforts to improve outcomes for these pupils.

CCMS will continue to monitor the work of these schools, to provide support as required and to keep the performance of all Catholic maintained schools under regular review.

### **School Development Planning**

CCMS has continued to promote high quality planning within its schools and has worked with EA in ensuring that the plans and associated targets have been submitted.

The Education Team has collated key strengths and areas for improvement of the school development planning process in Catholic maintained schools, as evidenced through our work with school leaders and governors.

These findings will be reported to Council in the Autumn of 2019.

### **Entitlement Framework**

Council officers continue to work on the maintenance and further development of Area Learning Communities with a clear focus on promoting the interdependence rather than the independence of schools. While there are still schools that have not yet reached full compliance with the Department of Education's Entitlement Framework (EF), an action plan is in place to address this issue.

According to the analysis of the EF audits, there were 11 CCMS schools not providing the range and breadth of courses set out in the EF. A number of these schools are currently undergoing a rationalisation process to help address issues including the shortfall in curriculum provision as a result of challenges in enrolment and one has since closed including:

- St Columban's College, Killeel, closed on 31 August 2018.
- St Joseph's College, Coleraine, will close on 31 August 2019; from September 2018 there were only Year 10, Year 12 and Year 14 pupils in the school.
- St Mary's High School, Brollagh, is currently in the consultation process with a proposal for closure on 31 August 2020. Currently CCMS officers are working with the school and the new acting Principal to develop further the current curriculum offer for the pupils.

- In West Belfast, Christian Brothers' School, Corpus Christi College and St Rose's Dominican College will amalgamate to form All Saint's College from 1 September 2019.
- CCMS has established a project board, with the Trustees of Clogher Diocese, to develop an area based solution for post primary provision in County Fermanagh.
- CCMS has worked with EA to support Sacred Heart College, Omagh, with the post-inspection action planning process; the need for additional general courses at post-16 has been identified as a priority within that process.
- CCMS has worked directly with the remaining three schools to address the shortfall in access to the entitlement framework at post-16.
- CCMS has worked to support all schools to ensure that the curriculum offered goes beyond compliance, is pupil-centred and future-focused, aligning with the NI Skills barometer and local labour market intelligence. A key focus for CCMS support to post-primary schools this year has been on curriculum development. CCMS has contributed to work which explores the educational and skills provision for 14-19 year olds on behalf of the Departments of Education and Economy.

This area remains a key priority for CCMS and all indications are that the collaborative approach taken by CCMS in working with schools, Government Departments and a range of statutory, non-statutory and community organisations is beginning to pay dividends. Whilst the progress is not perhaps as swift as might be hoped it is nevertheless encouraging given the significant barriers to learning that continue to exist and which are the responsibility of many Departments, not just the Department of Education.

CCMS continued its support for, and participation in, the Extended Schools Initiative and has worked with EA to ensure that Extended Schools activities were sufficiently structured and appropriately targeted to focus on raising standards and involving parents in the life of the school.

CCMS officers continued to challenge schools that are in receipt of funding allocated under various Targeting Social Needs (TSN) headings, to tackle low and under-achievement. CCMS firmly believes that schools must be able to demonstrate that this additional funding or other external resources are used for the purposes intended and have the result of improving pupil outcomes. CCMS continued to challenge schools on the performance of FSM, LAC and newcomer/refugee students, focusing on the appropriate use of additional funding to implement supportive mechanisms within the school to close the performance gap.

CCMS critically evaluates the provision of a broad and balanced curriculum to meet the needs, abilities, aspirations and aptitudes of all pupils, supported by clear pathways of progression and sound career education, advice and guidance. CCMS supports schools with effective School Development Planning, setting challenging targets and implementing appropriate interventions to close the performance gap.

CCMS participated fully with the EA and DE in taking forward the area-based planning process and continues to focus on the educational benefits for all pupils of area planning proposals.

The lack of availability of capital resources continues to pose a serious challenge to the effective implementation of Area Planning.



## **DEVELOPING THE EDUCATION WORKFORCE**

Sadly this year there were a number of critical incidents involving the deaths of eight children and four teachers from the community of Catholic maintained schools. As incidents occurred, CCMS worked proactively and closely with 'Inspire Workplaces' and the Critical Incident/Pupil Support Teams from EA and is very grateful to both organisations for the professional and sensitive support provided.

DE set a target for CCMS to reduce the teacher absence rates to an average of 9.3 days per annum. CCMS do not yet have the end of year assessment that would allow us to determine whether that target has been achieved. CCMS is confident, however, that that we should begin to see progress following development of the DE's Regional Strategy for Managing Attendance in which CCMS is a partner. Added to that, CCMS continues with its own intervention strategies focused on schools where absence rates have been consistently high and on the small group of teachers who exhibit consistently high absence patterns. CCMS officers continue to highlight the importance of this issue with school management at every opportunity. Better and more timely information systems are in place and the CCMS officer team has conducted a thorough review of its own intervention strategies and processes. Throughout the year CCMS dedicated substantial resources to support schools in the management and promotion of teacher attendance.

The number of ill-health retirement cases (33) continues to be a concern. Again this year a significant number were for reasons of stress/anxiety/depression related illnesses. The number of referrals to occupational health services increased by 12.07% on the previous year from 323 to 362.

In response to consistent themes emerging from engagements with schools, CCMS established two separate working groups representative of its body of school principals. The work is still in its infancy but CCMS hopes to be able to develop coherent and meaningful policies and position statements that would facilitate wider discussion and the development of strategies to support i) teaching principals, and, ii) approaches that enable a more flexible deployment and development of teachers. Both are areas of strategic importance to CCMS.

CCMS continued to roll out its piloting of a new Recruitment and Selection Scheme for School Leaders across nine schools appointing new principals and vice-principals. The early feedback has been extremely positive and we thank the governors and applicants who have so willingly participated in the pilot exercise. Their engagement has allowed CCMS to refine the draft scheme at each stage of the process and we can look forward to a summer in which we will be conducting a thorough review of the entire pilot to date. Work has also been initiated to develop a longitudinal study of the appointments made through the new selection processes.

CCMS also facilitated a series of well attended and highly valued information sessions for our school principals on developments in employment law and on protecting staff from, and responding to, the increasing use of social media. Both areas reflect the changing dynamics and the importance of those to our school leaders.

CCMS continued to manage the Performance Review and Staff Development (PRSD) Scheme for all Catholic maintained schools. Fifty four External Advisers were reaccredited

and appointed to work in our schools, on an annual basis. In addition to providing advice and guidance on PRSD objectives, CCMS also developed and disseminated comprehensive school information packs containing contextual school data for each school for their principals and governors.

CCMS, is the Employing Authority for approximately 6,500 teachers in Catholic Maintained post-primary, primary and nursery schools pursuant to this role. CCMS undertook a number of other activities consistent with an employing authority's responsibilities. The following details reflect some aspects of that work.

### **Appointments 2018/19**

#### **Principal/Vice Principal/Teacher Appointments**

	<b>Primary</b>	<b>Post Primary</b>	<b>Total</b>
Principal	26	10	<b>36</b>
Vice Principal	17	5	<b>22</b>
Teacher	202	128	<b>330</b>
<b>Total</b>	<b>245</b>	<b>143</b>	<b>388</b>

#### **Redundancy figures in Catholic Maintained Sector 2018/19**

<b>Diocese</b>	<b>Voluntary</b>	<b>Transfer</b>	<b>Total Redundancies</b>
Armagh	9	2	<b>11</b>
Clogher	1	1	<b>2</b>
Down & Connor	27	25	<b>52</b>
Dromore	2	0	<b>2</b>
Derry	11	7	<b>18</b>
<b>Total</b>	<b>50</b>	<b>35</b>	<b>85</b>

#### **Teachers Recruitment and Selection Appeals**

We are pleased to report that no appeals were lodged against the actions of governor selection panels in the appointment of teachers. This is perhaps reflective of the quality of decision making of our Boards of Governors whilst making appointments.

## School Legal Cases

During the course of the year CCMS assisted Boards of Governors through the conduct of a number of legal cases arising from employment matters. These are summarised below.

### Tribunal Cases

Case Type	Lodged	Status
Unfair dismissal	October 2018	Ongoing
Age/Sex Discrimination	3 <sup>rd</sup> claim in ongoing proceedings lodged in December 2017	Case heard in Tribunal September 2018. All claims dismissed. Claimant sought a review by the Tribunal and this request considered and declined by Tribunal. Claimant has now issued Appeal proceedings.
Constructive Dismissal	January 2019	Ongoing
Disability Discrimination/Trade Union Detriment	August 2018	Ongoing
Sex Discrimination	August 2017	Negotiated Settlement July 2018
Unfair Dismissal	October 2018	Ongoing, no dates set
Unfair Dismissal; Sex Discrimination; Fixed Term Regulations	November 2018	Withdrawn May 2019
Disability Discrimination	December 2018	Withdrawn March 2019
Sex Discrimination	March 2019	Ongoing, no dates set

### Judicial Reviews

1 Application for Leave	Ongoing
2 Applications for Leave	Both closed; 1 withdrawn at hearing; 1 agreement reached at hearing.
5 Preaction Correspondence	All closed without application for leave

## **IMPROVING THE LEARNING ENVIRONMENT**

CCMS achieved or substantially achieved each of the Business Plan targets under this priority.

CCMS' work continued to involve significant work in relation to strategic area planning aimed at delivering DE's Sustainable Schools Policy (2009) and in so doing increasing access to the curriculum. Emphasis in the 2018/19 period continued to reflect Departmental priorities in respect of small schools and post-16 provision with less than 100 pupils which were outlined in the EA Providing Pathways Strategic Area Plan for School Provision 2017-2020 and carrying forward the actions identified in the EA Annual Action Plan April 2018-March 2019. CCMS also continued to discharge its statutory duties in respect of Irish Medium, Integrated education and Shared education; through area planning as well as providing support to approved Shared education campus schemes.

However, while progress continues to be made, the pace of change is significantly impacted by limited resources. Moreover, the need to align capital funding with transformation of provision remains a challenge both at the consultation and delivery stages. CCMS and DE continue to work proactively to identify capital implications at an early stage of area planning proposals and also to ensure that minor works and school enhancement schemes are aligned with area planning priorities.

### **Development Proposals**

Development proposals were published in relation to:

- the amalgamation of Altishane Primary School, Loughash Primary School, St Patrick's Primary School and St Joseph's Primary School, (Dunamanagh and Glenmornan parishes) (re-publication);
- a decrease in admissions and enrolment at Holy Child Primary School, Belfast, Holy Family Primary School, Magherafelt and Holy Trinity Primary School, Enniskillen.

In addition, eight development proposals were submitted to the EA for publication in 2019/20.

The Permanent Secretary's approval was given for eight development proposals in relation to:

- an increase in admissions and enrolment at St Joseph's College, Belfast;
- the amalgamation of Altishane Primary School, Loughash Primary School, St Patrick's Primary School and St Joseph's Primary School, (Dunamanagh and Glenmornan parishes);
- the decrease in admissions and enrolment of both Holy Child Primary School, Belfast and Holy Family Primary School, Magherafelt.

The following development proposal was not approved:

- Clintyclay Primary School (following Judicial Review proceedings on the Ministerial decision).

Pre-publication consultation has taken place in respect of the following proposals:

- the proposed closure of St Mary's High School, Brollagh;
- the proposed closure of St MacNissius' Primary School, Tannaghmore;
- the proposed closure of Ballyhackett Primary School, Coleraine;
- the proposed closure of Tir na nÓg Primary School, Ballyclare;
- the proposed closure of Barnish Primary School, Ballycastle;
- an increase in admissions and enrolment at St Colmcille's Primary School, Carrickmore and St Mary's Primary School, Banbridge;
- a decrease in admissions and enrolment at Chapel Road Primary School, Derry.

### **Major Works**

CCMS continued to provide support to Trustees and schools on 15 major capital projects:

1. Holy Evangelist's Primary School, Twinbrook
2. St Patrick's Primary School, Belfast
3. Lismore Comprehensive, Lurgan
4. St Joseph's High School, Crossmaglen
5. Our Lady of Fatima Primary School, Slaughtmanus
6. Mary Queen of Peace Primary School, Glenravel
7. St Josephs' & St James' Primary School, Poyntzpass
8. St Killian's College, Carnlough
9. St Vincent de Paul Primary School, Belfast
10. St Columban's Primary School, Lower Mourne
11. St Peter's Primary School, Dungannon
12. St Malachy's Primary School, Armagh
13. Edendork Primary School, Dungannon
14. Holy Trinity College, Cookstown
15. St Ronan's College, Lurgan

In 2018/19 CCMS continued to rely upon Associate support whilst developing a partnership role with the EA who provide the Project Sponsor role on a number of schemes. CCMS has also further engaged with DE in its review of governance for major capital projects and it has been agreed that the primary role of CCMS in major capital schemes should be in supporting the Trustees in their role as Senior Responsible Officer (SRO).

### **Shared Education Campus Programme (SEC)/Strule Shared Education Campus Project**

CCMS contributed significant resources to these major initiatives. A total of five SEC schemes involving CCMS schools are underway.

1. Ballycastle
2. Limavady
3. Moy
4. Duneane/Moneynick
5. Brookeborough

In respect of Strule, CCMS sits on the Project 2 Board and also participates in a number of associated working groups including the Vacated Sites Group and Education Group.

DE and Department of Finance have approved the business case for the SEC Moy project. The Pre-Qualification Questionnaire (PQQ) stage and appointment of a design team will run concurrent with staff development which will be facilitated by CCMS and EA.

New arrangements for project governance have been established across all the primary SEC projects. CCMS continues to sit on the Project Boards for all SEC primary campuses and participates in the operational developments at Project Team meetings.

CCMS has facilitated termly Principal cluster meetings which have enabled dissemination of practice on a range of issues including quality of learning and teaching, developing a communication strategy and encouraging community engagement. Furthermore these meetings have allowed the principals to engage with the relevant officers from DE and EA to raise matters of strategic and operational importance.

### **School Enhancement Programme**

Forty four Catholic maintained schools applied under the second call for the School Enhancement Programme in February 2017 with nine applications deemed unsuccessful due to falling below the initial sustainability threshold.

In May 2018 DE announced that the following nine Catholic maintained school applications were successful and would advance to planning, with an estimated cost of the schemes totalling just over £24m:

1. Chapel Road Primary School, Derry
2. Holy Rosary Primary School, Belfast
3. Presentation Primary School Portadown
4. Our Lady of Lourdes Primary School, Belfast
5. St John's Primary School, Kingsisland
6. St Mary's Primary School, Barr
7. St Kevin's College, Lisnaskea
8. St Mary's Primary School, Cloughcor
9. St Patrick's Primary School, Crossmaglen

In January 2019 a further five successful applications from Catholic maintained schools were announced and allowed to advance to planning, namely:

1. St Bride's Primary School, Belfast
2. St Joseph's Primary School, Holland Drive, Belfast
3. St Mary's Primary School, Newtownbutler
4. St Patrick's & St Brigid's Primary School, Claudy
5. St Columbanus' College, Bangor

It is anticipated that these schemes will be scoped by the end of July 2019 which will determine the overall estimated cost.

## **Minor Works**

Minor Works applications from 2018/19 continue to progress via DE and EA. CCMS officers continue to provide support to schools in relation to development proposal works, unavoidable minor works applications and a wide range of building and development issues.

## **Enrolment Variations**

CCMS completed its audit of schools following its guidance on enrolment criteria in April 2017 and continues to work with schools to ensure enrolment criteria are aligned with need and area planning outcomes. CCMS continued to provide advice and guidance to primary and post-primary schools in the setting and application of admissions criteria; as well as commenting on applications for temporary variations relating to Catholic maintained schools.

CCMS has supported the DE in formulating a transformative pilot exercise which removes barriers to the area planning process. This exercise seeks to fast-track non-controversial “right sizing” opportunities across Northern Ireland. It is anticipated all schools that participate in the pilot, where approved, will have their revised admissions and enrolment numbers implemented from 31 August 2021.

## **DELIVERING HIGH QUALITY EDUCATION SERVICES**

The period of this Business Plan continued to be challenging for all staff in CCMS. However, I am pleased to report that once again, CCMS has been successful in delivering the majority of its Business Plan.

CCMS has met its target for the production of accurate and timely accounts in accordance with the accounts direction from DE.

CCMS has met its target for prompt payment to its suppliers; it has lived within budget and limited under-spending to within 1% of the overall budget.

CCMS has ensured that the monthly cash drawdown has remained within 5% of forecasts and that the total annual cash drawdown has not exceeded the limit agreed at the Spring supplementary estimates.

CCMS staff have fully engaged with all relevant bodies and personnel in both DE and EA and will continue to seek opportunities for synergies in service development.

### **Key Performance Targets**

The following key financial performance targets have been agreed with DE and achieved by CCMS as reported in the annual accounts.

1. To live within budget allocation and to contain expenditure within the budgetary limits with an underspend of not more than 1%
2. To produce accurate and timely accounts
3. To pay 97% of all non-disputed invoices within 30 days and to maximise the payment of all non-disputed invoices within 10 days.

The performance achieved during the year is noted in the table below:

	<b>% paid within 30 days</b>	<b>% paid within 10 days</b>
Quarter 1	100	100
Quarter 2	100	99
Quarter 3	100	75*
Quarter 4	100	90

- \* The reduction in the 10 day prompt payment percentage in Quarter 3 was the result of the departure of an experienced staff in the finance department. New staff had to be recruited and trained, the prompt payment % reduction was unavoidable.



As far as I am aware, there is no relevant audit information of which CCMS' auditors are unaware. I have taken all the steps that ought to have been taken to make myself aware of any relevant audit information and to establish that CCMS' auditors are also aware of that information.



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**Gerard Campbell**  
**Accounting Officer**

28 June 2019

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**Date**

## CORPORATE GOVERNANCE REPORT

### DIRECTOR'S REPORT

### COUNCIL STRUCTURE

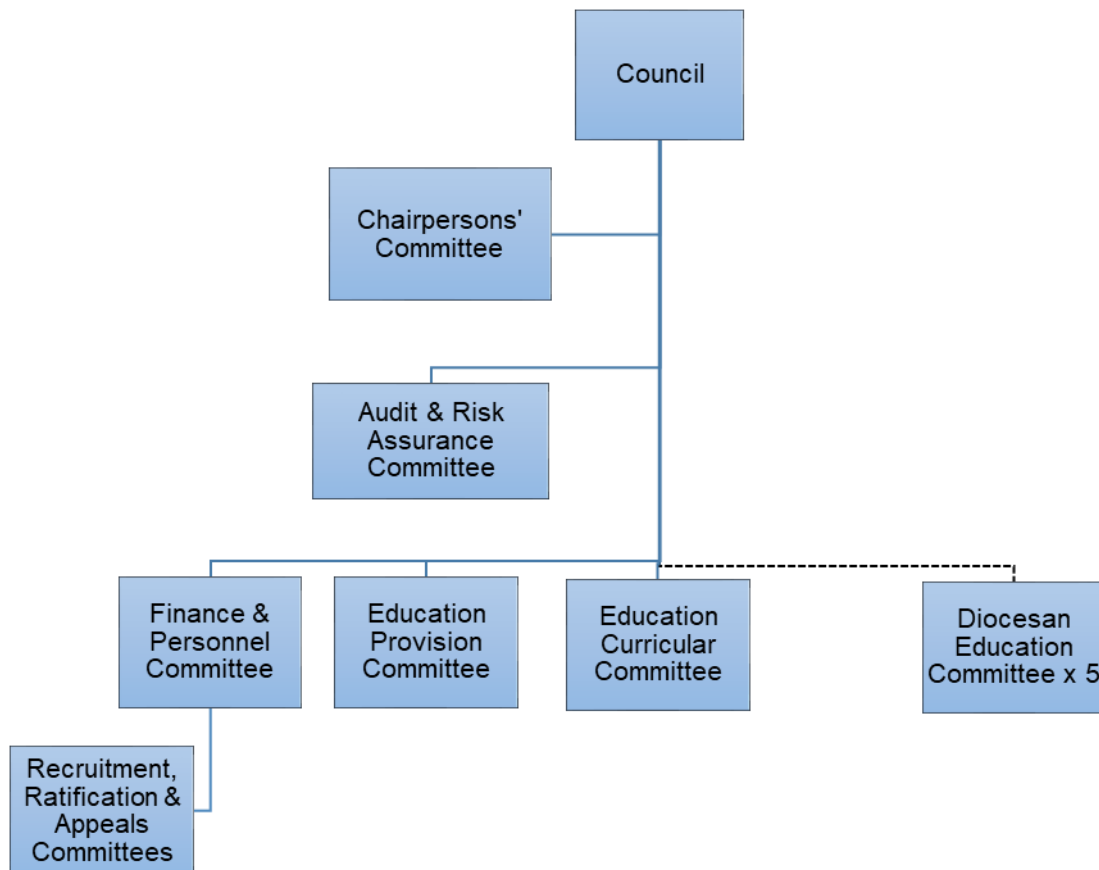


Fig 1: Current Council and Committee Structures

There are 36 seats on Council, made up as follows:

- Trustee representatives (20)
- Department of Education representatives (8)
- Parent representatives (4)
- Teacher representatives (4)

At 31 March 2019 there was a complement of 28 members.

### COUNCIL MEMBERS

The Council members who acted during the year are shown overleaf.

## **TRUSTEE REPRESENTATIVES**

Most Rev Donal McKeown DD, Bishop of Derry (*Chair of Council*)

Dame Geraldine Keegan, DBE, Retired Principal St Mary's College, Derry (*Vice-Chair of Council*)

Sr Eithne Woulfe, Education Co Director, Conference of Religious of Ireland

Mrs Pat Carville, OBE, Retired Principal St Patrick's College, Dungannon

Very Rev Dean Kevin Donaghy, Retired Principal St Patrick's Grammar School, Armagh

Very Reverend Sean Emerson PP, Chair Down and Connor DEC

Rev Aidan Mullan Administrator, Longtower Parish

Ms Paula Sheils, Retired Assistant Director, Family Practitioner Services, BSO (*Member Audit and Risk Assurance Committee*)

Mr Stanley Smith, Retired Civil Servant

Most Rev Eamon Martin DD, Archbishop of *Armagh*

Mr Tony McCusker, Retired Civil Servant

Rev Martin Donnelly, Retired CCMS Officer (*Chair Audit and Risk Assurance Committee*)

Rt Rev Mgr Peter O'Reilly PP VG, Clogher Diocese

Mr Pat McCartan, Chair of BOG, St Columbanus College, Bangor

Professor Peter Finn, Principal St Mary's University College

Rev Gerard Fox, Associate Episcopal Vicar for Education, Down and Connor Diocese

Mrs Ann Scott, Retired Principal St Patrick's College, Maghera

## **DE REPRESENTATIVES**

Mr Anthony Rasdale, Company Director MacNeary Rasdale Chartered Accountants (*Vice-Chair Audit and Risk Assurance Committee*)

Ms Maxine Murphy-Higgins, NASUWT Representative (*Member Audit and Risk Assurance Committee*)

Mr Hugh Cox, retired Student Union Administrator

Mr John-Joe McAlinden, former Banker (*resigned July 2018*)

Mrs Donna O'Connor, Head of Organisational Development, Northern Ireland Fire Service

Ms Patricia Corrigan, Senior Lecturer in Business and Enterprise at Stranmillis University College

## **PARENT REPRESENTATIVES**

Ms Aurla McLoughlin

Mrs Ann McCorry (*Member Audit and Risk Assurance Committee*)

Mrs Clare Caulfield (*resigned November 2018*)

Mrs Janice McCamley (*Member Audit and Risk Assurance Committee*)

## **TEACHER REPRESENTATIVES**

Ms Petronilla O'Connor

Ms Clare Sloan

Mr Stephen Austin

### **Register of Interests**

A Register of Interests of all Council members is held by CCMS and is available on request.

### **Council Procedures for Appointments and Induction**

Trustee representatives are appointed by the Trustees. Department of Education representatives are appointed by DE through a process of public advertisements followed by interview and selection. Parent and teacher representatives are appointed through a self-nomination and interview process conducted by a sub-committee of Council. At the outset of their term of office Council members go through a formal induction scheme and an approved training programme on good governance in public office. Members are generally restricted to two terms of office or a maximum of 10 years.

### **Committee Structure**

#### **Operation and Delegation of Committees**

The work of CCMS is assisted by a system of formal and informal committees, working groups and panels – each supported by Council officers. The formal committees approve, monitor and evaluate the relevant aspects of the Corporate and Business Plans. Final decisions on all matters of policy formulation in all areas remain with the Council itself.

Given the ongoing changes in education, the responsibilities of the committees are subject to periodic review. Presently they are as follows:

#### **Chairpersons' Committee**

The Chairpersons' Committee comprises the Chair and Vice-Chair of Council along with the Chairs of each of the Council's sub-committees. It has an overarching role in setting the agenda for all Council business as well as examining and reviewing the performance of the Chief Executive - this includes performance against objectives and targets and reviewing and recommending remuneration for the Chief Executive to Council (in accordance with guidance as laid down by DE).

#### **Education Curricular Committee (ECC)**

The main purpose of the Education Curricular Committee is to review strategies and structures with a view to improving standards within Catholic maintained schools.

#### **Education Provision Committee (EPC)**

The Education Provision Committee maintains a strategic overview of the school network within the Catholic maintained sector with a view to ensuring that the network of schools matches the needs of the community.

#### **Finance and Personnel Committee (FPC)**

The main purpose of the Finance and Personnel Committee is to provide detailed challenge and scrutiny to the CCMS Business Plan, the use of resources and HR policies.

## **Audit and Risk Assurance Committee (ARAC)**

The Audit and Risk Assurance Committee supports the Accounting Officer and Council by reviewing the comprehensiveness and reliability of assurances on governance, risk management, the control environment and the integrity of financial statements and the annual report.

## **Diocesan Education Committees (DECs)**

The five Diocesan Education Committees offer a diocesan perspective on strategies, policies and performance. They also play an important quality assurance role in the appointment to prescribed posts, i.e. principal and vice-principal, and advise Council on matters of area planning.

## **Recruitment, Ratification and Appeals Committee**

The Recruitment, Ratification and Appeals Committee quality assures the application of recruitment and selection schemes by Boards of Governors. It will also consider any appeals in relation in maladministration of the schemes.

## **EXECUTIVE ORGANISATION**

### **Senior Leadership Team**

Mr Gerard Campbell is the Chief Executive (CE) and Accounting Officer for CCMS. He is responsible for the strategic direction of CCMS and welfare.

The Senior Leadership Team (SLT) consists of the Chief Executive and the three Senior Directors, each with delegated areas of responsibility for:

- education standards;
- planning and school provision; and
- workforce planning and governance.

### **Arrangements for the Evaluation of SLT'S Performance**

The members of the SLT are subject to an annual Performance Related Pay Scheme.

### **Office Bases**

CCMS continued its reorganisation and restructuring process during the 2018/19 year. Having relocated its Headquarters from Holywood to Lisburn in 2017, CCMS subsequently closed its Omagh office in 2018.

### **Pensions**

The CCMS pension fund is a defined benefit scheme which is part of the pension fund operated for the Northern Ireland Local Government Officers Superannuation Committee (NILGOSC) with benefits up to 31 March 2015 being linked to final salaries and benefits after 31 March 2015 being based on a career average revalued earnings scheme. The costs of the scheme are detailed in Note 2 of the Accounting Notes.

### **Related Parties**

Related parties with whom CCMS dealt during the year are recorded in Note 11 to the Financial Statements. No member of Council, employee of CCMS or members of their immediate families have had any commercial dealings with CCMS during the financial year.

## **Risk Management**

The principal risks and uncertainties facing CCMS are described in the Governance Statement. CCMS' financial risk management depends on strong financial controls which are necessary to ensure the integrity and reliability of financial and other information on which CCMS relies on for day-to-day operations, external reporting and for longer term planning. CCMS exercises financial control through a combination of qualified and experienced personnel, detailed performance analysis, monthly management reporting, budgeting and clearly defined approval limits. Internal auditors have tested the effectiveness of selected financial controls.

CCMS has in place a Risk Management Strategy and Corporate Risk Register which has been aligned with that of the Department of Education.

All relevant officers within CCMS have been involved in the process of identification of risks pertaining to their areas of responsibility. They have looked at the causes, the likelihood of the risk occurring and the measurement of the risks in order of priority. Further to this, senior managers have together identified major risks to the organisation.

This group of senior managers, referred to as the Risk Strategy Group (RSG), continually reviews all inherent risks and the controls in place to manage these risks. Following a review of the current actions to mitigate the risks a residual risk matrix is scored and key risks are identified and reported to the Audit and Risk Assurance Committee via a Corporate Risk Register.

The Corporate Risk Register is updated on a quarterly basis. At each review the RSG assesses the risks in light of current information and prepares Statements of Assurance in respect of the Risk Management Process for the Senior Leadership Team and Audit and Risk Assurance Committee. The CCMS Risk Strategy was last updated in 2017.

## **Complaints**

Two complaints were received during the 2018/19 year relating to employment matters. These were handled in accordance with the Council's policy for handling complaints.

Following the conclusion of both complaints processes, CCMS conducted an internal review of the circumstances underlying to the complaint and its subsequent handling. It is standard practice that any lessons learned are applied throughout the organisation.

Complaints and organisational responses are made centrally through the Chief Executive's Office.

## **External Audit**

The financial statements are audited by the Comptroller and Auditor General for Northern Ireland (C&AG) in accordance with the Education Reform (Northern Ireland) Order 1989 as amended by the Education and Libraries (Northern Ireland) Order 2003. As Head of the Northern Ireland Audit Office he and his staff are wholly independent of CCMS. He reports his findings to the Northern Ireland Assembly and to Parliament.

The Northern Ireland Audit Office appointed ASM Chartered Accountants to undertake the detailed work to support the C&AG's opinion. On a day-to-day basis, the audit is managed and the work carried out by ASM staff, under the direction of the NIAO. The overall responsibility for recommending the form of audit opinion to the C&AG is retained by the NIAO.

The audit of the financial statements resulted in an audit fee of £11,820 for 2018/19 which is included within operating costs.

As far as I am aware, there is no relevant audit information of which CCMS' auditors are unaware. I have taken all the steps that ought to have been taken to make myself aware of any relevant audit information and to establish that CCMS' auditors are also aware of that information.

**Personal Data**

There were no personal data related incidents during the year.



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**Gerard Campbell**  
**Accounting Officer**

28 June 2019

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**Date**

## **STATEMENT OF ACCOUNTING OFFICER'S RESPONSIBILITIES**

The Chief Executive of CCMS, as Accounting Officer, is accountable for the proper management of the resources of CCMS. The responsibilities of an Accounting Officer, which include responsibility for the propriety and regularity of the public finances for which the Accounting Officer is answerable, for keeping proper records and for safeguarding the CCMS assets, are set out in the Accounting Officers' Memorandum issued by the Department of Finance. While the Chairperson and Council members have a general responsibility for financial matters, it ultimately rests with the Chief Executive to:

- ensure propriety and regularity of public finances, including the keeping of proper records;
- ensure that all resources are used economically, efficiently and effectively;
- ensure that appropriate personnel management policies are developed and observed;
- ensure that adequate internal expenditure controls are introduced and maintained;
- ensure that financial considerations are taken fully into account at all stages by the Council in framing and reaching decisions and in their execution;
- make appropriate written representation to the Chairperson (copying it to DE) if he receives instructions which he regards as conflicting with his duties; and
- be associated with the Accounting Officer of the Department of Education on matters relating to the grant-in-aid which arise before the Public Accounts Committee or other Assembly Committees.

The Chief Executive is responsible for establishing organisational and management systems to support the work of CCMS and the management of staff, in accordance with CCMS policies. He advises the Council on the staff necessary to put the work programme into effect.

Under the Education Reform (Northern Ireland) Order 1989 as amended by the Education and Libraries (Northern Ireland) Order 2003, DE has directed CCMS to prepare for each financial year, a statement of accounts in the form and on the basis set out in the Accounts Direction. The accounts are prepared on an accruals basis and must give a true and fair view of the state of affairs of CCMS.



In preparing the accounts, the Accounting Officer is required to comply with the requirements of the Government Financial Reporting Manual and in particular to:

- observe the Accounts Direction issued by the Departmental Accounting Officer, including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- make judgements and estimates on a reasonable basis;
- state whether applicable accounting standards as set out in the Government Financial Reporting Manual have been followed, and disclose and explain any material departures in the financial statements; and
- prepare the financial statements on a going concern basis.

The Chief Executive will ensure that as far as he is aware, there is no relevant audit information of which CCMS' auditors are unaware. He will take all the steps that ought to have been taken to make himself aware of any relevant audit information and to establish that CCMS' auditors are also aware of that information.

The Chief Executive will confirm that the annual report and accounts as a whole are fair, balanced and understandable and that he will take personal responsibility for the annual report and accounts and the judgements required for determining that they are fair, balanced and understandable.



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**Gerard Campbell**  
**Accounting Officer**

28 June 2019

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**Date**

## **GOVERNANCE STATEMENT FOR THE YEAR TO 31 MARCH 2019**

### **SCOPE OF RESPONSIBILITY**

CCMS is a Non Departmental Public Body (NDPB) of the Department of Education (DE). It was established under the auspices of the Education Reform (Northern Ireland) Order 1989 with the primary objectives of raising standards, employing teachers and ensuring effective human resource policies and improving the schools' estate in the Catholic maintained Sector. CCMS has a responsibility for over 450 nursery, primary and post-primary schools with 6,428 teachers providing for approximately 122,564 young people. CCMS provides services to, and on behalf of, the Catholic maintained sector and its Trustees.

Both the Chair of Council and I have delegated responsibilities from the Permanent Secretary of DE. Along with senior staff, we meet the Permanent Secretary and senior Departmental officials on a quarterly basis to discuss progress, performance and key risks to CCMS. As Accounting Officer, I have responsibility for maintaining a sound system of internal control that supports the achievement of CCMS' policies, aims and objectives, whilst safeguarding public funds and departmental assets for which I am personally responsible, in accordance with the responsibilities assigned to me in Managing Public Money Northern Ireland. This Governance Statement outlines how I have discharged my responsibilities to manage and control these resources throughout the 2018/19 year.

The Governance Framework within CCMS comprises the systems, processes, culture and values by which CCMS is directed and controlled. This framework is designed to manage organisational risks effectively, particularly identifying and prioritising the risks to the achievement of CCMS policies, aims and corporate and business objectives.

The ownership and identification of the organisation's risks have been delegated to a risk group comprising the Senior Leadership Team (SLT) and the Chief Finance Officer (CFO). Internal control issues which are causing concern are highlighted and future action to resolve the issues is identified and, where appropriate, actioned. The risks are identified and discussed at regular risk group meetings. The CCMS Corporate Risk Register is updated through a risk assessment process leading to the identification and management of risks (including deleting risks where applicable). The strategic risks identified are reported to the Audit and Risk Assurance Committee as a standing agenda item at its meetings. It is accepted that there may be some risks which are outside the Council's direct control.

## The Council Structure

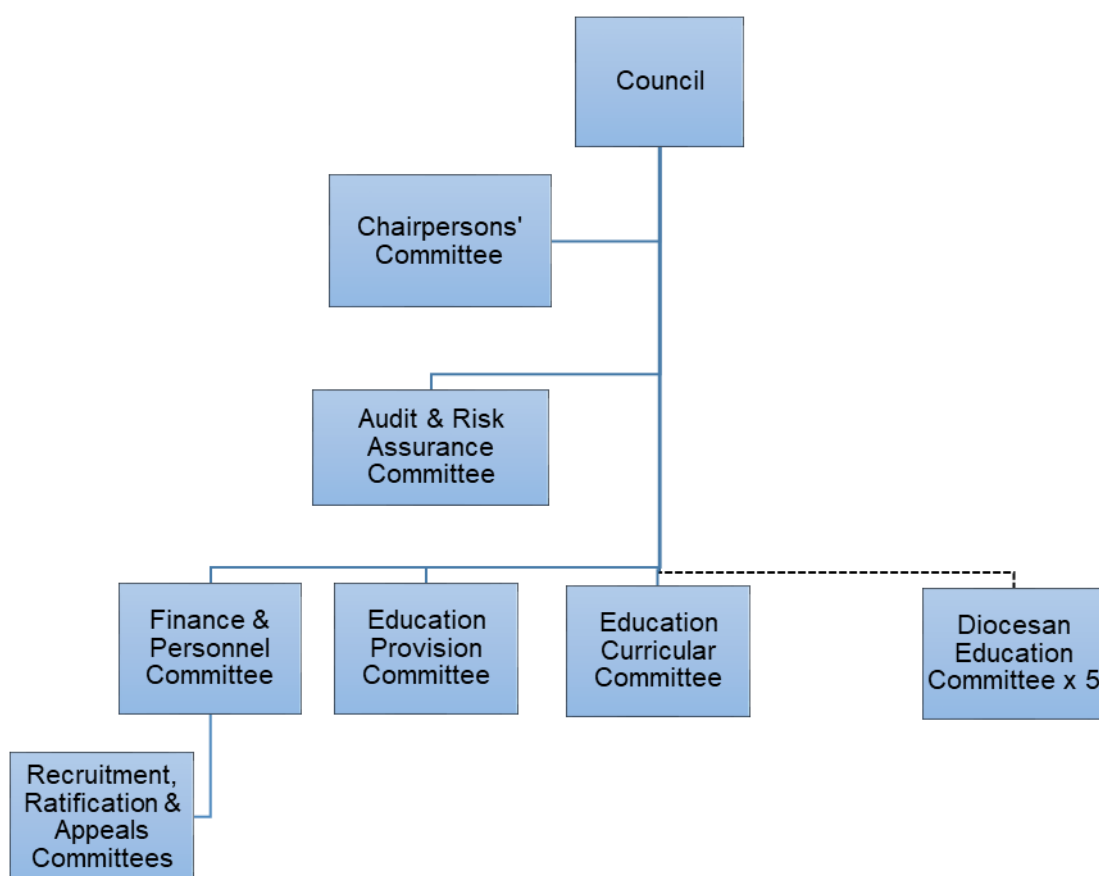


Fig 2: Current Council and Committee Structures

The work and vision of the CCMS committee structure is to support schools to optimise educational opportunities and outcomes for all pupils in support of the common good and a shared future. During the last year two Council Members resigned. Following the resignation of the former Chair of Council in March 2018, the Bishop of Derry, Most Rev Donal McKeown DD, took on the position of Council Chair with effect from 11 April 2018. The Council currently has a membership of 28 members.

Members of Council formulate, in consultation with the Senior Leadership Team, and oversee the development of Council policy. Council members, cognisant of the CCMS Business Plan, lead the development and implementation of strategic planning and policies designed to meet statutory obligations, support school leadership, improve standards and advocate for the Catholic maintained sector. CCMS strives to support the vision and character of Catholic education in Catholic maintained schools.

Council members lead the drive to continuously raise standards in the Catholic maintained sector through the promotion of policies and strategies to aid the effective management and control of Catholic maintained schools by their boards of governors, best practice in the

employer function, and, with the support of Trustees, in respect of the planning and development of the schools' estate.

The table below provides details of the individual attendance of members at Council and Committee meetings through 2018/19.

		Council Attendance 2018/19	Sub-Committee Attendance (N.B. Total possible attendance is shown in brackets)				
			Executive	Audit & Risk	Finance & Personnel	Education Provision	Education Curriculum
Mr Stephen Austin		1 (5)			4 (5)		
Mrs Pat Carville, OBE		4 (5)	4 (5)				5 (5)
<b>Mrs Clare Caulfield *</b>	<b>2</b>	1 (3)					2 (2)
Ms Patricia Corrigan		2 (5)					1 (5)
Mr Hugh Cox		5 (5)			4 (5)		2 (2)
Very Rev Dean Kevin Donaghy		3 (5)				5 (7)	
Rev Martin Donnelly		5 (5)	5 (5)	5 (5)			
V Rev S Emerson PP VF		3 (5)	1 (5)			5 (7)	
Prof Peter Finn		1 (5)			2 (5)		
Rev Gerard Fox		4 (5)				6 (7)	
Dame Geraldine Keegan, DBE		4 (5)	4 (5)		5 (5)		
HGMR Eamon Martin		0 (5)					
Rev A Mullan		5 (5)				6 (7)	
<b>Mr John Joe McAlinden *</b>	<b>1</b>	1 (1)		2 (2)			0 (1)
Mrs Janice McCamley		5 (5)		5 (5)			3 (5)
Mr Pat McCartan		3 (5)			3 (5)		
<b>Mr Brian McCargo **</b>		0 (0)			1 (1)		
Mrs Ann McCorry		3 (5)		3 (5)			
Mr Tony McCusker		4 (5)	3 (3)		5 (5)		
Rev Donal McKeown DD		4 (5)	3 (4)				
Ms Aurla McLoughlin		0 (5)			0 (5)		
Mrs Maxine Murphy-Higgins		3 (5)		4 (5)			
Mrs Donna O'Connor		3 (5)					4 (5)
Ms Petronilla O'Connor		3 (5)					3 (5)
Rt Rev Peter O'Reilly		1 (5)				3 (7)	
Mr Anthony Rasdale		3 (5)		3 (5)			
Mrs Anne Scott		4 (5)					
Ms Paula Sheils		4 (5)		4 (5)			
Ms Clare Sloan		0 (5)				0 (7)	
Mr Stanley Smith		4 (5)	2 (2)		4 (5)		
Sr Eithne Woulfe		4 (5)				5 (7)	

\*\* Co-opted member of the Finance and Personnel Committee - resigned September 2018

\* Member resigned (1) July 2018 (2) November 2018

The Council is accountable through the Chief Executive, to the Permanent Secretary of the DE for matters pertaining to propriety and regularity in the management of public finances and members play an important role in ensuring scrutiny.

## **THE COUNCIL**

In the current financial year the Council met on five occasions. In line with best practice, the Council has developed a new process to review and evaluate the effectiveness of its constitution and membership in this financial year 2018/19. This process will be completed for all Council members for 2018/19 and its outcomes will be reported on in the next financial year 2019/20. Thereafter, a review of effectiveness will be conducted every year.

There are 28 Council members who oversee and authorise the strategic and operational policies and procedures of CCMS and who take an overview of the work undertaken by the other sub-committees. There was a 60% attendance rate for all Council meetings.

During the last financial year the Council, in addition to its oversight role in governance matters:

- considered the impact on schools of the ongoing industrial action in relation to teachers' pay, workload and accountability;
- considered the structures and accommodation issues flowing from the restructuring of CCMS;
- accepted reports from officers in relation to the challenges presented in the effective management of schools' finances;
- welcomed a presentation by Gavin Boyd, Chief Executive, EA on school finances;
- contributed to the development of a draft Protocol for the Oversight and Management of the Interface and Relationships between CCMS and CSTS (Catholic Schools' Trustee Service);
- monitored the delivery of the approved Business Plan 2018/19;
- considered the outcomes of any Inspection process for maintained schools;
- approved the Area Planning Action Plan 2018/19;
- considered the potential impact of BREXIT on CCMS and maintained schools;
- contributed to the development of a submission in evidence to the Northern Ireland Affairs Committee – Inquiry into Impact on Financial Constraints on Schools;
- participated in the development of an appropriate evaluation tool for the Annual Skills and Audit for Council and Committee members;
- considered the issues of Fair Employment treatment Order (FETO) and the Teachers Certificate in Religious Education; and
- contributed to the early work on the development of a Corporate Plan 2019/2024.

### **The Chairpersons' Committee**

The Chairpersons' Committee comprises the Chair and Vice-Chair of Council along with the Chairs of each of the Council's sub-committees. It has an overarching view in setting the agenda for all CCMS business. It also considers the Chief Executive's remuneration including the setting of performance objectives for approval by Council.

In the current financial year this committee met on five occasions. There was a 76% attendance rate for all its meetings.

## **The Audit and Risk Assurance Committee (ARAC)**

The Audit and Risk Assurance Committee (ARAC) is chaired by an independent non-executive member of the Council. Members are independent and competent and are required to exercise a high degree of objectivity. The role of the ARAC is to provide:

- assurance on risk management;
- assurance and scrutiny on governance arrangements;
- scrutiny of the internal and external audit functions;
- approval of the Annual Report;
- advice to the Accounting Officer; and,
- an effective challenge to the Council, its committees and the Chief Executive Officer.

During the last financial year the ARAC reviewed the following matters as standing agenda items:

- Corporate Risk Register;
- Report to those Charged with Governance;
- Mid-year Governance Statement; and
- Conflicts of Interest.

The Audit and Risk Assurance Committee also:

- scrutinised and approved the Annual Report and Accounts for the period ended 31 March 2018;
- scrutinised and approved the Internal Audit Report 2018/19;
- considered and monitored delivery of the Business Plan for 2018/19;
- approved the internal audit programme for 2018/19;
- reviewed the draft NIAO Audit Strategy for 2018/19;
- monitored implementation of the action plans in respect of De La Salle College, Belfast and St Patrick's High School, Keady;
- reviewed the Governance and Accountability Arrangements – Arm's Length Bodies;
- reviewed the Annual Skills Audit of Board and Committee Members;
- commissioned the development of a policy for officers who work from home;
- approved the Report to Those Charged with Governance 2017/18;
- approved the Mid-Year Governance Statement 2018/19;
- reviewed governor training;
- reviewed the Terms of Reference for all Council Committees and DECs;
- considered the re-naming of the Executive Committee to the Chairpersons' Committee; and
- agreed new travel and subsistence rates for Council members (HRMC) rate.

In the current financial year the ARAC met on five occasions. The Committee had the following membership:

Rev M Donnelly (Chair)  
Mr A Rasdale (Vice-Chair)  
Ms P Sheils  
Mrs A McCorry  
Mrs J McCamley  
Mrs M Murphy-Higgins  
Mr JJ McAlinden (resigned July 2018)

There was a 81% attendance rate for all ARAC meetings.

## **The Finance and Personnel Committee (FPC)**

The main purpose of the Finance and Personnel Committee is to provide strategic direction and oversight to the management of CCMS resources and on all matters relating to the employment of teachers and CCMS staff.

The Finance and Personnel Committee has responsibility for:

- compliance with CCMS' Management Statement and Financial Memorandum;
- approval of the Annual Accounts 2018/19;
- approving the CCMS Business Plan 2018/19;
- financial and performance management; the operational budget plan for 2018/19 presented to DE and approving a response to DE on a proposed Budget Scoping Exercise;
- ratification of teaching and core staff appointments and promotion outcomes including the Annual Report to Council on Appointment and Redundancies 2018/19;
- the development of a draft Protocol for the Oversight and Management of the Interface and Relationships between CCMS and CSTS (Catholic Schools' Trustee Service);
- development of a policy to enable a more flexible deployment of teachers;
- contributed to the development of a presentation to the Northern Ireland Affairs Committee on school finances;
- changes to the Travel and Subsistence Expenses Policy;
- review of CCMS' Statutory Equality Duties;
- arrangements for the reconstitution of Council;
- updates on industrial action in schools;
- monitored implementation of the action plans in respect of De La Salle College, Belfast, and St Patrick's High School, Keady;
- oversight of the lease arrangements for Linen Hill House;
- reviewed the strategy to manage teacher absence; and
- reviewed the use of temporary contracts.

In the current financial year the FPC met on five occasions. The Committee had the following membership:

Mr S Smith (Chair) (Resigned as Chair June 2018)  
Mr T McCusker (Vice-Chair) (Elected Chair September 2018)  
Mr S Austin  
Mr B McCargo (co-opted member, resigned September 2018)  
Mr H Cox  
Prof P Finn  
Dame G Keegan, DBE  
Mr P McCartan  
Mrs A McLoughlin

There was a 68% attendance rate for all FPC meetings.

## **The Education Curricular Committee (ECC)**

The main purpose of the Education Curricular Committee is to review strategies and structures with a view to improving standards within Catholic maintained schools.

The Education Curricular Committee has responsibility for:

- inspection matters;
- approving the CCMS Business Plan 2018/19;
- First-Time Principals Meetings;
- principal meetings and the workstream flowing from them;
- contributing to the development of a new CCMS Corporate Plan;
- DEC Terms of Reference;
- Committee Terms of Reference;
- review of Early Years Provision;
- contributing to the development of a draft Protocol for the Oversight and Management of the Interface and Relationships between CCMS and CSTS (Catholic Schools' Trustee Service);
- monitored implementation of the Action Plans in respect of De La Salle College, Belfast and St Patrick's High School, Keady;
- review of Post-Primary Work within the Directorate;
- contributing to the delivery of the Shared Education Campus Programme; and
- review of Education Directorate Action Plan 2018/19.

In the current financial year the ECC met on five occasions. The Committee had the following membership:

Mrs P Carville, OBE (Chair)  
Mrs C Caulfield (resigned November 2018)  
Mrs P Corrigan  
Mr J J McAlinden (resigned July 2018)  
Mrs J McCamley  
Mrs D O'Connor  
Ms P O'Connor  
Mr H Cox (joined January 2019)

There was a 60% attendance rate for all ECC meetings.

## **The Education Provision Committee (EPC)**

The Education Provision Committee maintains a strategic overview of the schools network within the Catholic maintained sector ensuring that the network matches the needs of the community.

The Education Provision Committee has responsibility for:

- issues regarding Admission and Enrolment Numbers;
- various Development Proposals;
- appointment of the new Director of School Planning and Provision;
- Progress Report on 2017/18 and 2018/19 Action Plan;
- contributing to the delivery of the Shared Education Campus Programme;
- contributing to the development of a new Protocol for the Oversight and Management of the Interface and Relationships between CCMS and the CSTS (Catholic Schools' Trustee Service);
- School Enhancement Programme;



- update on Minor Capital Works Programme;
- update on Major Capital Works Programme;
- Public Private Partnership Legacy Issues; and
- delivery of the Business Plan for 2018/19.

In the current financial year the EPC met on seven occasions. The Committee had the following membership:

Very Rev S Emerson PP VF (Chair)  
 Rev A Mullan PP (Vice Chair)  
 Rev G Fox  
 Very Rev K Donaghy  
 Rt Rev Mgr P O'Reilly PP, VG  
 Sr E Woulfe  
 Ms C Sloan

There was a 61% attendance rate for all EPC meetings.

### **Diocesan Education Committees (DECs)**

At local level five Diocesan Education Committees function as committees of the Council established under Schedule 8 of the Education Reform (Northern Ireland) Order 1989.

Each DEC brings its own local diocesan perspective to the strategic work of the Council. Some of the main responsibilities of the committees include oversight and advice on decisions in relation to:

- school provision;
- area planning;
- contributing to the delivery of the Shared Education Campus Programme;
- rationalisation;
- substantial changes in enrolment; and
- school governance and matters related to the employment of teachers.

The DECs:

- provide advice, from a diocesan perspective to the Council, in particular to its Education Provision Committee;
- provide members who will oversee and ensure the independent chairmanship of all principal and vice-principal appointments to nursery, primary and post-primary schools; and
- receive reports and provide a strategic overview of educational standards within the respective diocese including monitoring the outcome of inspections undertaken by the Education Training Inspectorate (ETI).

In the current financial year the existing Council members were also members of DECs:

#### ***Armagh DEC***

- Mrs P Carville, OBE
- Mrs A Scott

#### ***Clogher DEC***

- Rt Rev P O'Reilly PP VG
- Mr A Rasdale

**Derry DEC**

- Rev A Mullan, Adm
- Ms A McCorry

**Down and Connor DEC**

- V Rev S Emerson, PP
- Mr H Cox
- Ms A McLoughlin
- Fr G Fox
- Ms C Sloan

**Dromore DEC**

- Mrs D O'Connor

**BUSINESS PLAN**

CCMS, like other education bodies, has faced significant and increasing challenges during 2018/19 largely related to the ongoing implementation of proposed new structures for the organisation and funding for CCMS going into 2019/20.

The Council believes that it has delivered and met expectations in the nature and quality of its work, its support to stakeholders and its contribution to the wider education and public sectors. The quality of education in Catholic maintained schools is consistently good despite the constrained resources available to CCMS to challenge underperformance and support improvement.

CCMS believes that its officers have contributed positively towards the delivery of its Business Plan, given the challenges of restructuring and re-balancing the workforce. CCMS believes that it has effectively managed, throughout the year, the process of losing experienced staff and Associates and inducting new staff into the organisation.

Status	CCMS Assessment	Percentage
Achieved	26	69%
Substantially Achieved	8	21%
Likely to be Achieved but with some delay	2	5%
Not Achieved	2	5%
TOTAL	38	100%

**ACCEPTABILITY OF DATA USED**

Council and Committees are supported by the Senior Leadership Team (SLT) and appropriately experienced senior officers from CCMS. The Committees rely on the following data to inform their deliberations:

- financial information produced internally;
- HR information, mainly data on attendance management, produced by DE;
- statistical information, data relating to enrolments, attainment, attendance and the workforce, provided by DE; and
- inspection evidence, mainly data used to compile the Chief Inspector's report.

The finance data presented to the Committees is prepared from internal finance systems, which are supported by internal control frameworks. These are subject to both internal and external audit scrutiny.

Human Resource information from DE is sourced from official reports provided by the Northern Ireland Statistics and Research Agency (NISRA).

All statistical information provided by DE is designated as 'Official Statistics' and accordingly, the Committees consider that they can take assurance as regards the quality of the statistical data they use to monitor performance and inform decision-making.

Inspection data (including performance levels and overall effectiveness conclusions) is provided in published ETI inspection reports. It is important to note that inspection data from completed inspections in the year 2018/19 was impacted by the industrial action being taken by four of the main teaching unions in Northern Ireland.

Committee members regularly seek clarification from officers on the information presented to them. It is the considered view of the Committees, on the basis of this on-going engagement, that the quality of data used by Council and its Committees is of an acceptable standard.

### **COMPLIANCE WITH THE CORPORATE GOVERNANCE IN CENTRAL GOVERNMENT DEPARTMENTS: CODE OF GOOD PRACTICE (NI) 2013**

Corporate Governance is 'the way in which an organisation is directed and controlled'. This code represents guidance on good practice. Its principles should be applied flexibly in the context of the organisation's own circumstances. While the Code does not formally apply to Non-Departmental Public Bodies, CCMS's view is that it is desirable for the organisation to consider and adopt the practices set out in the Code wherever it is relevant, practical and suits business needs.

CCMS believes it has complied with the Governance Code. Following the 2017 review by the Business Consultancy Service [BCS] of committee effectiveness and the performance of committee members, the Council and ARAC all recognised that ongoing monitoring and evaluation of members' performance is good practice and essential for effective corporate governance. During 2019/20, Committee Chairs will complete detailed reviews of members' performance with each of the Departmental representatives on Council. In order to assist the Council Chairperson to fulfil his annual assessment of members' performance, the Council has developed a new self-evaluation pro forma which will be discussed and countersigned with each Committee Chairperson before submission to the Chairperson of Council for final ratification. This action will be reported on in all subsequent Annual Reports and should ensure continued compliance with the Code in future years.

Revisions to the internal structuring and staffing of CCMS are nearing completion. Final additions to revised staffing structures will be completed next year subject to availability of finances. The Council is committed to ensuring the organisation delivers on its core responsibilities and the current Business Plan. While essential services have been assured, some desirable developmental and strategic issues remain in progress.

Throughout 2018/19 Council proactively engaged with officers to initiate development of a new Corporate Plan for the period 2019/2024. It is anticipated that this will be completed in the early part of 2019/20.

During the 2018/19 period, a new Director of Planning and School Provision was appointed in March 2019 following the departure of the previous Director in September 2018.

The Council believes that it has been effective in directing and controlling the organisation.

## **MINISTERIAL DIRECTIONS**

There were no Ministerial Directions given for the year to 31 March 2019.

## **THE RISK AND CONTROL FRAMEWORK: MANAGING RISK**

A Risk Group, comprising the officers of the Senior Leadership Team and the Chief Finance Officer (CFO), manages risks in accordance with guidance issued by the Department of Finance. The process is monitored and supported by the Audit and Risk Assurance Committee. Risk Management is embedded in, and owned by, the Council and its senior officers and all activities within the Business Plan are assessed on the basis of risk.

There were no newly identified strategic risks for the year 2018/19, however, there were amendments to the risk evaluation of some of the current strategic risks due primarily to the ongoing funding challenges, delays in the recruitment strategy and ongoing industrial action by teachers' unions. The following strategic risks (with inherent risk scores >12) have been highlighted by the Risk Group:

- Risk 001: *'CCMS does not take appropriate action to align its resources (particularly internal staffing resources) to ensure delivery of its strategic priorities within its budget.'*

The risk score has increased in-year due to resource pressures facing the organisation. An ongoing structural review process has seen CCMS move towards a more stable staffing model with the engagement of permanent contracted staff from professional disciplines. The induction of new staff has enabled a staffing model, based on a multi-disciplinary approach, and this continues to work effectively.

- Risk 002: *'Failure of CCMS to achieve improvements in educational standards and access to the full curriculum in Catholic maintained schools.'*

The pressure on this risk remained static during this financial year as the industrial action by the four of the five main unions and budgetary constraints continued to impact. There were no additional schools placed in the Formal Intervention Process. CCMS Officers continue to support schools in their self-evaluation of Safeguarding Procedures using the ETI Safeguarding Proforma. Schools reporting safeguarding issues will be at all times signposted to the Child Protection and Support Services for Schools (CPSSS). The three multidisciplinary locality teams have identified schools requiring support and prioritised resources appropriately. All first time principals have

been supported by the Education team and a conference for first time principals was held in November 2018. The Education team continues to work with all schools remaining in the Formal Intervention Process. CCMS also continues to work with DE and EA to develop school and strategic support and planning interventions.

- Risk 004: *'DE targets to reduce teacher absence levels are not met in the Catholic maintained sector'*.

This risk remained static during this financial year albeit that CCMS continues to make positive attempts to effect a change in management culture. CCMS continues to review HR structures and oversight processes to ensure that the management of teacher absence levels is prioritised. A suitably experienced officer leads on the consistent and robust implementation of the Attendance Policy across all schools. CCMS officers are also proactively engaging with DE and the other education partners to develop new intervention strategies aimed at reducing the levels and duration of teacher absences.

- Risk 006: *'Ineffective policies and procedures to process, manage and protect the organisation's information from either accidental loss or malicious activity'*. CCMS continue to follow best practice and guidance. IT security is managed under the current IT service level agreement with the EA. A Corporate Information and Communications Officer has corporate responsibility for developing processes to ensure organisational compliance with the General Data Protection Regulation (GDPR), including data usage, management and storage. All staff have undergone GDPR centric training.

- Risk 007: *'Uncertainty around Public Sector constraints on budgets which could result in CCMS failing to deliver a balanced resource budget'*.

The pressure on this risk has continued to increase during the year. Funding has now been allocated for the 2019/20 year but there remains great uncertainty over future funding streams. The requirement to fund pay and pension increases without an uplift on previous allocations has stressed the budget and has led to a temporary suspension of recruitment to manage staff costs and to ensure a balanced budget. The FPC continues to scrutinise budget plans incorporating different funding appraisals along with cost bases based upon different scenarios. The Council will continue to liaise closely with DE in its decision making around staffing and service delivery.

CCMS continues to adopt a cautious risk appetite, ensuring that internal controls in place are proportional to the risk. This will remain the position given the continued vacancies in certain key posts during the early parts of 2019/20. As noted above, this loss of personnel and the ongoing issue of vacant posts has been identified in our Risk Register as a major risk to the quality of service delivery. It is hoped that any remaining temporary staff and self-employed Associates will be replaced by permanent contracted staff by the summer of 2019.

## **INFORMATION RISK AND COMPLIANCE WITH GDPR**

During 2018/19 there were no major data loss incidents.

There are no major non-compliance issues to report. As part of the restructuring process a full review of all policies and processes has been initiated to ensure CCMS meets best practice guidance.

## **FRAUD RISK**

CCMS has zero tolerance in respect of fraud and is proactive in its approach to fraud awareness, prevention, detection and investigation. There were no instances reported of any actual or suspected fraud within CCMS during the reporting period.

CCMS continues to participate in the National Fraud Initiative (NFI). During the most recent exercise in 2018/19 the Finance department confirmed to the NFI that there were no data matches of concern to this organisation.

## **LAPSES OF SECURITY**

There were no lapses of security during this financial period.

## **THE CONTROL REGIME: REVIEW OF EFFECTIVENESS**

As Accounting Officer, I have responsibility for reviewing the effectiveness of the system of internal control. My review of that system is informed by the work of the Chief Finance Officer, internal auditors and the executive managers who have responsibility for the development and maintenance of the internal control framework, and comments made by the external auditors in their management letter and through other reports. I have been advised on the implications of the result of my review of the effectiveness of the system of internal control by the Council, the Audit and Risk Assurance Committee [ARAC] and the Risk Group and a plan to address weaknesses and ensure continuous improvement of the system is in place. The work of Council is underpinned by a system of committees, working groups and panels each supported by CCMS officers. Together they approve, monitor and evaluate the relevant aspects of the Corporate and Business Plans. Final approval in all areas does, however, remain with the Council and, thereafter, DE.

The ARAC Chairman and I meet when necessary and I have continued to attend the ARAC by invitation as is recommended best practice. The ARAC Chairman is a member of the CCMS Chairpersons' Committee and makes an annual report to the full Council each year on the work of the Committee. I am grateful to the Chairman and members of the ARAC for their contributions to maintaining and supporting sound internal controls.

The Internal Audit Unit of the EA was commissioned to provide an Internal Audit service to CCMS. In the year 2018/19 it was contracted to carry out 18 days operational internal audit work. The work was carried out in accordance with an Internal Audit Strategy prioritised according to risk assessments. The 2018/19 Internal Audit Plan was agreed by the ARAC as part of an agreed four year Internal Audit Strategy.

The Annual Internal Audit Opinion was based on a three tiered system of opinion [Satisfactory – Limited – Unacceptable], in line with the Public Sector Internal Audit Standards, which was devised in order to promote consistency across the public sector. On the basis of the review carried out in 2018/19 it was the opinion of the Head of Internal Audit that a ‘**satisfactory**’ assurance could be given in respect of CCMS.

## **SIGNIFICANT INTERNAL CONTROL ISSUES**

CCMS has continued to rebalance and restructure in order to become more effective within the available financial envelope. There were two principal strands to this work; recruiting permanent staff and re-balancing the workforce to secure more educational, planning and development officers, and, improving the procedures for effective governance of the Council.

The recruitment of staff had to be on a managed basis within available resources. Further recruitment is required to complete the revised organisational staffing structure, subject to remaining within the financial envelope agreed with DE.

The Council has become used to operating in a flexible and responsive manner in discharging its roles and responsibilities in an environment of structural uncertainty and budget reductions. The officer team, fully supported by the Council, has, however, succeeded in delivering the CCMS 2018/19 Business Plan and increasing its profile within schools, particularly those experiencing significant challenges.

I am hopeful that the re-organised service delivery, the influx of new permanent officers and the move to embed multi-disciplinary team working practices has reinvigorated the organisation and allowed CCMS to continue to deliver a high quality service aimed at raising standards within Catholic maintained schools.

Following the United Kingdom’s (UK) decision in 2016 to leave the European Union (EU), I am aware that DE has been fully involved at the strategic and operational level in the Northern Ireland Civil Service cross departmental European Union Future Relations Programme (EUFRP) led by the Executive Office. CCMS, as an Arm’s Length Body of DE, will continue to keep a watching brief on BREXIT developments so that it can continue to deliver its statutory functions in a seamless manner from the day following exit.

CCMS operates at a time of significant change and challenge. I am, however, confident that the Council members and officers regard change as an opportunity more than a challenge. It is with that optimism that we acknowledge but manage the risks to ensure that the services provided by CCMS will help our schools educate our children and young people to be as well prepared as is possible to positively contribute to society and the economy.

**Signature of Accounting Officer**



**Gerard Campbell**

**Date of Signature**

28 June 2019

## REMUNERATION AND STAFF REPORT

The remuneration of the Chief Executive is set by the Chairpersons' Committee and approved by DE.

The purpose of the Performance Related Pay Scheme (PRP) is to reward members of the SLT according to their achievement of agreed performance objectives in the preceding year. To this end, Council has delegated to its Chairpersons' Committee, the authority for making recommendations on PRP, as it applies to the Chief Executive, to the Department.

The current Members of the Chairpersons' Committee are:

The Most Reverend Donal McKeown	Chair of Council
Dame Geraldine Keegan	Vice-Chair of Council
Very Rev S Emerson PP VF	Chair of EPC
Mr Tony McCusker	Chair of FPC
Mrs Pat Carville	Chair of ECC
Mr Martin Donnelly	Chair of ARAC

The Remuneration Policy for current and future years is outlined in the Department's Performance Review Pay Scheme. The scheme includes methods of assessment of performance conditions and the relative importance of the proportion of remuneration which is subject to performance conditions.

## CONTRACTS

Contracts are permanent, notice period is three months, and there is no provision for termination payments.

The Chairperson of Council is not a member of the Northern Ireland Local Government Officers' Superannuation Scheme and emoluments, therefore, do not include pension contributions. The emoluments of each of the other Council Members fall into the range of £Nil to £5,000.



## SENIOR MANAGEMENT REMUNERATION (AUDITED)

	2018 - 2019				2017 - 2018			
	Salary Including Performance Related Pay (PRP) £000				Salary Including Performance Related Pay (PRP) £000			
Officers	Salary	PRP up to 2018/19	Pension Benefits to nearest £K	Total to nearest £K	Salary	PRP up to 2017/18	Pension Benefits to nearest £K	Total to nearest £K
<b>*Gerard Campbell</b> Chief Executive	75 - 80	0 - 5	25	100 - 105	35 - 40 [FYE 75 - 80]	-	12	47 - 52 [FYE 87 - 92]
<b>*Jim Clarke</b> Chief Executive	-	-	-	-	45 - 50 [FYE 85 - 90]	0 - 5	(53)	(8 - 2) [FYE 32 - 37]
<b>*Eve Bremner</b> Director of Planning and School Provision	25 - 30 [FYE 50 - 55]	0 - 5	7	32 - 37 [FYE 57 - 62]	50 - 55	0 - 5	18	68 - 78
<b>*Majella Corrigan</b> Director of Planning and School Provision	0 - 5 [FYE 55 - 60]	-	-	0 - 5 [FYE 55 - 60]	-	-	-	-
<b>Gillian McGrath</b> Director of Education	55 - 60	0 - 5	20	75 - 80	55 - 60	0 - 5	18	73 - 83
<b>Eugene O'Neill</b> Director of Workforce Planning and Governance	55 - 60	0 - 5	18	73 - 78	55 - 60	0 - 5	9	64 - 74
<b>Band of Highest Paid Director's Total Remuneration</b>	75 - 80				75 - 80			
<b>Fair pay disclosure (audited)</b>								
<b>Median Total Remuneration</b>	34,106				30,153			
<b>Ratio</b>	2.27				2.57			
<b>Range</b>	16.3 - 75.9				15.0 - 75.2			

\*G.Campbell joined on 02/10/17, Majella Corrigan joined on 13/03/19, Eve Bremner resigned on 30/09/18, J Clarke retired on 06/10/17

## **SALARY**

'Salary' refers to gross salary only. It does not include overtime, performance related pay or any other emolument.

## **PERFORMANCE RELATED PAY (PRP)**

Details of PRP payments accrued in 2018/19 for each senior post holder are provided in the table above. These PRP accruals are for the 2018/19 financial year and refer to performances during the period 2017/18. No actual payments are made until approval has been received from DoF through a pay remit process. PRP is not a bonus but assists progression up the pay scale for the individual as determined by their performance.

## **EXPENDITURE ON CONSULTANCY**

There was no expenditure incurred on consultancy during the financial year.

## **BONUSES**

Bonuses are not currently paid to CCMS directors.

## **BENEFITS IN KIND**

The monetary value of benefits in kind covers any benefits provided by the employer and treated by HM Revenue and Customs as a taxable emolument.

Reporting bodies are required to disclose the relationship between the remuneration of the highest paid director in their organisation and the median remuneration of the organisation's workforce.

## **FAIR PAY DISCLOSURE**

The banded remuneration of the highest paid director in CCMS in the financial year 2018/19 was £75.9k. This was 2.27 times the median remuneration of the workforce, which was £34,106. Salary ranges were based upon NJC scale points 6 and 62.

## **TOTAL REMUNERATION**

Total remuneration includes salary, non-consolidated performance – related pay, benefits in kind as well as severance payments. It does not include employer pension contributions and the cash equivalent transfer value of pensions.

## PENSIONS OF SENIOR MANAGEMENT (AUDITED)

Officer	Total accrued pension at 31/3/19 and related lump sum (£k)	Real Increase in pension and related lump sum at 31/03/19 (£k)	CETV at 31/03/19 (nearest £k)	CETV at 31/03/18 (nearest £k)	Real increase in CETV (nearest £k)
<b>Gerard Campbell</b> Chief Executive	£0 - 5  Lump Sum £0	£0 - 2.5  Plus £0	£28	£9	£12
<b>Eugene O'Neill</b> Director of Workforce Planning & Governance	£25 - 30  Lump Sum £45 - 50	£0 - 2.5  Plus (£0 - 2.5)	£499	£462	£21
<b>Gillian McGrath</b> Director of Education	£0 - 5  Lump Sum £0	£0 - 2.5  Plus £0	£43	£25	£12
<b>Majella Corrigan</b> Director of Planning and School Provision (From 13 March'19)	£0 - 5  Lump Sum £0	£0 - 2.5  Plus £0	£0	£0	£0
<b>Eve Bremner</b> Director of Planning & School Provision (Until Sept 18)	£10 - 15  Lump Sum £10 - 15	£0 - 2.5  Plus (£0 - 2.5)	£159	£150	£8

## **CASH EQUIVALENT TRANSFER VALUES**

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies. They also include any additional pension benefit accrued to the member as a result of their purchasing additional years of pension service in the scheme at their own cost. CETVs are calculated within the guidelines and framework prescribed by the Institute and Faculty of Actuaries.

### **REAL INCREASE IN CETV**

This reflects the increase in CETV effectively funded by the employer. It does include the increase in accrued pension due to inflation, [the CPI increase for September '18 was 2.4%] contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

In some cases, the real increase in CETV and the pension benefits accrued for the single total figure of remuneration can be negative – that is, there can be a real decrease. This is particularly likely to happen during periods of pay restraint and /or where inflation is higher than pay increases. Where there is no pay rise, the increase in pension may not be sufficient to offset the inflation increase – that is, in real terms, the pension value can reduce, hence the negative values.

The other main scenario where there can be negative results is where a member is over their normal pension age. The factors used to calculate the CETV are such that the value of pension that could have been taken at normal pension age decreases as the member gets older.

## **NORTHERN IRELAND LOCAL GOVERNMENT SUPERANNUATION SCHEME (NILGOSC)**

Pension Benefits are provided through and administered by the Northern Ireland Local Government Superannuation Scheme (NILGOSC). Employee contributions for 2018/19 are variable, depending on salary, ranging from 5.5% to 10.5% of pensionable earnings. As part of the March 2016 fund valuation the actuary certified the employer's contribution rates (payable over the next three years) at 18% for 2017/18, 19% for 2018/19 and 20% for 2019/20 and a separate deficit recovery contribution (payable over the next twenty years) at £30,100. Benefits accrue at the rate of 1/49<sup>th</sup> of pensionable salary for each year of service. In addition, members can choose to commute some of their pension to provide a tax free lump sum of up to 25% of the capital value of their pension assets.

## STAFF REPORT

A breakdown of staff costs can be found in the table below (which is a copy of note 2 to the Council's Accounts).

	<b>2018/19</b>	<b>2017/18</b>
	£	£
<b>STAFF COSTS [Audited]</b>		
STAFF COSTS COMPRISE		
Wages and Salaries	1,952,301	1,882,363
Voluntary Exit Scheme	202,130	0
Social Security Costs	205,018	195,305
Pension Costs	656,634	620,417
Reimbursement of Seconded Salaries	(37,812)	(40,522)
Agency Staff Costs	21,842	5,578
	<b>3,000,113</b>	<b>2,663,141</b>

A breakdown of the average number of persons employed into permanent staff and others can be found below.

	<b>2018/19</b>			<b>2017/18</b>		
<b>AVERAGE NUMBER OF PERSONS EMPLOYED (Audited)</b>	<b>O</b>	<b>P</b>	<b>Total</b>	<b>O</b>	<b>P</b>	<b>Total</b>
Average Number of whole time equivalent persons employed (including senior management) during the period was as follows:						
Management	0	31	31	0	30	30
Administration Staff	0	25	25	0	26	26
Manual Staff	0	0	0	0	0	0
Agency Staff	0	3	3	0	0	0
	<b>0</b>	<b>59</b>	<b>59</b>	<b>0</b>	<b>56</b>	<b>56</b>

**O = Other**

**P = Permanent Staff**

### Staff Composition by gender

	M	F	Total	M	F	Total
The number of persons of each sex who were Directors and Employees was:						
Director	2	2	4	2	2	4
Management	9	18	27	7	19	26
Administration Staff	4	24	28	1	25	26
Manual Staff	0	0	0	0	0	0
Agency Staff	0	0	0	0	0	0
	<b>15</b>	<b>44</b>	<b>59</b>	<b>10</b>	<b>46</b>	<b>56</b>

### CCMS Staff Absence

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Total working days	12,532	13,832	13,162	13,705	14,713	13,798
Number of days absence due to illness	539	581	383	542	336	611
Average number of days absence per employee	10.7	9.8	6.6	9.2	5.8	11.37
Percentage of working days lost due to illness	4.30%	4.20%	2.91%	3.95%	2.28%	4.43% *

\* On an examination of the 18/19 figures, there were four staff members absent on long term illness. Excluding these individuals, the percentage of working days lost due to illness would be 2.37%.

### Staff Policies and Other Employee Matters 2018/19

CCMS applied a number of policies throughout the 2018/19 year:

1. Flexible Working including Family Friendly Working Practices;
2. Performance Review for all staff;
3. Policy on Occasional Working from Home;
4. Attendance Management, Occupational Health Referral and Return to Work;
5. Recruitment and Selection Procedures where seven new staff were recruited outside the organisation;
6. Voluntary Severance involving the suppression of one professional post for the 2019/20 financial year;
7. Staff Training and Development:
  - o Organisation Team Building;
  - o GDPR;
  - o Rural Needs training;
  - o Complaints and Social Media;
  - o Child Protection training;
  - o Assessor training for officers.

Implicit in all of the above policies is the duty to consider the needs of disabled people and to reflect these into our workplace. Similarly, CCMS is pro-active in its strategies to reflect a fair and balanced workforce.

CCMS considers its relationship with the recognised Trade Union (NIPSA) to be both positive and constructive. There is a two way communication that is open and transparent.

### **Expenditure on Consultancy**

There was no expenditure on consultancy during the 2018/19 financial year (2017/18: nil).

### **Off-Payroll Engagements**

There were no 'off-payroll' engagements in place during the 2018/19 financial year (2017/18: nil).

### **Exit Packages**

<b>Exit Package cost band</b>	<b>Number of compulsory redundancies</b>	<b>Number of other agreed departures</b>	<b>Total number of exit packages by cost band</b>
£10,000 - £25,000	0 (0)	1 (0)	1 (0)
£25,000 - £50,000	0 (0)	1 (0)	1 (0)
£50,000 - £100,000	0 (0)	0 (0)	0 (0)
£100,000 - £150,000	0 (0)	0 (0)	0 (0)
£150,000 - £200,000	0 (0)	1 (0)	1 (0)
Total number exit packages by type	0 (0)	3 (0)	3 (0)
Total resource cost / £	0	202,130	202,130

Comparative data for the previous year is shown in brackets.

Redundancy and other departure costs have been paid in accordance with the provisions of the Department of Education's Voluntary Severance Scheme, a statutory scheme made under the Superannuation Act 1972. Exit costs are accounted for in full in the year the departure is agreed. Where the Department has agreed early retirements, the additional costs are met by the department and not by the NILGOSC pension scheme. Ill health retirement costs are met by the pension scheme and are not included in the table.

## AUDITED COUNCIL MEMBERS' AND CHAIRPERSON'S EMOLUMENTS

The total emoluments of the Council Members were:

		2018/19 £	2017/18 £
Chairperson	Attendance Fees	4,878	4,336
	Taxable Benefits	0	0
Vice-Chair	Attendance Fees	Nil	Nil
	Taxable Benefits	Nil	Nil
Other Council Members	Attendance Fees	13,020	10,808
	Taxable Benefits	12,923	18,504
<b>Totals</b>		<b>30,821</b>	<b>33,648</b>

### Note:

Fees – Attendance Allowance for attending a Council or Committee meeting.

Taxable Benefits – travel allowance.

Attendance rates are paid as follows:

<u>Period</u>	<u>Attendance Allowance</u> <u>Payable in any period of 24</u> <u>hrs</u>	<u>Financial Loss Allowance</u> <u>Payable in any period of 24</u> <u>hrs</u>
Up to and including 4 hours	£22.00	£27.65
More than 4 hours	£30.39	£55.31

Mileage rates are paid @ £0.45 per mile.



## ASSEMBLY ACCOUNTABILITY DISCLOSURES

### Regularity of expenditure (Audited Information)

#### i. Losses and special payments (Audited)

There were no losses for the period

#### Losses Statement

	2018/19	2017/18
	£000	£000
Total number of losses	Nil	Nil
Total value of losses (£000)		
Details of losses over £300,000		

#### Special Payments

There were no special payments for the period.

	2018/19	2017/18
	£000	£000
Total number of special payments	Nil	Nil
Total value of special payments (£000)		
Details of special payments over £300,000		

#### Other Notes

There were no gifts or other significant payments

#### ii. Fees and Charges (Audited)

*There was no income from fees and charges incurred for the period.*

#### iii. Remote Contingent Liabilities (Audited)

There were no contingent liabilities requiring disclosure under Assembly reporting requirements.



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**Gerard Campbell**  
**Accounting Officer**

28 June 2019

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**Date**

## **COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS**

### **THE CERTIFICATE AND REPORT OF THE COMPTROLLER AND AUDITOR GENERAL TO THE NORTHERN IRELAND ASSEMBLY**

#### **Opinion on financial statements**

I certify that I have audited the financial statements of the Council for Catholic Maintained Schools for the year ended 31 March 2019 under Schedule 8 of the Education Reform (Northern Ireland) Order 1989. The financial statements comprise: the Statement of Comprehensive Net Expenditure, the Statement of Financial Position, the Statement of Cash Flows, the Statement of Changes in Taxpayers' Equity; and the related notes including significant accounting policies. These financial statements have been prepared under the accounting policies set out within them. I have also audited the information in the Accountability Report that is described in that report as having been audited.

In my opinion the financial statements:

- give a true and fair view of the state of the Council for Catholic Maintained Schools' affairs as at 31 March 2019 and of the Council for Catholic Maintained Schools' net expenditure for the year then ended; and
- have been properly prepared in accordance with Schedule 8 of the Education Reform (Northern Ireland) Order 1989 and the Department of Education directions issued thereunder.

#### **Opinion on regularity**

In my opinion, in all material respects the expenditure and income recorded in the financial statements have been applied to the purposes intended by the Assembly and the financial transactions recorded in the financial statements conform to the authorities which govern them.

#### **Basis of opinions**

I conducted my audit in accordance with International Standards on Auditing (UK) (ISAs) and Practice Note 10 'Audit of Financial Statements of Public Sector Entities in the United Kingdom'. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of this certificate. My staff and I are independent of the Council for Catholic Maintained Schools in accordance with the ethical requirements of the Financial Reporting Council's Revised Ethical Standard 2016, and have fulfilled our other ethical responsibilities in accordance with these requirements. I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my opinions.

#### **Other Information**

The Council and the Accounting Officer are responsible for the other information included in the annual report. The other information comprises the information included in the annual report other than the financial statements, the parts of the Accountability Report described in the report as having been audited, and my audit certificate and report. My opinion on the financial statements

does not cover the other information and I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

### **Opinion on other matters**

In my opinion:

- the parts of the Accountability Report to be audited have been properly prepared in accordance with Department of Education's directions made under Schedule 8 of the Education Reform (Northern Ireland) Order 1989; and
- the information given in the Performance Report and Accountability Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Responsibilities of the Council and Accounting Officer for the financial statements**

As explained more fully in the Statement of Accounting Officer Responsibilities, the Council and the Accounting Officer are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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

My responsibility is to audit, certify and report on the financial statements in accordance with Schedule 8 of the Education Reform (Northern Ireland) Order 1989.

My objectives are to obtain evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. 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.

A further description of my responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of my certificate.

In addition, I am required to obtain evidence sufficient to give reasonable assurance that the expenditure and income recorded in the financial statements have been applied to the purposes intended by the Assembly and the financial transactions recorded in the financial statements conform to the authorities which govern them.

### **Matters on which I report by exception**

I have nothing to report in respect of the following matters which I report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the parts of the Accountability Report to be audited are not in agreement with the accounting records; or
- I have not received all of the information and explanations I require for my audit; or
- the Governance Statement does not reflect compliance with the Department of Finance's guidance.

### **Report**

I have no observations to make on these financial statements.



*KJ Donnelly*

*Comptroller and Auditor General*

*Northern Ireland Audit Office*

*106 University Street*

*Belfast*

*BT7 1EU*

*3<sup>rd</sup> July 2019*

FINANCIAL STATEMENTS  
COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS

STATEMENT OF COMPREHENSIVE NET EXPENDITURE  
FOR THE YEAR ENDED 31 MARCH 2019

		2018/19	2017/18
	Note	£	£
<b>Expenditure</b>			
Staff Costs	2	3,000,113	2,663,141
Other Operating Costs	3	983,559	1,144,942
Depreciation	5 / 6	50,522	44,889
Provision Expense	10	485,669	0
<b>Total Expenditure</b>		<b>4,519,863</b>	<b>3,852,972</b>
<b>Income</b>			
Other Income	4	0	0
<b>Total Income</b>		<b>0</b>	<b>0</b>
<b>Net Expenditure before financing</b>		<b>4,519,863</b>	<b>3,852,972</b>
Net Return on Pension Finance	2	136,000	132,000
<b>Net Expenditure after Financing</b>		<b>4,655,863</b>	<b>3,984,972</b>
<b>Other Comprehensive Expenditure</b>			
Actuarial (gain)/loss in respect of pension liability	2	(602,000)	(421,000)
Net loss on revaluation of Property Plant and Equipment		0	0
Net loss on revaluation of Intangibles		0	0
<b>Total Comprehensive Expenditure for the year ended 31 March 2019</b>		<b>4,053,863</b>	<b>3,563,972</b>

All amounts above relate to the continuing operations of the Council.

The notes on pages 70 - 87 form part of these Financial Statements.

# COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS

## STATEMENT OF FINANCIAL POSITION As at 31 March 2019

	Note	2018/19 £	2017/18 £
<b>Non-current assets:</b>			
Property, plant and equipment	5	86,778	127,486
Intangible Assets	6	0	0
		<u>86,778</u>	<u>127,486</u>
<b>Current assets:</b>			
Trade and other receivables	7	2,649	16,037
Cash and cash equivalents	8	338,738	133,338
<b>Total current assets</b>		<u>341,387</u>	<u>149,375</u>
<b>Total Assets</b>		<u><b>428,165</b></u>	<u><b>276,861</b></u>
<b>Current liabilities:</b>			
Trade and other payables	9	(614,262)	(255,764)
Provisions	10	0	0
<b>Total current liabilities</b>		<u>(614,262)</u>	<u>(255,764)</u>
<b>Non-current assets plus/less net current assets /liabilities</b>		<u>(186,097)</u>	<u>21,097</u>
<b>Non-current liabilities</b>			
Pension Liabilities	2	(5,219,000)	(5,428,000)
Provisions	10	(485,669)	0
<b>Total non-current liabilities</b>		<u>(5,704,669)</u>	<u>(5,428,000)</u>
<b>Assets less liabilities</b>		<u><b>(5,890,766)</b></u>	<u><b>(5,406,903)</b></u>
<b>Taxpayers' Equity</b>			
General Reserve		(5,890,766)	(5,406,903)
		<u><b>(5,890,766)</b></u>	<u><b>(5,406,903)</b></u>

The Financial Statements on pages 66 - 87 were approved on 19 June 2019 on behalf of the Council by

*Donal McKeown June 28 2019*

Chairperson, Bishop Donal McKeown \_\_\_\_\_

\_\_\_\_\_ Date

*Gerard Campbell*

*28 June 2019*

Chief Executive, Gerard Campbell \_\_\_\_\_

\_\_\_\_\_ Date

The notes on pages 70 - 87 form part of these Financial Statements.

## COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS

### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2019

		2018/19	2017/18
	Note		
<b>Cash flows from operating activities</b>			
Net expenditure after financing		(4,655,863)	(3,984,972)
<u>Adjusted for:</u>			
Depreciation	5/6	50,522	44,889
Pension Costs	2	393,000	386,000
Provision Expense	10	485,669	0
(Increase)/Decrease in Trade and other receivables	7	13,389	37,310
Increase/(Decrease) in Trade and other payables	9	358,497	(173,072)
<b>Net cash outflow from operating activities</b>		<u>(3,354,786)</u>	<u>(3,689,845)</u>
<b>Cash flows from investing activities</b>			
Purchase of property, plant and equipment	5	(9,814)	(164,557)
<b>Net cash outflow from investing activities</b>		<u>(9,814)</u>	<u>(164,557)</u>
<b>Cash flows from financing activities</b>			
Recurrent grants received		3,560,186	3,643,620
Capital grants received		9,814	127,600
Capital contribution from PPS		0	40,000
<b>Net financing</b>		<u>3,570,000</u>	<u>3,811,220</u>
<b>Net increase/(decrease) in cash and cash equivalents in the year</b>		<b>205,400</b>	<b>(43,182)</b>
<b>Cash and cash equivalents at 01 April 2018</b>		<b>133,338</b>	<b>176,520</b>
<b>Cash and cash equivalents at 31 March 2019</b>		<u><b>338,738</b></u>	<u><b>133,338</b></u>

The notes on pages 70 - 87 form part of these Financial Statements.

**COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS**

**STATEMENT OF CHANGES IN TAXPAYERS' EQUITY**

**FOR THE YEAR ENDED 31 MARCH 2019**

	<b>2018/19</b>	<b>2017/18</b>
	<b>General Reserve</b>	<b>General Reserve</b>
	£	£
<b>Balance at 1 April 2018</b>	(5,406,903)	(5,654,151)
<b>Changes in Reserves:</b>		
Net expenditure cost	(4,655,863)	(3,984,972)
Actuarial Gain/ (loss) in respect of pension liability	602,000	421,000
Recurrent funding	3,560,186	3,643,620
Capital funding	9,814	127,600
Capital contribution from PPS	0	40,000
<b>Balance at 31 March 2019</b>	<u>(5,890,766)</u>	<u>(5,406,903)</u>

The notes on pages 70 - 87 form part of these Financial Statements.



## 1. NOTES TO THE FINANCIAL STATEMENTS

### Statement of Accounting Policies

These financial statements have been prepared in accordance with the 2018/19 Government Financial Reporting Manual (FReM) issued by Treasury as directed by the Department of Finance. The accounting policies contained in the FReM apply International Financial Reporting Standards (IFRS) as adapted or interpreted for the public sector context. Where FReM permits a choice of accounting policy, the accounting policy which is judged to be the most appropriate to the particular circumstances of CCMS for the purpose of giving a true and fair view has been selected. The particular policies adopted by CCMS are described below. They have been applied consistently in dealing with items that are considered material to the accounts. Management has reviewed new accounting standards that have been issued but are not yet effective, nor adopted for these accounts. Management considers that these are unlikely to have a significant impact on the accounts in the period of initial application.

#### (a) *Accounting Convention*

The financial statements have been prepared in accordance with the historical cost convention. In prior years the financial statements were prepared in accordance with the historical cost convention as modified by the revaluation of assets (until 31 March 2001). We have used the historical cost convention without modification due to the revaluation of assets for subsequent periods on the basis that the revaluation of assets is not considered material to the accounts.

#### (b) *Grant and Grant-in-aid*

Grant-in-aid receivable from the Department for both capital and revenue expenditure is credited to the general reserve. Grants receivable from the Trustees for capital purposes are credited to the grant reserve and released to the Statement of Comprehensive Net Expenditure over the expected useful life of the relevant assets.

#### (c) *Property Plant and Equipment*

Items of property, plant and equipment costing in excess of £3,000 per individual item, which are held for use on a continuing basis in delivering the reporting entity's activities, and which yield a benefit for a period of more than one year, are treated as capital expenditure in the accounts. Related items of property, plant and equipment are not grouped for aggregation purposes.

#### (d) *Depreciation*

Depreciation is provided for all items of property, plant and equipment having a finite, useful life, by allocating the cost (or revalued amount), less estimated residual value of the assets as fairly as possible to the period expected to benefit from their use.

Useful lives are estimated on a realistic basis, reviewed annually and depreciation adjusted over the revised remaining economic life where appropriate.

All assets are depreciated on a straight line basis over their expected useful lives. A full month's depreciation is charged in the period of acquisition/commissioning and no depreciation charged in the month of disposal.

The following useful economic lives should, where necessary, be used as approximations to the levels estimated annually.

<b>Asset class</b>	<b>Asset Sub-Class</b>	<b>Asset Life</b>
Capital Works	Leasehold Improvements	Life of lease
Computers	Hardware and Software	3 years
Plant and Equipment	General and Other	10 years
	Reprographics	7 years

(e) *Intangible Assets*

Intangible assets are non-financial non-current assets that do not have physical substance but are identifiable and are controlled by CCMS through custody or legal rights. Intangible assets costing in excess of £3,000 per individual item are capitalised and stated in the Statement of Financial Position at cost less depreciation.

(f) *Amortisation*

Amortisation is provided for all intangible non-current assets with a finite useful life, by allocating the cost (or revalued amount) less estimated residual value of the assets as fairly as possible to the periods expected to benefit from their use. Useful lives are estimated on a realistic basis, reviewed annually and adjusted over the revised remaining economic life where appropriate.

The following useful economic lives should, where necessary, be used as approximations to the levels estimated annually.

<b>Asset class</b>	<b>Asset Sub-Class</b>	<b>Asset Life</b>
Intangible Assets	Software Licences	3 years

(g) *Pensions*

CCMS participates in the Northern Ireland Local Government Officers' Superannuation Committee Scheme. The Northern Ireland Local Government Officers' Superannuation Committee Scheme is of the defined benefits type, the assets of the scheme being held in separate Trustee administered funds. CCMS' contribution to the Northern Ireland Local Government Officers' Superannuation Committee Scheme is determined by the fund's actuary based on a triennial valuation. The scheme is administered by the Northern Ireland Local Government Officers' Superannuation Committee, Hollywood Road, Belfast.

The pension costs are assessed in accordance with the advice of independent qualified actuaries using the projected unit method and are accounted for on the basis of charging the cost of providing pensions over the period during which CCMS benefits from the employee's services. Variations from regular cost are spread over the expected average remaining working lives of members of the scheme after making allowances for future withdrawals.

The difference between the fair value of the assets held in CCMS' defined benefit pension scheme and the scheme's liabilities measured on an actuarial basis using the projected unit method are recognised in CCMS' Statement of Financial Position as a pension scheme asset or liability as appropriate.

In accordance with IAS 19 'Retirement Benefits', the in-year movement in the defined benefit pension scheme asset or liability arising from facts other than cash contribution by CCMS are charged to the Statement of Comprehensive Net Expenditure or the Statement of Changes in Taxpayers' Equity.

(h) *Provisions*

Provisions are recognised when CCMS has a present obligation as a result of a past event, it is probable that CCMS will be required to settle the obligation, and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the Statement of Financial Position date, taking into account the risks and uncertainties surrounding the obligation. Where a provision is measured using the cash flows estimated to settle the present obligation, its carrying amount is the present value of those cash flows.

When some or all of the economic benefits required to settle a provision are expected to be recovered from a third party, the receivable is recognised as an asset if it is virtually certain that the reimbursement will be received and the amount of the receivable can be measured reliably.

(i) *Employee Benefits*

Under IAS19 the cost of providing employee benefits is recorded in the Statement of Comprehensive Net Expenditure in the period in which the benefit is earned by the employee, rather than when it is paid or payable. This is applicable to both short term and long term benefits.

(j) *Finance and Operating Leases*

Leases are classified as either a finance lease or an operating lease depending on the substance of the agreement.

A finance lease is a lease that transfers substantially all the risks and rewards incidental to ownership of an asset. Finance leases are treated if the asset had been purchased outright. The related assets are included in non-current assets and the capital element of the leasing commitments is shown as obligations under finance leases. The lease rentals are treated as consisting of capital and interest elements. The capital element is applied to reduce the outstanding obligations and the interest element is charged against income in proportion to the reducing capital element outstanding. Assets held under finance lease are depreciated over the useful lives of equivalent owned assets.

An operating lease is a lease other than a finance lease. Operating lease rentals are charged to the Statement of Comprehensive Net Expenditure in equal annual amounts over the lease term.

(k) *Cash & Cash Equivalents*

Cash and cash equivalents include cash-in-hand and banks.

(l) *VAT*

The activities of CCMS are outside the scope of VAT.

(m) *Going Concern*

The Statement of Financial Position shows a net liability as at 31 March 2019. The bulk of this is accounted for by the Pension Liability. The remainder is due to timing differences between accruals made and the drawdown from the Department of matching income which is not recognised in the current year as a result of the accounting requirements under FReM.

In accordance with FReM, the Council is not able to accrue funding from the Department of Education to match current liabilities recorded within the Statement of Financial Position. Under International Accounting Standard (IAS) 1 (revised), Presentation of Financial Statements, such a closing financial position which shows a surplus of liabilities over assets requires the Accounting Officer to make an assessment of the viability of the Council as a going concern. However, no material

uncertainties affecting the Council's ability to continue as a going concern have been assessed and these accounts have therefore been prepared under the going concern principle.

	<b>2018/19</b>	<b>2017/18</b>
	£	£
<b>2. STAFF COSTS</b>		
<b>(a) STAFF COSTS COMPRISE</b>		
Wages and Salaries	1,952,301	1,882,363
Voluntary Exit Scheme	202,130	0
Social Security Costs	205,018	195,305
Pension Costs	656,634	620,417
Reimbursement of Seconded Salaries	(37,812)	(40,522)
Agency Staff Costs	21,842	5,578
	<b>3,000,113</b>	<b>2,663,141</b>

A breakdown of the average number of persons employed into permanent staff and others can be found in the Staff Report within the Accountability Report.

## **(b) PENSIONS**

### *Defined Benefit Scheme*

The Council for Catholic Maintained Schools (CCMS) pension fund is part of the pension fund operated for the Northern Ireland Local Government Officers' Superannuation Committee.

The disclosures [below] relate to the funded liabilities within the Northern Ireland Local Government Officers' Pension Fund (the "Fund") which is part of the Local Government Pension Scheme (Northern Ireland) (the "LGPS"). There are no unfunded liabilities in the Pension Fund.

The LGPS is a funded defined benefit plan with benefits earned up to 31 March 2015 being linked to final salary. Benefits after 31 March 2015 are based on a Career Average Revalued Earnings scheme. Details of the benefits earned over the period covered by this disclosure are set out in 'LGPS (Benefits, Membership and Contributions) Regulations (Northern Ireland) 2009' (as amended).

The funded nature of the LGPS requires participating employers and its employees to pay contributions into the Fund, calculated at a level intended to balance the pension liabilities with investment assets. Information on the framework for calculating contributions to be paid is set out in LGPS (Administration) Regulations (Northern Ireland) 2009 (as amended) and the Fund's Funding Strategy Statement. An actuarial valuation has been carried out on the fund as at 31 March 2017 and as part of that valuation a new Rates and Adjustment Certificate has been produced for the three year period from 1 April 2017.

The Fund Administering Authority, Northern Ireland Local Government Officers' Superannuation Committee is responsible for the governance of the Fund.

The assets allocated to the Employer in the Fund are notional and are assumed to be invested in line with the investments of the Fund for the purposes of calculating the return to be applied to those notional assets over the accounting period. The Fund is large and holds a significant proportion of its assets in liquid investments. As a consequence there will be no significant restriction on realising assets if a large payment is required to be paid from the Fund in relation to an employer's liabilities. The assets are invested in a diversified spread of investments and the approximate split of assets for the Fund as a whole (based on data supplied by the Administering Authority) is shown in the disclosures split by quoted and unquoted investments.

The Administering Authority may invest a small proportion of the Fund's investments in the assets of some of the employers participating in the Fund if it forms part of their balanced investment strategy.

The liabilities used for accounting purposes are calculated using a discount rate set with reference to corporate bond yields. If assets underperform this yield this will create a deficit in the accounts. The Fund holds a significant proportion of growth assets which while expected to outperform corporate bonds in the long term creates volatility and risk in the short term in relation to the accounting figures.

A decrease in corporate bond yields will increase the value placed on the liabilities for accounting purposes although this will be marginally offset by the increase in the assets as a result.

The majority of the pension liabilities are linked to either pay or price inflation. Higher inflation expectations will lead to a higher liability value. The assets are either unaffected or loosely correlated with inflation meaning that an increase in inflation will increase the deficit.

The majority of the Fund's obligations are to provide benefits for the life of the member following retirement, so increases in life expectancy will result in an increase in the liabilities.

Employers who leave the Fund (or their guarantor) may have to make an exit payment to meet any shortfall in assets against their pension liabilities. If the employer (or guarantor) is not able to meet this exit payment the liability may in certain circumstances fall on other employers in the Fund. Further the assets at exit in respect of 'orphan liabilities' may, in retrospect, not be sufficient to meet the liabilities. This risk may fall on other employers. 'Orphan liabilities' are currently a small proportion of the overall liabilities in the Fund.

The major assumptions used by the actuary were:

	<b>At 31 March 2019</b>	<b>At 31 March 2018</b>
Rate of increase in salaries	3.70%	3.60%
Rate of increase in pensions	2.20%	2.10%
Discount rate	2.40%	2.60%
CPI assumption	2.20%	2.10%
Pension Accounts Revaluation Rate	2.20%	2.10%
RPI	3.30%	3.20%

<b>Assets (Employer)</b>	<b>Assets at 31 Mar 2019 £(000)</b>	<b>Assets at 31 Mar 2018 £(000)</b>
Equities	13,203	14,768
Bonds	5,214	2,565
Property	2,485	2,068
Cash	<u>1,287</u>	<u>1,283</u>
Total	<b><u>22,189</u></b>	<b><u>20,684</u></b>
	<b>31 Mar 2019 p.a.</b>	<b>31 Mar 2018 p.a.</b>
<b>Net Pension Asset /(Liability)</b>		
Estimated Employer Assets (A)	<b><u>22,189</u></b>	<b><u>20,684</u></b>
Present Value of Scheme Liabilities	(27,894)	(26,112)
Present Value of Unfunded Liabilities	0	0
Total Value of Liabilities (B)	<b><u>(27,894)</u></b>	<b><u>(26,112)</u></b>
Net Pension Asset/(Liability) (A-B)	<b><u>(5,219)</u></b>	<b><u>(5,428)</u></b>
Provision	<b><u>(486)</u></b>	<b><u>0</u></b>
	<b><u>(5,705)</u></b>	<b><u>(5,428)</u></b>

## REVENUE ACCOUNTS

<b>Amount Charged to SoCNE</b>	<b>Year to 31 March 2019 £(000)</b>	<b>Year to 31 March 2018 £(000)</b>
Current Service Cost	639	605
Past Service Cost	486	59
Curtailement and Settlements	0	0
Decrease in irrecoverable Surplus	0	0
Other Superannuation	0	0
Total Operating Charge (A)	<b><u>1,125</u></b>	<b><u>664</u></b>
	<b>Year to 31 March 2019 £(000)</b>	<b>Year to 31 March 2018 £(000)</b>
<b>Net Return on Pension Finance (credited to finance costs in SoCNE)</b>		
Expected Return on Employer Assets	538	491
Interest on Pension Scheme Liabilities	(674)	(623)
Net Return (B)	<b><u>(136)</u></b>	<b><u>(132)</u></b>
Net Revenue Account Cost (A) – (B)	<b><u>1,261</u></b>	<b><u>796</u></b>



## ANALYSIS OF AMOUNT RECOGNISED IN STATEMENT OF CHANGES IN TAXPAYERS' EQUITY

	Year to 31 Mar 2019 £(000)	Year to 31 Mar 2018 £(000)
Actual Return Less Expected Return on Pension Scheme Assets	(957)	(517)
Actuarial Losses/(Gains) due to changes in financial assumptions	1,380	(19)
Actuarial Losses/(Gains) due to liability experience	36	115
Actuarial results due to changes in demographic assumptions	<u>(1,061)</u>	<u>0</u>
Actuarial (Loss)/Gain in Pension Plan	<u>602</u>	<u>421</u>
Actuarial (Loss)/Gain Recognised in SOCNE	<u>602</u>	<u>421</u>

## MOVEMENT IN DEFICIT DURING THE YEAR

	Year to 31 Mar 2019 £(000)	Year to 31 Mar 2018 £(000)
<b>(Deficit) at Beginning of the Year</b>	<b>(5,428)</b>	<b>(5,463)</b>
Operating Cost	(1,125)	(664)
Employer Contributions	382	410
Net return on assets – financing costs	(136)	(132)
Actuarial (loss)/gains	<u>602</u>	<u>421</u>
<b>(Deficit) at end of year</b>	<b><u>(5,705)</u></b>	<b><u>(5,428)</u></b>

## HISTORY OF GAINS AND LOSSES

Amounts for the current and previous accounting periods

	Year to 31 Mar 19	Year to 31 Mar 18	Year to 31 Mar 17	Year to 31 Mar 16	Year to 31 Mar 15
Fair value of Employer Assets	22,189	20,684	19,623	15,659	15,472
Present value of defined Benefit Obligators	<b>(27,894)</b>	<b>(26,112)</b>	<b>(25,086)</b>	<b>(18,889)</b>	<b>(19,288)</b>
Pension Liability/Provision	(5,705)	(5,428)	(5,463)	(3,230)	(3,816)
Experience (Losses)/Gains on Assets	957	517	3,251	(55)	1,218
Experience results on Liabilities	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Actuarial (Losses)/Gains on Assets	957	517	3,251	(55)	1,218
Actuarial Gains/(losses) on Liabilities	(355)	(96)	(5,286)	877	(1,553)
Actuarial gains/(losses) recognised in SoCNE	<b>602</b>	<b>421</b>	<b>(2,035)</b>	<b>822</b>	<b>(335)</b>

## SENSITIVITY ANALYSIS

IAS 19 valuation results depend critically on the principal assumptions used in the calculations.

The sensitivity of the principal assumptions used to measure the liabilities is discussed below.

The discount rate used to value the liabilities is prescribed under IAS 19 and the results are particularly sensitive to the discount rate. If the yield used to discount each future benefit payment decreases, then the value placed on the liabilities increases. The results are also sensitive to unexpected changes in the rate of future mortality improvements. If longevity improves at a faster rate than allowed for in the assumptions then, again, a higher value would be placed on the employer's liabilities. In addition, if pensionable pay increases more than allowed for in the assumptions, the active liability will increase. Similarly, if inflation (and therefore pension increases) is higher than assumed, this will increase the value of the liabilities. If the liabilities increase, the employer's statement of financial position will worsen.

The sensitivity of the principal assumptions used to measure the scheme liabilities as at 31 March 2019 are set out below:

### Discount rate assumption

Adjustment to discount rate	<b>+0.1% p.a.</b>	<b>Base Figure</b>	<b>-0.1% p.a.</b>
Present value of total obligation £(000)	27,408	27,894	28,389
% change in present value of total obligation	(1.7%)		1.8%
Projected service cost £(000)	657	675	693
Approximate % change in projected service cost	(2.7%)		2.7%

### Rate of general increase in salaries

Adjustment to salary increase rate	<b>+0.1% p.a.</b>	<b>Base Figure</b>	<b>-0.1% p.a.</b>
Present value of total obligation £(000)	28,018	27,894	27,771
% change in present value of total obligation	0.4%		(0.4%)
Projected service cost £(000)	675	675	675
Approximate % change in projected service cost	0.0%		(0.0%)

### Rate of increase to pensions in payment and deferred pensions assumption

Adjustment to Pension Increase Rate	<b>+0.1% p.a.</b>	<b>Base Figure</b>	<b>-0.1% p.a.</b>
Present value of total obligation £(000)	28,264	27,894	27,529
% change in present value of total obligation	1.3%		(1.3%)
Projected service cost £(000)	693	675	657
Approximate % change in projected service cost	2.7%		(2.7%)

### Post retirement mortality assumption

Adjustment to mortality age rating assumption	-1 year	Base Figure	+1 year
Present value of total obligation £(000)	28,783	27,894	27,013
% change in present value of total obligation	3.2%		(3.2%)
Projected service cost £(000)	701	675	649
Approximate % change in projected service cost	3.8%		(3.8%)

In each case, only the assumption mentioned is altered; all other assumptions remain the same.

### Comment on Mortality Assumptions

The mortality assumptions are based on the recent actual mortality experience of members within the Fund and allow for expected future mortality improvements. Based on these assumptions, the average future life expectancies at age 65 are summarised below:

	Males	Females
Post retirement mortality (retirement in normal health)	22.6 years	24.9 years
Future pensioners	24.3 years	26.7 years

<b>3. OTHER OPERATING COSTS</b>	<b>2018/19</b>	<b>2017/18</b>
	<b>£</b>	<b>£</b>
Professional and legal Services	319,025	460,517
Rent and Rates	160,013	171,135
Travel & Subsistence	117,953	114,477
Computer Support	70,492	60,968
IT/Sundry Equipment	40,784	34,519
Travel and Subsistence (Non Staff)	27,755	41,910
Printing and Stationery	27,433	21,866
Conferences, Room Hire & Training	26,242	17,058
Assessors' Fees	24,637	29,324
Attendance Allowance	17,898	15,144
Cleaning	17,436	18,893
Repairs and Maintenance – Buildings/Grounds	17,175	18,309
Heating and Lighting	16,856	18,169
Recruitment and Advertising	14,554	25,137
External Audit Fees	12,976	9,750
Access NI	12,012	14,421
Miscellaneous Expenses	11,145	16,646
Hospitality	10,380	12,891
Telephones	8,264	16,516
Conferences/Courses - Others	8,171	758
Internal Audit Fees	8,100	8,100
Postage	7,888	4,363
Insurance	2,964	2,781
Repairs and Maintenance of Equipment	2,018	9,970
Library Services	1,388	1,320
Total	<b>983,559</b>	<b>1,144,942</b>

*During the year CCMS purchased the following non-audit services from its auditors, the Northern Ireland Audit Office*

National Fraud Initiative	1,156	0
	<b>1,156</b>	<b>0</b>

<b>4. OTHER INCOME</b>	<b><u>2018/19</u></b>	<b><u>2017/18</u></b>
	<b>£</b>	<b>£</b>
Bank Interest Receivable	0	0
Other Income	0	0
	<b>0</b>	<b>0</b>

## 5. PROPERTY PLANT AND EQUIPMENT

	Leasehold Improvements	General and Others	Repro- graphics	Hardware and Software	Total
	£	£	£	£	£
<u>Cost</u>					
1 April 2018	140,615	7,956	14,565	102,037	265,173
Additions	9,814	0	0	0	9,814
Disposals	0	0	0	0	0
31 March 2019	<b>150,429</b>	<b>7,956</b>	<b>14,565</b>	<b>102,037</b>	<b>274,987</b>
<u>Accumulated Depreciation</u>					
1 April 2018	34,373	7,441	9,416	86,457	137,687
Charge for the year	40,961	57	1,714	7,790	50,522
Disposals	0	0	0	0	0
31 March 2019	<b>75,334</b>	<b>7,498</b>	<b>11,130</b>	<b>94,247</b>	<b>188,209</b>
Carrying amount at 31 March 2018	<b>106,242</b>	<b>515</b>	<b>5,149</b>	<b>15,580</b>	<b>127,486</b>
Carrying amount at 31 March 2019	<b>75,095</b>	<b>458</b>	<b>3,435</b>	<b>7,790</b>	<b>86,778</b>
<u>Cost</u>					
1 April 2017	0	198,226	72,693	270,671	541,590
Additions	140,615	572	0	23,370	164,557
Disposals	0	(190,842)	(58,128)	(192,004)	(440,974)
31 March 2018	<b>140,615</b>	<b>7,956</b>	<b>14,565</b>	<b>102,037</b>	<b>265,173</b>
<u>Accumulated Depreciation</u>					
1 April 2017	0	197,271	63,830	270,671	533,772
Charge for the year	34,373	1,012	1,714	7,790	44,889
Disposals	0	(190,842)	(58,128)	(192,004)	(440,974)
31 March 2018	<b>34,373</b>	<b>7,441</b>	<b>9,416</b>	<b>86,457</b>	<b>137,687</b>
Carrying amount at 31 March 2017	<b>0</b>	<b>955</b>	<b>6,863</b>	<b>0</b>	<b>7,818</b>
Carrying amount at 31 March 2018	<b>106,242</b>	<b>515</b>	<b>5,149</b>	<b>15,580</b>	<b>127,486</b>

All Assets shown above at 31 March 2019 were owned by CCMS. There was no outstanding Finance in the form of loans or leases.

## 6. INTANGIBLE NON CURRENT ASSETS

	<u>Software Licences</u>
<u>Cost</u>	£
1 April 2018	23,624
Additions	0
Disposals	0
31 March 2019	<u>23,624</u>

<u>Accumulated Amortisation</u>	
1st April 2018	23,624
Charge for Year	0
Disposals	0
31st March 2019	<u>23,624</u>

Carrying amount at 31 March 2018 0

Carrying amount at 31 March 2019 0

	<u>Software Licences</u>
<u>Cost</u>	£
1 April 2017	23,624
Additions	0
Disposals	0
31 March 2018	<u>23,624</u>

<u>Accumulated Amortisation</u>	
1st April 2017	23,624
Charge for Year	0
Disposals	0
31st March 2018	<u>23,624</u>

Carrying amount at 31 March 2017 0

Carrying amount at 31 March 2018 0

All Assets shown above at 31 March 2019 were owned by CCMS. There was no outstanding Finance in the form of loans or leases.

## 7. TRADE AND OTHER RECEIVABLES

	As at 31 March 2019	As at 31 March 2018
	£	£
Amounts falling due within one year		
Trade Receivables	0	10,165
Prepayments and accrued income	2,649	5,872
	<b>2,649</b>	<b>16,037</b>

There were no amounts falling due after more than one year

## 8. CASH AND CASH EQUIVALENTS

	As at 31 March 2019	As at 31 March 2018
	£	£
Balance at 1 April	133,338	176,520
Net change in cash and cash equivalent balances	205,400	(43,182)
Balance at 31 March	<b>338,738</b>	<b>133,338</b>

The following balances at 31 March were held at:

Commercial banks and cash in hand	338,738	133,338
Balance at 31 March	<b>338,738</b>	<b>133,338</b>

## 9. TRADE AND OTHER PAYABLES

	As at 31 March 2019	As at 31 March 2018
	£	£
Amounts falling due within one year		
Accruals and Deferred Income	298,892	178,067
Trade Payables	315,370	77,697
	<b>614,262</b>	<b>255,764</b>

There were no amounts falling due after more than one year

## **10. PROVISIONS**

### **The McCloud Judgement**

In December 2018 the Court of Appeal ruled against the Government in the 'McCloud/Sargeant' judgement which found that the transitional protection arrangements put in place when the firefighters' and judges' pension schemes were reformed were age discriminatory. The ruling potentially has implications for all public sector schemes which were reformed around the same time and could lead to members who were discriminated against being compensated.

There is currently legal action being progressed against this judgement and it is unknown what impact possible remedies and assumptions will have on future employer contributions to the Fund. CCMS has been advised by Aon, as the Fund's actuary, that as this organisation has a higher proportion of active liabilities of 46% as of the 2016 actuary valuation of the fund, it is estimated that at 31 March 2019 potential costs for CCMS which may arise from the pension liability noted above for the McCloud/Sargeant judgement are approximately 3.2% of active liabilities. The estimated provision for CCMS is £403,445

### **GMP Indexation and Equalisation**

Guaranteed Minimum Pension (GMP) is a portion of pension that was accrued by individuals who were contracted out of the State Second Pension prior to 6 April 1997. All of the public service schemes, including the LGPS (NI) were contracted out.

On 26 October 2018 the High Court ruled in the Lloyds Bank case that equalisation for the effect of unequal GMPs is required. HM Treasury have responded to confirm that public sector schemes already have a method to equalise guaranteed minimum pension benefits (through the interim solutions and commitment to pay full increases on GMPs) and they do not plan to make any changes as a result of that judgment.

Aon, as the Fund's actuary, has estimated that the potential IAS 19 / FRS102 accounting liability of full GMP indexation (and equalisation) for members reaching State Pension Age from 6 December 2018 to be in the region of 0.3% of the total liabilities. The estimated provision for CCMS is £82,224

The total provision at 31 March 2019 is £485,669

There were no provisions at 31 March 2018

## **11. RELATED PARTIES**

The Council for Catholic Maintained Schools is a non-departmental public body sponsored by the Department of Education (DE). DE is regarded as a related party. During the year the Council has had a number of material transactions with DE. CCMS also has a service level agreements with EA for internal audit services and IT support. In 2018/19, one of the earmarked funds managed by CCMS rented offices from St Mary's College at a cost of



£4,216 for the financial year 2018/19 (2017/18 - £900.00). The principal of St Mary's College is a member of the Finance & Personnel Committee.

There were no other related parties with whom CCMS dealt with during the year.

No member of Council, employee of CCMS or members of their immediate families have had any commercial dealings with CCMS during the Financial Year.

## 12. EVENTS AFTER THE REPORTING PERIOD

There were no material post balance sheet events.

## 13. CONTINGENT LIABILITIES

There were no contingent liabilities.

## 14. COMMITMENT UNDER LEASES

### (a) Operating Leases

Total future minimum lease payments under operating leases are given in the table below for each of the following periods.

	2018/19 £(000)	2017/18 £(000)
Buildings:		
Not later than one year	131	125
Later than one year and not later than five years	113	227
Later than five years	0	0
	244	352

### (b) Finance Leases

At 31 March 2018 and 31 March 2019 there were no finance leases.

## 15. FINANCIAL INSTRUMENTS

Financial Reporting Standard IFRS 7 requires disclosure of the role that financial instruments have had during the period in creating or changing the risks a body faces in undertaking its activities. As the cash requirements of CCMS are met through Grant-in-Aid provided by the Department of Education, financial instruments play a very limited role in creating and managing risk. The majority of financial instruments relate to contracts to buy non-financial items in line with CCMS' expected purchase and usage requirements. CCMS has no material deposits and all material assets and liabilities are denominated in sterling, CCMS is therefore exposed to little credit, liquidity or market risk.

**DATE AUTHORISED FOR ISSUE**

The Accounting Officer authorised these financial statements for issue on 5 July 2019.