

**Council for Catholic Maintained Schools
Annual Report and Accounts
For the year ended 31 March 2020**

*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 2 July 2020

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Year Ended 31 March 2020

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PERFORMANCE REPORT

OVERVIEW

This section outlines the functions and remit of The Council for Catholic Maintained Schools (CCMS), including an analysis of performance against objectives and targets over the 2019/20 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 completed an organisational restructuring process, designed to ensure that CCMS is best positioned to support Catholic maintained schools now and into the future. This restructuring process has brought about a sense of renewal for CCMS and strengthened the connections between the organisation, its schools and other educational partners. We are continually mindful of the extremely challenging environment in which we operate - the significant financial and budgetary pressures that our schools face on a daily basis remained a constant issue. However, the devastating impact of the Covid-19 pandemic, which began to affect all aspects of our society from March 2020, is likely to continue to have serious repercussions right throughout the 2020/21 period and possibly even beyond. However, as in previous years, I remain optimistic about the future and I am confident that CCMS will rise to these challenges and continue to 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.

The Council membership itself was reconstituted in November 2019 and I was delighted to be re-appointed as the Council Chair for a further period. I am particularly grateful to those former members who have retired from Council for their commitment and dedication to the organisation over the past four years. I also warmly welcome the new Council members, including some who have been re-appointed, and I know that you will all find the experience very rewarding.

I would also wish to personally acknowledge the support and assistance given to me by Council Members throughout the past year as the reconstitution process took place – each of them continued to go the extra mile in ensuring that Council exercised its statutory duties and that CCMS continued to demonstrate leadership and vision during a period of considerable challenge and change.

The strengths and weaknesses of an organisation are very visible in a time of crisis. I am pleased to report that the strong relational culture of CCMS has been able to respond very well to the current stresses and uncertainties. Staff have been very flexible and creative in both dealing with ongoing business and keeping school communities supported through new challenges. Senior staff have shown leadership and have ensured that Council members are fully informed of ongoing developments. Council committees have been able to function

as required. Overall, this cohesive sectoral identity and network are an enormous asset to individual schools.

I am pleased that the vast majority of targets within the 2019/20 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 2020/25 period. The plan, which we hope we will be able to launch later this year, 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. On that point, I was also pleased to see a return to the devolved institutions in Northern Ireland and the reappointment of Peter Weir MLA as the new Minister of Education. On behalf of Council, I wish the Minister every success in leading education in this very difficult period.

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 not only in 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.

In these very testing times for all of society, I have been impressed by how the Catholic Maintained sector has displayed a great sense of common purpose. So many of the schools have deep roots in their local communities. That has facilitated collaboration with a wide range of community organisations in offering support to people of all ages. Schools - as well as providing on-line learning opportunities – have also been able to offer pastoral and spiritual resources. The headquarter staff at CCMS have worked with energy and diligence to ensure that schools are supported to deal with the range of challenges that they face. For that dedication, I thank all concerned.

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
17 June 2020

STATEMENT FROM THE CHIEF EXECUTIVE

The 2019/20 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 this year. CCMS continued to deliver its challenging programme of work in an efficient, effective and economical 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.

I am pleased to report that the implementation of multi-disciplinary structures within CCMS has delivered advantages in terms of how officers work together and support our schools. The tangible benefits of this approach are being 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.

The challenges presented by Covid-19 towards the end of the financial year have placed major strains on all schools, CCMS, the entire education system and wider society as a whole. The benefit of having embedded the multi-disciplinary approach was that CCMS was able to operate in an agile and flexible manner in supporting schools very quickly and proactively. Together, we all continue to face a very uncertain future; however, I remain confident that the education system will adapt over time to meet these challenges in the interests of all our children and young people.

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 in which they operate as mentioned above.

The 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.

It is this approach that will ensure that our schools emerge in a strong and stable position once society emerges from the Covid-19 pandemic.

Performance Delivery

CCMS has delivered on the majority of targets and actions within the 2019/20 Business Plan and during the period significant progress was made regarding the development of a new Corporate Plan for the next five years (2020/25). I welcome the reappointment of Peter Weir MLA as the Minister of Education and look forward to finalising the Corporate Plan later in the 2020/21 financial year.

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 2019/20, it is, however, important to look forward to 2020/21 and to strengthening and improving working relationships and engagements with schools to support them to raise educational standards even further.

Following intensive negotiations between education employers and trade unions, an agreement in principle to resolve the long running industrial dispute (action short of strike) was reached in June 2019. Formal approval and ratification of this agreement was secured in April 2020 and this provides the platform for the collective leadership in education to build a new, positive future for industrial relations. The re-establishment of the devolved institutions can also provide the foundations for strong government and leadership in Northern Ireland and this can only be a positive development for everyone connected with education.



Gerard Campbell
Chief Executive
17 June 2020

NON-EXECUTIVES' REPORT

I have been asked to provide a non-executive perspective on the conduct of Council business during the past year. My predecessor, as Chair of the Finance and Personnel Committee, Stanley Smith, compiled the last report just before he stepped down as a member of Council following almost 20 years service. Stanley was a gifted public servant in the Department of Education and his experience and knowledge was of enormous benefit to the Council over many years.

During 2019/20 the Council and its committees were reconstituted though because of the absence of an Executive until the beginning of this year, appointments remain to be made by the Department of Education. Appointments to represent parents and teachers also remain outstanding. With the emergence of the Coronavirus outbreak it is likely that those appointments will not be finalised until later in 2020. For the foreseeable future Council and Committees will be meeting remotely to address the significant challenges for the education sector raised by the outbreak.

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

Council

The Council met five times in 2019/20 and its agenda over the year addressed the challenges facing Catholic maintained schools. Financial challenges were to the fore and last year we reported that the CEO and I gave evidence to the Northern Ireland Affairs Committee in December 2018 in relation to the financial demands facing our schools. These challenges and demands have continued throughout 2019/20. Industrial relations remained critical though relations with trades unions were constructive. Area Planning, risk management and operating within what we considered to be a very tight budget also remained as significant issues.

Most Rev Donal McKeown DD became re-elected chair of Council in December 2019 following reconstitution. The membership and operation of the Council and its committees continues to be reviewed with the aim of ensuring that we remain fit-for-purpose and able to provide effective support and challenge.

Committees

Council places a high priority on effective financial management and the Finance and Personnel Committee continues to play a key role in that respect as does the Audit and Risk Assurance Committee (ARAC). Governance structure is continually reviewed and the development of clear Terms of Reference for each committee is currently being addressed by each committee led by the ARAC. The ARAC welcomed the unqualified audit opinion of the 2018/19 accounts and expects to receive the same in 2019/20. The new ARAC has now been appointed under its new Chair Mrs Anne Scott.

The Education Provision Committee and Education Curriculum Committee continued with the important work of overseeing effective utilisation of the maintained school estate, area planning and the continued improvement in education standards.

The Chairperson's Committee continued to focus on the management of the Council's agenda and the Chief Executive's performance in delivery of the Council's approved Business Plan.

The Diocesan Education Committees continued to meet regularly and Council officials began preliminary work with a view to Council considering and approving a scheme of management for Diocesan Committees in 2020/21.

Looking Ahead

Council continues to undertake an annual review of its effectiveness. The review is used to inform continuous improvement in how Council meets its strategic objectives and business planning priorities.

Non-executive Council members devote considerable time to the work of Council and committees and also in other aspects such as recruitment and ratification of teacher appointments. The emergence of the Coronavirus outbreak has delayed work to complete appointments to Council and Committee and also the review of committee roles and terms of reference but this will be a priority as soon as the situation returns to some form of normality. The challenges facing teachers, students and parents particularly as we address the questions relating to exams over the summer of 2020 will be a high priority. Later when schools re-open our key strategic and business objectives will be to ensure that children can continue to achieve through education and that both they and their teachers remain safe.



Tony McCusker
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 2019 to 31 March 2020.

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 (FReM).

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 events occurring after the period end.

CCMS received confirmation of its Resource Allocation for 2020/21 on 21 May 2020 (including earmarked funding which is confirmed under a separate allocation) and is now awaiting approval from DE on its 2020/21 Financial Plan.

Following a number of organisational reviews in previous years, CCMS has fully implemented an organisational structure that aligns organisational resources to the delivery of statutory functions. 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 04/13 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 2020 was:

	CCMS Staff
Protestant males	1
Protestant females	5
Roman Catholic males	14
Roman Catholic females	35
Unknown males	2
Unknown females	4
Total	61



Gerard Campbell
Accounting Officer
17 June 2020

PERFORMANCE ANALYSIS REPORT

The CCMS 2019/20 Business Plan was based on six corporate goals set by DE. The 38 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.

There were 38 DE approved targets in the 2019/20 Business Plan. This Business Plan is currently being evaluated by the Department of Education.

One of targets related to our own ambition to update the Corporate Communication and Information strategies which was not progressed due to financial constraints. The target relating to our statutory duties in respect of community planning was not achieved. Whilst CCMS has been involved in significant engagement with Community Planning Partnerships (CPPs) in 2019/2020, including delivering an area planning briefing, jointly with Education Authority (EA) and DE colleagues, to eight of the 11 CPPs, it remains a resource challenge to engage with all structures and sub-groups across the 11 Local Government Districts. CCMS continues to review the resourcing required to fulfil these duties.

CCMS continues to work with DE and EA colleagues to develop new and innovative strategies that will eventually reduce the level of teacher sickness absence in the Catholic maintained sector. Whilst final figures have yet to be confirmed, trends appear to indicate that despite the considerable and concerted focus that has been placed on this target, teacher absences will not have been reduced over the course of the 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 the many challenging conditions brought about by competing priorities for limited public finances, and latterly by the impact of Covid-19, will continue for the immediate

future. CCMS will, however, continue to work with the DE and other partners 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. CCMS continues positive action to improve substantiality such as 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. During the Covid-19 pandemic, CCMS, like other organisations across the public sector and beyond, facilitated staff to work remotely to support business continuity.

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

With regards to the Covid-19 pandemic which impacted CCMS towards the end of March 2020, the organisation was able to support staff in working remotely from home. As the pandemic has developed throughout the first quarter of the 2020/21 financial year, staff continue to be supported in working remotely where possible. CCMS will continue to review the impact of Covid-19 upon its operations and will work towards a return to business normality in accordance with public health guidance.

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 self-evaluating their arrangements for safeguarding using the Education Training Inspectorate (ETI) Safeguarding pro forma as guidance. Education Advisers, as members of the steering group, have contributed to the development of Transgender Guidance for Schools and Youth Service. CCMS officers have also contributed to the ongoing review of guidance on suspensions and expulsions. Three Senior Education Advisers have been involved in Trauma Informed Practice/Be the Change leadership training.

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* to 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 61% the sector is performing 6.1% better than controlled non-grammar and 1.2% better than all non-grammar schools.

Year 12 pupils achieving 5+ GCSEs grades A* to C (including equivalents) 2012/13, 2013/14, 2014/15, 2015/16, 2016/17, 2018/19

		Controlled non-grammar schools	Catholic maintained schools	All non-grammar schools
% year 12 pupils achieving 5+ GCSE A* to C (inc. 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
	2018/19	74.2	83.6	79.7

Year 12 pupils achieving 5+ GCSEs grades A* to C including English and Maths 2012/13, 2013/14, 2014/15, 2015/16, 2016/17, 2017/18, 2018/19

		Controlled non-grammar schools	Catholic maintained schools	All non-grammar schools
% year 12 pupils achieving 5+ GCSE A* to 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
	2018/19	47.9	60.1	54.9

Year 12 pupils entitled to FSM achieving 5+ GCSEs grades A* to C (including equivalents) 2012/13, 2013/14, 2014/15, 2015/16, 2016/17, 2018/19

		Controlled non-grammar schools	Catholic maintained schools	All non-grammar schools
% year 12 pupils entitled to FSM achieving 5+ GCSE A* to C (inc. 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	71.2	66.1
	2017/18	65.7	73.4	70.2
	2018/19	67.5	78.7	74.4

Pupils in the final year of an A-level achieving 3+ A-levels grades A* to C (including equivalents) 2012/13, 2013/14, 2014/15, 2015/16, 2016/17, 2017/18, 2018/19

		Controlled non-grammar schools	Catholic maintained schools	All non-grammar schools
% of pupils achieving 3+ A-levels A* to C (inc. 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
	2018/19	53.4	61.0	58.8

The number of pupils achieving 2 A* to E grades at A level has improved slightly for the first time in 5 years to 97%, slightly above the Northern Ireland average but 1.3% lower than pupils attending non-grammar controlled schools.

Pupils in the final year of an A-level achieving 2+ A-levels grades A* to E (including equivalents) 2012/13, 2013/14, 2014/15, 2015/16, 2016/17, 2018/19

		Controlled non-grammar schools	Catholic maintained schools	All non-grammar schools
% of pupils achieving A-level 2+ A-levels grades A* to E (inc. 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
	2018/19	96.0	97.0	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 officers supported four schools in the Formal Intervention Process. During the period two of these schools had their follow-up inspections. One of the schools has demonstrated improvement having moved at least one grade. One school did not co-operate fully with the inspection process and remains ungraded.

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

Inspection Outcomes 1 April 2019 to 31 March 2020

	Conclusion 1	Conclusion 2	Conclusion 3	Conclusion 4	Ungraded (due to strike action)
Nursery School (Pre-school)	0	0	0	0	0
Nursery School Follow Up	0	1	0	0	1
Nursery Unit	0	0	0	0	12
Primary (two days)	0	0	0	0	4
Primary (three days)	0	0	0	0	10
Primary (four days)	0	0	0	0	21
Primary Follow Up	0	2	0	0	1
Post Primary	0	0	0	0	3
Post Primary Follow Up	0	0	0	0	0
Special Inspection	0	0	0	0	0
TOTAL	0	3	0	0	52

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 2019 to 31 March 2020

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

Baseline Monitoring Inspections (for new schools) April 2019 to March 2020

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

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 2019 to 31 March 2020

	Conclusion 1	Conclusion 2	Conclusion 3	Conclusion 4	Ungraded (due to Strike action)
Primary	1	0	0	0	47
Post Primary	0	0	0	0	7
TOTAL	1	0	0	0	54

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.
Or
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 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.

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, and has completed a report which will be presented to Council in the autumn of 2020. CCMS Advisers worked with colleagues from EA and ETI to review current guidance on School Development Planning.

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 DE Entitlement Framework (EF), an action plan is in place to address this issue.

Analysis of Compliance with DE Entitlement Framework 2019/20

SUMMARY OF ANALYSIS	No. of Schools	% of Schools
Total schools included in analysis 19/20 <u>Excludes</u> Special Schools and Junior High Schools	56	100%
Total schools FULLY compliant 19/20 Includes schools with no 6th form provision.	46	82%
Total schools NOT compliant 19/20 Includes schools with no 6th form provision.	10	18%
Schools KS4 compliant 19/20 Includes schools with no 6th form provision.	54	96%
Schools NOT KS4 compliant 19/20 Includes schools with no 6th form provision	2	4%
Schools post-16 compliant 19/20 <u>Excludes</u> schools with no 6th form provision (11)	37	82%
Schools NOT post-16 compliant 19/20	8	18%

Analysis of Reasons for schools not being Compliance with DE Entitlement Framework 2019/20

SUMMARY OF REASONS	No. of Schools	% of Schools
KS4 insufficient applied courses	0	0%
KS4 insufficient general courses	0	0%
KS4 insufficient course count	2	4%
Post-16 insufficient applied courses <u>Excludes</u> schools with no 6th form provision (11)	1	2%
Post-16 insufficient general courses <u>Excludes</u> schools with no 6th form provision (11)	4	9%
Post-16 insufficient course count <u>Excludes</u> schools with no 6th form provision (11)	5	11%

A number of 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 Joseph's College, Coleraine, closed on 31 August 2019.
- St Mary's High School, Brollagh, has a proposal for closure on 31 August 2020. Currently CCMS officers are working with the school and the school leadership team 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 amalgamated 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. Extensive work has been done with the schools in Enniskillen, Irvinestown and Brollagh to improve collaboration and the curriculum offer to the pupils.
- 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.

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 result in improving pupil outcomes. CCMS continued to challenge schools on the performance of Free School Meals (FSM), Looked After Children (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.

DEVELOPING THE EDUCATION WORKFORCE

Sadly this year there were a number of critical incidents involving the deaths of 17 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 does not yet have the end of year assessment that would allow a determination of whether that target has been achieved. However, whilst final figures have yet to be confirmed, early indications are that teacher absences will not have been reduced over the course of the year. This is disappointing given the considerable and concerted focus that has been placed on this target.

In addition to active participation in the DE led Regional Strategy on absence management, CCMS will continue to develop new and innovative strategies that will eventually reduce the level of teacher sickness absence in the Catholic maintained sector. Such strategies are focused on the small number of schools where absence rates have been consistently high and on the group of teachers who exhibit consistently high absence patterns, sometimes over many years. CCMS officers continue to highlight the importance of this issue with school management at every opportunity.

Better and timelier 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.

Over the year, there were 16 ill-health retirement cases. Again this year a significant number were for reasons of stress/anxiety/depression related illnesses. Over this financial year 330 teachers were referred to the occupational health services.

In response to consistent themes emerging from engagements with schools and Trade Union partners, CCMS has developed a pilot scheme to examine the potential for moving teachers from school to school within the system. This pilot will examine whether and how teachers might move within the Catholic maintained sector; to better facilitate home to school travel arrangements, to suit family or other caring commitments, to provide other professional experience, to access a wider range of management progression and other career development opportunities, to resolve relationship difficulties; or more simply, to allow teachers to explore new challenges. CCMS has been surprised by the interest in the scheme from both schools and individual teachers and to date close to 200 teachers have registered an interest in the scheme. Initially, such a scheme might be used to facilitate transfers of teachers on a 'head to head' basis.

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. 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.

CCMS continued to manage the Performance Review and Staff Development (PRSD) Scheme for all Catholic maintained schools. 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 6,331.4 (FTE) 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 2019/20

Principal, Vice Principal and Teacher Appointments

	Primary	Post Primary	Total
Principal	28	3	31
Vice Principal	22	13	35
Teacher	154	194	348
Total	204	210	414

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.

Redundancy figures in Catholic Maintained Sector 2019/20

Diocese	Voluntary	Transfer	Total Redundancies
Primary	18	10	28
Post-Primary	20	8	28
Total	38	18	56

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 – Placed on hold pending High Court Proceedings for Personal Injury
Age/Sex Discrimination	3 rd 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 had issued Appeal proceedings, and claim was upheld on a procedural issue relating to the Tribunal outcome. Substantive discrimination allegations not upheld.
Constructive Dismissal	January 2019	Ongoing/ on hold due to PSNI proceedings.
Disability Discrimination/Trade Union Detriment	August 2018	Ongoing / on hold due to the Applicant ill health
Unfair Dismissal; Sex Discrimination; Fixed Term Regulations	November 2018	Withdrawn May 2019
Disability Discrimination	December 2018	Withdrawn March 2019
Sex Discrimination	March 2019	Withdrawn April 2020
Breach of Contract/High Court	January 2019	Ongoing
Unfair Dismissal/Redundancy/Sex Discrimination	Oct & Nov 2019	Settlement Negotiations at advanced stage.
Age Discrimination/Redundancy Payment	February 2020	No date for Tribunal

Judicial Reviews

2 Applications for Leave	Ongoing
1 Application for Leave	Denied
1 Application for Leave	Agreement reached before Hearing
9 Preaction Correspondence During 19/20	All closed without application for leave
Special Educational Needs and Disability Tribunal (SENDIST)	Agreement reaching at Hearing
2 Special Educational Needs and Disability Tribunal (SENDIST) applications	Date postponed due to COV19

IMPROVING THE LEARNING ENVIRONMENT

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

CCMS' work continued to involve significant progress in relation to strategic area planning aimed at delivering DE's Sustainable Schools Policy (2009) and in so doing increasing access to the curriculum for learners. CCMS' multi-disciplinary approach monitors the curricular provision and sustainability of all Catholic maintained schools to support prioritisation of schools for inclusion in the annual action plan. CCMS contributed fully to the production of the 2019/2021 Action Plan published June 2019 - with an additional year added to allow a two-year final 'year' cycle for the current Providing Pathways Strategy.

Emphasis in the 2019/20 period continued to reflect Departmental priorities in respect of small schools, as 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 relating to April 2019/March 2020. 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.

Whilst progress continues to be made, the pace of change is impacted by limited resources. CCMS has worked jointly with EA colleagues on a number of Transformation Programme (TP) projects, funded by the Department of Education, to increase the pace of area planning. However, 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, school enhancement schemes and capital projects are aligned with and support area planning priorities.

Development Proposals

Development proposals were published in relation to the following:

- closure of Tír na nÓg Primary School (TP);
- decrease in enrolment numbers for Chapel Road Primary School;
- closure of St MacNissius' Primary School, Tannaghmore;
- increase in admission and enrolment numbers for St Colmcille's Primary School, Carrickmore (TP);
- closure of St Mary's High School, Brollagh;
- closure of Ballyhackett Primary School (TP);
- increase in admissions and enrolment numbers for St Mary's Primary School, Banbridge (TP);
- closure of Barnish Primary School (TP); and,
- closure of Seaview Primary School (TP).

In addition, a further two development proposals were submitted to the EA for publication:

- amalgamation of St Patrick's Voluntary Grammar School, St Mary's College and De La Salle College and opening of a new co-educational voluntary grammar school in Downpatrick; and
- introduction of Key Stage 4 in St John the Baptist's College, Portadown.

The Permanent Secretary's/Minister for Education's approval was given for five development proposals in relation to:

- closure of Tír na nÓg P Primary School S (TP);
- decrease in enrolment numbers for Chapel Road Primary School;
- decrease in admissions and enrolment numbers for Holy Trinity Primary School, Enniskillen;
- closure of St MacNissius' Primary School, Tannaghmore; and
- increase in admission and enrolment numbers for St Colmcille's Primary School, Carrickmore (TP).

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

- a reduction in admission and enrolment numbers for St Mary's Primary School, Newtownbutler;
- closure of St Mary's Primary School, Saintfield (TP);
- closure of St Eugene's Primary School, Tircur (TP); and
- closure of St Anne's Primary School, Donaghadee (TP).

Pre-publication consultation was due to take place in March 2020, prior to all non-essential business being halted due to the impact of Covid-19, in respect of:

- closure of Drumduff Primary School (TP);
- closure of St Malachy's Primary School, Drummullan; and
- closure of St Joseph's PS, Killough.

Pre-publication consultation has been approved by CCMS Education Provision Committee for the establishment of autism specialist classes/learning support classes in Cross and Passion College, Ballycastle (TP), Holy Evangelists' Primary School, Belfast (TP) and Downpatrick post-primary schools.

Options development work

CCMS has been engaged with trustees, chairs of boards of governors and principals of schools exploring options for future provision in a number of areas. These include options development work regarding:

- primary provision in North Belfast (Ardoyne/Oldpark area); and
- post-primary provision in Co. Fermanagh; Newry/South Armagh; and Portaferry.

Option appraisals in regard to projects on the Action Plan led to decisions not to pursue consultations this year on proposals for increases in enrolment numbers for primary schools in South Belfast/Carryduff; Ballymena; and Dungannon.

A number of cross-sectoral area options have been analysed with the EA for: Granemore/Clady/Foley; Omagh; Carnlough/Glenarm and South Belfast/Carryduff.

Major Works

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

- Holy Evangelists' Primary School, Twinbrook;
- St Patrick's Primary School, Belfast;

- Lismore Comprehensive, Lurgan;
- St Joseph's High School, Crossmaglen;
- Our Lady of Fatima Primary School, Slaughtmanus;
- Mary Queen of Peace Primary School, Glenravel;
- St Joseph's and St James' Primary School, Poyntzpass;
- St Killian's College, Carnlough;
- St Vincent de Paul Primary School, Belfast;
- St Columban's Primary School, Lower Mourne;
- St Peter's Primary School, Dungannon;
- St Malachy's Primary School, Armagh;
- Edendork Primary School, Dungannon;
- Holy Trinity College, Cookstown; and
- St Ronan's College, Lurgan.

In 2019/20 CCMS continued to use Associates to support officers whilst developing a partnership role with the EA who provide the Project Sponsor role on a number of schemes. Following CCMS engagement with DE in its review of governance for major capital projects it was agreed the primary role of CCMS in major capital schemes was supporting the trustees in their role as Senior Responsible Officer (SRO).

CCMS responded to the DE Capital Call in October 2019 providing a list of Catholic maintained schools for consideration for a potential 2020 capital call. Each school will be surveyed and assessed in line with the DE Protocol for Selection of Major Works Projects to Proceed in Planning Financial Year 2019/20 prior to a decision being made as to which schools will be progressed for investment.

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 Catholic maintained schools are underway.

- Ballycastle
- Limavady
- Moy
- Duneane/Moneynick
- Brookeborough

In respect of Strule, CCMS sits on the Programme Board and three Project Boards and also participates in a number of associated working groups.

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. The successful applications formed a list which was used to progress a series of tranches of schools for investment in 2018/19 and 2019/20.

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

- Chapel Road Primary School, Derry;
- Holy Rosary Primary School, Belfast;
- Presentation Primary School Portadown;
- Our Lady of Lourdes Primary School, Belfast;
- St John's Primary School, Kingsisland;
- St Mary's Primary School, Barr;
- St Kevin's College, Lisnaskea;
- St Mary's Primary School, Cloughcor; and
- 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:

- St Bride's Primary School, Belfast;
- St Joseph's Primary School, Holland Drive, Belfast;
- St Mary's Primary School, Newtownbutler;
- St Patrick's & St Brigid's Primary School, Claudy; and
- St Columbanus' College, Bangor.

CCMS officers are working with DE and supporting trustees and schools on each of these projects.

In January 2020, a further five successful applications from Catholic maintained schools were announced for investment:

- St Patricks College, Maghera;
- Holy Child Primary School, Derry;
- St John the Baptist Primary School, Belfast;
- St Kieran's Primary School, Belfast; and
- St Paul's Primary School, Mica Drive.

It is anticipated that these schemes will be scoped by the end of September 2020, which will determine the overall estimated cost and progression of the projects.

Minor Works

Minor Works applications 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 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 to the Department for temporary variations relating to Catholic maintained schools.

Resetting Pilot

CCMS has supported the DE in the formulation, implementation and review of the Resetting School Approved Admissions and Enrolment Numbers Pilot as part of work to remove barriers to the area planning process. The exercise was to develop, test and agree a process to facilitate permanent reductions to a school's approved admissions and enrolment numbers without the need for a Development Proposal (DP). The following proposals were approved:

- a reduction in enrolment and admissions in St Oliver Plunkett PS, Belfast;
- a reduction in enrolment and admissions in St Peter's PS, Belfast;
- a reduction in enrolment and admissions in St Paul's PS, Belfast;
- a reduction in enrolment and admissions in Nazareth House PS, Derry;
- a reduction in enrolment and admissions in St Paul's PS, Irvinestown;
- a reduction in enrolment and admissions in Longtower PS, Derry;
- a reduction in enrolment and admissions in St Anthony's PS, Larne;
- a reduction in enrolment and admissions in St Malachy's PS, Coleraine; and
- a reduction in enrolment and admissions in St Mary's PS, Portaferry.

DELIVERING HIGH QUALITY EDUCATION SERVICES

The period of this Business Plan continued to be challenging for all staff in CCMS. However, CCMS is pleased to report that once again, it 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:

	% paid within 30 days	% paid within 10 days
Quarter 1	100	84.6
Quarter 2	100	89.5
Quarter 3	100	72.9
Quarter 4	100	99.4
Total/Average	100	86.6

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.



Gerard Campbell
Accounting Officer

17 June 2020

Date

CORPORATE GOVERNANCE REPORT

Constitution of Council

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

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

Procedures for the Appointment and Induction of Members

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. Arrangements are also made to keep members trained on good practice in recruitment and selection. Members are generally restricted to two terms of office or a maximum of 10 years.

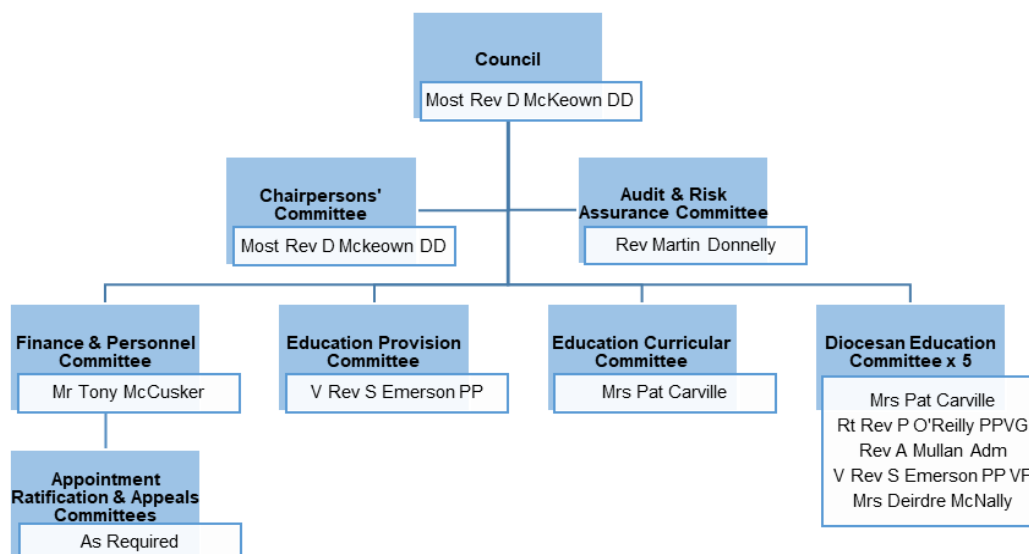
Membership

Council was reconstituted on 01 November 2019 meaning that there was a change of membership during the course of the year. At 31 October 2019 there was a complement of 29 serving members from the possible complement of 32. At 31 March 2020 there was a complement of 24 members with proposals to fill the remaining 12 seats being advanced currently.

The Council is chaired by Most Rev D McKeown DD and during the year its membership was reconstituted insofar as could be the case whilst there was no Minister; throughout this period the Council remained quorate. In November 2019 the Trustees appointed 20 members whilst the Department extended for one further year the term of four of its eight appointees. Arrangements are now underway to appoint the four parent and four teacher representatives. Currently 24, out of a possible 36, Council members oversee and authorise the strategic and operational policies and procedures of CCMS. They also take an overview of the work undertaken by the other sub-committees.

During the period 31 October 2019 to 4 December 2019 Governance was managed through the Chair of Council and the Chairs of the four Council Committees; effectively, the Chairpersons' Committee. This arrangement was short lived and provided for a level of governance, accountability and decision making to support officers throughout the period of reconstitution.

Committee Structure



New Chairs were appointed following reconstitution in November 2019.

Roles 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:

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.

Chairpersons' Committee

The Chairpersons' Committee comprises the Chair and Vice-Chair of Council along with the Chair 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 school provision matches area needs.

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 all financial resources and the application of HR policies.

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 Committees

The Recruitment, Ratification and Appeals Committees quality assure the application of recruitment and selection schemes by Boards of Governors. They will also consider any appeals in relation to maladministration of the schemes.

Register of Interests

A Register of Interests of all Council members and officers is held by CCMS and is available on request. During the year this was augmented with new policies on the Declaration of Interests and on a Code of Conduct in Public Office.

Council Members: 1 April 2019 – 31 October 2019 (29 members from 36 seats)

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 Adm, 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 Anne Scott, Retired Principal, St Patrick's College, Maghera

Mrs Deirdre McNally, Retired Principal St Mary's Junior High School, Lurgan

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

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

Teacher Representatives

Ms Petronilla O'Connor

Ms Clare Sloan

Mr Stephen Austin

Council Members: 1 November 2019 – 31 March 2020 (24 members from 36 seats)

Trustee Representatives

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

Dame Geraldine Keegan, DBE, Retired Principal St Mary's College, Derry

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

Mrs Pat Carville, OBE, Retired Principal St Patrick's College, Dungannon (*Vice Chair of Council*)

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

Rev Aidan Mullan Adm, Longtower Parish

Mr Tony McCusker, Retired Civil Servant

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

Mr Pat McCartan, Chair of BOG, St Columbanus' College, Bangor (*Member Audit and Risk Assurance Committee*)

Rev Dr Paul Farren, Senior Tutor, St Mary's University College

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

Mrs Anne Scott, Retired Principal St Patrick's College, Maghera (*Chair Audit and Risk Assurance Committee*)

Mrs Martha Smyth, Retired Principal of St Fanchea's College, Enniskillen

Dr Bob Cummings, Dominican Education Trustee Representative and former Principal, Dominican College, Portstewart

Very Rev Timothy Bartlett PP, St Mary's Parish

Very Rev Lawrence Boyle PP VF, Cookstown Parish

Most Rev Michael Router DD, Auxiliary Bishop of Armagh

Mrs Catherine O'Neill, Retired Teacher (*Member Audit and Risk Assurance Committee*)

Mrs Deirdre McNally, Retired Principal St Mary's Junior High School, Lurgan

Very Rev Gerard Alwill PP VF, Derrylin Parish

DE REPRESENTATIVES

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

Mr Hugh Cox, retired Student Union Administrator

Mrs Donna O'Connor, Head of Organisational Development, Northern Ireland Fire Service (*Member Audit and Risk Assurance Committee*)

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

EXECUTIVE ORGANISATION

Senior Leadership Team

Mr Gerard Campbell is the Chief Executive (CEO) 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 Base

CCMS is based in Lisburn, with the majority of staff located there since 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 and is scheduled to be reviewed and updated in 2020.

Complaints

Two complaints were received during the 2019/20 year relating to employment matters. These were handled in accordance with the Council's policy for handling complaints.

A further complaint was made from a school's Board of Governors. The complaint was not upheld.

Following the conclusion of one of the 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. One complaint is still outstanding.

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 £12,425 for 2019/20 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.



Gerard Campbell
Accounting Officer

17 June 2020

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.



Gerard Campbell
Accounting Officer

17 June 2020

Date

GOVERNANCE STATEMENT FOR THE YEAR TO 31 MARCH 2020

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 449 nursery, primary and post-primary schools with 6,331.4 (FTE) teachers providing for 123,352 young people¹. 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 2019/20 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.

¹ Figures reported on 31 October 2019

THE COUNCIL

Members of Council formulate, in consultation with the Senior Leadership Team, and oversee the development of Council policy. Council members, approve and monitor the CCMS Business Plan, and oversee accountability arrangements for officers. Council leads 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, the planning and development of the schools' estate.

The work and vision of Council's 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.

The Council is chaired by Most Rev D McKeown DD and during the year its membership was reconstituted insofar as could be the case whilst there was no Minister; throughout this period the Council remained quorate. In November 2019 the Trustees appointed 20 members whilst the Department extended for one further year the term of four of its eight appointees. Arrangements are now underway to appoint the four parent and four teacher representatives. Currently 24, out of a possible 36, Council members oversee and authorise the strategic and operational policies and procedures of CCMS. They also take an overview of the work undertaken by the other sub-committees.

During the period 31 October 2019 to 4 December 2019 Governance was managed through the Chair of Council and the Chairs of the four Council Committees; effectively, the Chairpersons' Committee. This arrangement was short lived and provided for a level of governance, accountability and decision making to support officers throughout the period of reconstitution.

Over the financial year the Council met on five occasions. In line with best practice, the Council conducted a review and evaluation of the effectiveness of its constitution and membership during the year. This process proved useful in that it identified the many strengths of the individual members, the findings of which were then used to inform the membership of the newly reconstituted Council and the membership of the internal Committees going forward.

There was a 58.14% attendance rate for the 'old' Council meetings and a 60.42% attendance rate for the 'new' Council meetings.

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

- approved and monitored the delivery of the Business Plan 2019/20;
- approved the Annual Report and Accounts 2018/19;
- approved, monitored and regularly reviewed the corporate risk register;
- supported the Department in taking forward the reconstitution of Council;

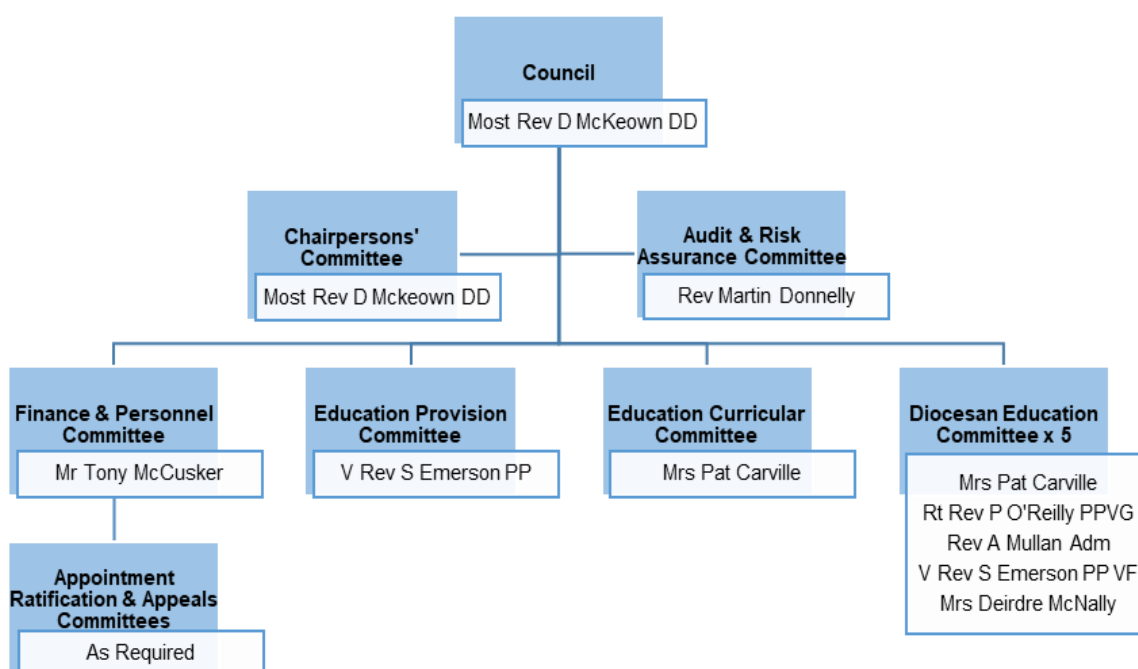
- reviewed and approved Terms of Reference for all Council Committees and DECs;
- participated in the development of an appropriate evaluation tool for the Annual Skills and Audit for Council and Committee members;
- considered and approved the Governance Statement; and,
- contributed to the early work on the development of a Corporate Plan 2020/2025.

In addition, the Council also:

- considered the impact on schools of the ongoing industrial action in relation to teachers' pay and workload;
- considered reports from officers in relation to the challenges presented in the effective management of schools' finances;
- considered the outcomes of any Inspection process for Catholic maintained schools;
- approved the extended Area Planning Action Plan 2019/21;
- considered reports in relation to DE's Transformation Programme;
- considered the issues of FETO and the Teachers Certificate in Religious Education;
- considered the potential impact of BREXIT on CCMS and Catholic maintained schools.

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.

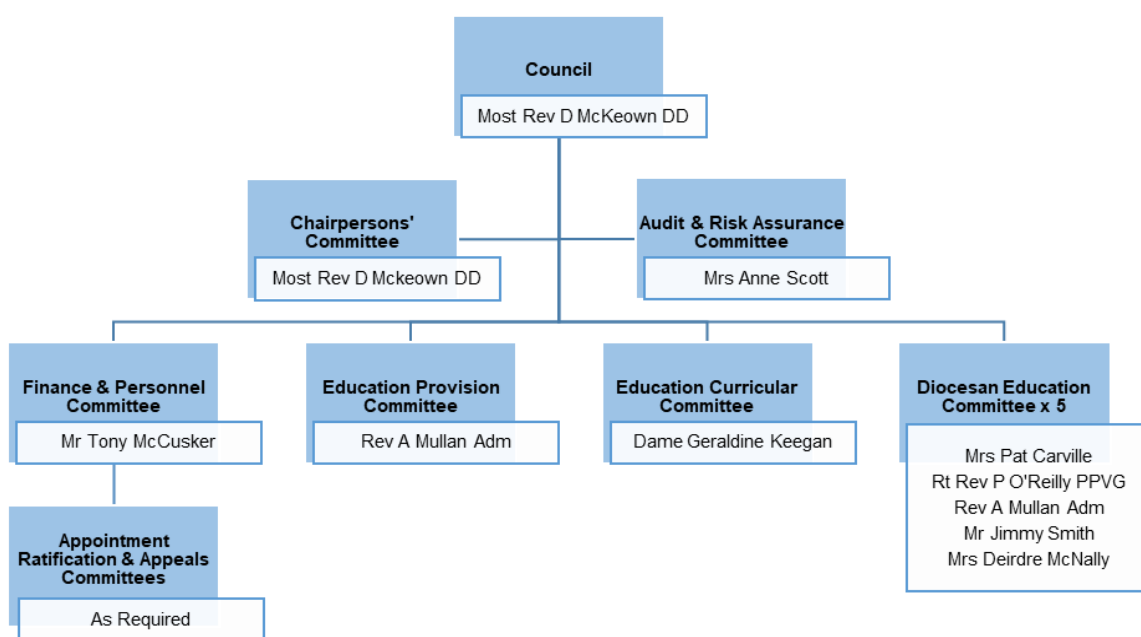
Council Membership and Attendance: 1 April 2019 – 31 October 2019



	Council Attendance 2019/20	Sub-Committee Attendance (N.B. Total possible attendance is shown in brackets)				
		Chairpersons'	Audit & Risk	Finance & Personnel	Education Provision	Education Curricular
Mr Stephen Austin	1 (3)			1 (2)		
Mrs Pat Carville, OBE	3 (3)	3 (3)				2 (2)
Ms Patricia Corrigan	2 (3)					1 (2)
Mr Hugh Cox	0 (3)			2 (2)		1 (2)
Very Rev Dean Kevin Donaghy PP VG	2 (3)				2 (3)	
Rev Martin Donnelly	2 (3)	2 (3)	2 (3)			
V Rev S Emerson PP VF	0 (3)	0 (3)			3 (3)	
Prof Peter Finn	1 (3)			0 (2)		
Rev Gerard Fox	3 (3)				1 (3)	
Dame Geraldine Keegan, DBE	3 (3)	3 (3)		2 (2)		
Most Rev Eamon Martin DD	1 (3)					
Rev A Mullan Adm	2 (3)				1 (3)	
Mrs Janice McCamley	2 (3)		2 (3)			1 (2)
Mr Pat McCartan CBE	2 (3)			2 (2)		
Mrs Ann McCorry	1 (3)		2 (3)			
Mr Tony McCusker	2 (3)	2 (3)		2 (2)		
Most Rev Donal McKeown DD	3 (3)	3 (3)				
Ms Aurla McLoughlin	0 (3)			0 (2)		
Mrs Deirdre McNally	2 (2)					
Mrs Maxine Murphy-Higgins	2 (3)		1 (3)			
Mrs Donna O'Connor	2 (3)					1 (2)
Ms Petronilla O'Connor	3 (3)					1 (2)
Rt Rev Mgr Peter O'Reilly PP VG	1 (3)				2 (3)	
Mr Anthony Rasdale	1 (3)		2 (3)			
Mrs Anne Scott	3 (3)					2 (2)
Ms Paula Sheils	2 (3)		2 (3)			
Ms Clare Sloan	1 (3)				0 (3)	
Mr Stanley Smith	1 (3)			2 (2)		
Sr Eithne Woulfe	2 (3)				3 (3)	

(Note – Mrs Deirdre McNally joined during the 2019/20 period)

Council Membership and Attendance: 1 November 2019 – 31 March 2020



	Council Attendance 2019/20	Sub-Committee Attendance (N.B. Total possible attendance is shown in brackets)				
		Chairpersons'	Audit & Risk	Finance & Personnel	Education Provision	Education Curricular
Very Rev Gerard Alwill PP VF	0 (2)		0 (0)			
Very Rev Timothy Bartlett PP	1 (2)			0 (1)		
Very Rev Laurence Boyle PP VF	0 (2)					0 (1)
Mrs Pat Carville, OBE	2 (2)	1 (1)		1 (1)	1 (1)	
Ms Patricia Corrigan	1 (2)					1 (1)
Mr Hugh Cox	1 (2)			1 (1)		
Dr Bob Cummings	1 (2)					0 (1)
Very Rev Dean Kevin Donaghy PP VG	1 (2)					0 (1)
Rev Dr Paul Fleming	0 (2)			0 (1)		
Rev Gerard Fox	2 (2)				1 (1)	
Dame Geraldine Keegan, DBE	2 (2)	1 (1)				1 (1)
Mr Pat McCartan, CBE	1 (2)		0 (0)		1 (1)	
Mr Tony McCusker	2 (2)	1 (1)		1 (1)		
Most Rev Donal McKeown DD	2 (2)	1 (1)				
Mrs Deirdre McNally	2 (2)				1 (1)	
Rev A Mullan Adm	1 (2)	0 (1)			1 (1)	
Mrs Maxine Murphy-Higgins	1 (2)		0 (0)			
Mrs Donna O'Connor	1 (2)		0 (0)			
Mrs Catherine O'Neill	2 (2)		0 (0)			1 (1)
Rt Rev Peter O'Reilly PP VG	2 (2)				0 (1)	
Most Rev Michael Router DD	1 (2)					
Mrs Anne Scott	2 (2)	1 (1)	0 (0)			
Mrs Martha Smyth	1 (2)					1 (1)
Sr Eithne Woulfe	0 (2)				0 (1)	
DE Representative x 4	Vacancy x 4					
Parent Representative x 4	Vacancy x 4					
Teacher Representative x 4	Vacancy x 4					

The Chairpersons' Committee

The Chairpersons' Committee comprises the Chair and Vice-Chair of Council along with the Chair 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 four occasions. There was a 72.22% attendance rate for the 'old' committee meetings and an 83.33% attendance rate for the 'new' committee 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;
- 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;
- External Audit Strategy;
- Internal Audit Programme and Strategy;
- Follow Up on internal and external audit recommendations;
- Report to those Charged with Governance;
- Mid-year Governance Statement;
- Conflicts of Interest.

The Audit and Risk Assurance Committee also:

- scrutinised and approved the Annual Accounts for the period ended 31 March 2019;
- scrutinised and approved the Internal Audit Report 2019/20;
- considered and monitored delivery of the Business Plan for 2019/20;
- approved the internal audit programme for 2019/20;
- reviewed the draft NIAO Audit Strategy for 2019/20;
- approved and monitored the Internal Audit Strategy 2019/20;
- reviewed the Governance and Accountability Arrangements – Arm's Length Bodies;
- reviewed the Annual Skills Audit of Board and Committee Members;
- commissioned the development of policy for officers who work from home;
- approved the Report to Those Charged with Governance 2018/19;
- approved the Mid-Year Governance Statement 2019/20;
- reviewed governor training;
- examined a range of issues relating to governance in Catholic maintained schools;
- contributed to the development of a draft Corporate Plan 2020/2025;

- reviewed the CCMS Delegation of Functions;
- reviewed the arrangements for the management of Private School Funds within the Catholic maintained sector;
- reviewed CCMS Internal Audit Processes; and
- reviewed the Scheme of Management for DECs.

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

1 April 2019 – 31 October 2019	1 November 2019 – 31 March 2020
Rev M Donnelly (Chair)	Mrs A Scott (Chair)
Mr A Rasdale (Vice-Chair)	Very Rev G Alwill PP
Mrs A McCorry	Mr P McCartan
Mrs J McCamley	Mrs M Murphy-Higgins
Ms M Murphy-Higgins	Mrs D O'Connor
Ms P Sheils	Mrs C O'Neill

There was a 61.11% attendance rate for the 'old' ARAC meetings and the 'new' committee was unable to meet.

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 provided a detailed challenge and scrutiny of the organisation's progress on the following:

- CCMS' Management Statement and Financial Memorandum;
- approval of the Annual Accounts 2018/19;
- approved the CCMS Business Plan 2019/20;
- financial and performance management issues, including reviewing the operational budget plan for 2019/20 presented to DE and approving a response to DE on a proposed Budget Scoping Exercise;
- ratified teaching and core staff appointments and promotion outcomes including the Annual Report to Council on Appointment and Redundancies 2019/20;
- rationalised the school estate from a financial perspective;
- reviewed Test Drill Findings and Recommendations – Business Cases and Project Evaluations;
- reviewed the pilot exercise for the Recruitment Selection of School Leaders;
- reviewed and contributed to the development of a draft Corporate Plan 2020/2025;
- reviewed the Annual Report on Appointments and Redundancies 2018/19;
- reviewed the CEO and directors' performance reviews and salaries;
- contributed to the development of a policy to enable a more flexible deployment of teachers;
- reviewed changes to the Travel and Subsistence Expenses Policy;
- reviewed CCMS' Statutory Equality Duties;
- contributed to the arrangements for the reconstitution of Council;
- received updates on industrial action in schools;

- monitored a range of issues impacting upon Catholic maintained schools;
- provided 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 three occasions. The Committee had the following membership:

1 April 2019 – 31 October 2019

Mr T McCusker (Chair)

Mr S Smith (Vice-Chair)

Mr S Austin

Mr H Cox

Prof P Finn

Dame G Keegan

Mr P McCartan

Mrs A McLoughlin

1 November 2019 – 31 March 2020

Mr T McCusker (Chair)

Very Rev T Bartlett PP

Mrs P Carville

Mr H Cox

Dr Rev P Fleming

There was a 68.75% attendance rate for the 'old' FPC meetings and a 60.00% attendance rate for the 'new' 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.

Providing scrutiny and challenge to the work of officers the Education Curricular Committee:

- considered inspection matters;
- approved the CCMS Business Plan 2019/20 and monitored delivery against objectives;
- approved arrangements for the induction of First-Time Principals;
- scrutinized papers from the CCMS Workstreams;
- contributed to the development of a draft CCMS Corporate Plan 2020/2025;
- reviewed the Committee's Terms of Reference;
- reviewed Early Years Provision in Catholic maintained schools;
- reviewed SEN provision in Catholic maintained schools;
- reviewed Post-Primary Work within the Directorate;
- reviewed a presentation on Transgender Guidance;
- considered a risk analysis of schools;
- contributed to the delivery of the Shared Education Campus Programme; and
- reviewed the Education Directorate Action Plan 2019/20.

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

1 April 2019 – 31 October 2019

Mrs P Carville (Chair)

Mrs P Corrigan

Mr H Cox

Mrs J McCamley

1 November 2019 – 31 March 2020

Dame G Keegan DBE (Chair)

Very Rev L Boyle PP

Ms P Corrigan

Dr B Cummings

Ms A McLoughlin
Mrs D O'Connor
Ms P O'Connor
Mrs Anne Scott (joined June 2019)

Rt Rev Dean K Donaghy PP VG
Mrs C O'Neill
Mrs M Smyth

There was a 64.29% attendance rate for the 'old' ECC meetings and a 57.14% attendance rate for the 'new' 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 provided a detailed challenge and scrutiny of the organisation's progress on the following:

- issues regarding admission and enrolment numbers;
- Development Proposals;
- 2017/18, 2018/19 and 2019/20 Annual Action Plans;
- the delivery of the Shared Education Campus Programme;
- the School Enhancement Programme;
- the Minor Capital Works Programme;
- the Major Capital Works Programme;
- the submission to the Major Capital Call;
- PPP legacy issues; and
- delivery of the CCMS Business Plan 2019/20 against the agreed objectives.

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

1 April 2019 – 31 October 2019
Very Rev S Emerson PP VF (Chair)
Rev A Mullan PP (Vice Chair)
Very Rev K Donaghy
Rev G Fox
Rt Rev Mgr P O'Reilly PP VG
Mrs C Sloan
Sr E Woulfe

1 November 2019 – 31 March 2020
Rev A Mullan PP (Chair)
Mrs P Carville
Rev G Fox
Mr P McCartan
Mrs D McNally
Rt Rev Mgr P O'Reilly
Sr E Woulfe

There was a 57.14% attendance rate for the 'old' EPC meetings and a 71.43% attendance rate for the 'new' 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 and Training Inspectorate (ETI).

In the current financial year the existing Council members (highlighted below) were also members of DECs:

Armagh DEC

- Mrs P Carville
- Mrs A Scott

Clogher DEC

- Rt Rev P O'Reilly PP VG

Derry DEC

- Rev A Mullan, Adm

Down and Connor DEC

- Very Rev T Bartlett
- Mr H Cox
- Fr G Fox
- Mrs M Murphy-Higgins

Dromore DEC

- Mrs D McNally
- Ms D O'Connor

CCMS, like other education bodies, has faced significant and increasing challenges during 2019/20 largely related to the ongoing implementation of new organisational structures and meeting funding pressures within a constrained financial environment.

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.

Last year's Business Plan is currently being evaluated by the Department of Education and we are unable to show an evaluation of the targets.

ACCEPTABILITY OF DATA USED

Council and Committees are supported by the Senior Leadership Team (SLT) and appropriately experienced senior officers from within 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 2019/20 was impacted by the industrial action being taken by the five main teaching unions in Northern Ireland.

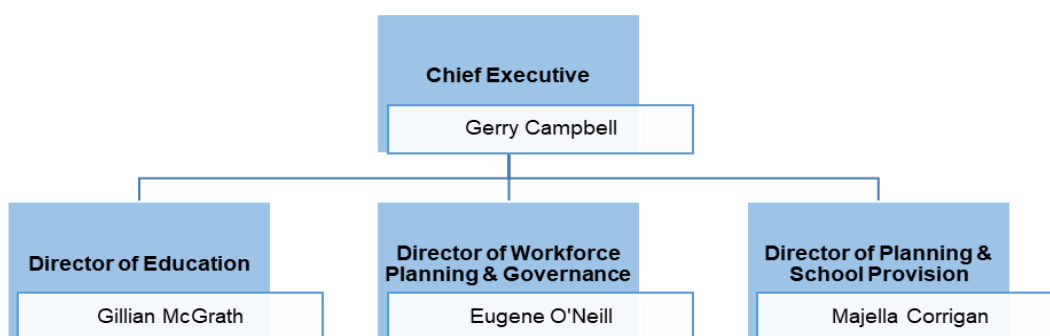
Committee members regularly seek clarification from officers on the information presented to them. It is the considered view of the Committees, on the basis of this on-going engagement, that the quality of data used by Council and its Committees is of an acceptable standard.

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’ 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 both recognised that ongoing monitoring and evaluation of members’ performance is good practice and essential for effective corporate governance. In this current year, Committee Chairs will have completed detailed reviews 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.

CCMS Senior Leadership Team



Revisions to the internal structuring and staffing of CCMS were all but completed during the year. 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 2019/20, Council proactively engaged with officers to initiate the development of a new Corporate Plan for the period 2020/2025. In January 2020, following the re-establishment of the devolved institutions in Northern Ireland and the appointment of a new Minister of Education, a decision was made to suspend progress in consulting on the draft corporate plan, awaiting further guidance from the Minister.

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 2020.

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 was one additional strategic risk identified for the year 2019/20 relating to safeguarding procedures, and there were amendments to the risk evaluation of some of the other strategic risks due primarily to the ongoing funding challenges, delays in the recruitment strategy and continuing industrial action by teachers' unions. The following strategic risks (inherent risk scores >12) have been highlighted by the Risk Group:

- *Risk 001: "Resources (particularly internal staffing resources) are not sufficient or appropriately deployed to ensure the delivery of strategic priorities and objectives within 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: "Improvements in educational standards and access to the full curriculum in Catholic maintained schools are not achieved".*

The pressure on this risk remained static during this financial year as the industrial action by 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 Pro forma. Schools reporting safeguarding issues are signposted to the Child Protection Support Services [CPSS] at all times. 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 2019. The Education team continues to work with the four schools remaining in the Formal Intervention Process. Two of the schools have engaged with the follow up inspection process with positive outcomes and the other two have not engaged with the follow up inspection process due to Action Short of Strike [ASOS]. CCMS also continues to work with DE and EA to develop planning school support and strategic interventions.

- *Risk 003: "Education provision is not planned and implemented resulting in failure to deliver desired educational outcomes".*

This risk was updated to encompass the planning of education provision. The pressure remained static as there are continuing challenges in terms of resources to

progress area planning priorities and the financial pressures in relation to capital investment in schools. CCMS officers participate in all area planning structures, working alongside education sector colleagues. The CCMS multi-disciplinary locality teams support the prioritisation of schools facing challenges in the provision of education in line with Department of Education policies and priorities. CCMS officers work closely with the Department of Education and the Education Authority to support schools in relation to the maintenance of and investment in the schools' estate.

- *Risk 004: "The DE target to reduce teacher absence levels is 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 strategies to ensure that attendance 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 005: "There are ineffective arrangements for managing major incidents or emergencies and/or there is a failure to monitor Catholic maintained schools' implementation of Health & Safety policies and procedures".*

The Senior Leadership Team reviews the Risk Register on a quarterly basis. This Risk was removed from the Corporate Risk Register in early 2020.

- *Risk 006: "Ineffective policies and procedures are in place to process, manage and protect CCMS's information from either accidental loss or malicious activities".*

CCMS continues to follow best practice and guidance and 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 organisational compliance with General Data Protection Regulation [GDPR], 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, and there remains great uncertainty over future funding streams. The requirement to fund pay and pension increases without an uplift on previous allocations has continued to stress the budget. The FPC continues to scrutinise budget plans incorporating different funding appraisals along with cost bases based upon different scenarios and has agreed a proposal to access the public sector transformation fund to release one Senior HR Officer in order to ensure a balanced budget. The Council will continue to liaise closely with DE in its decision making around staffing and service delivery.

- *Risk 008: "There is an ineffective framework to ensure the safety of children and young people and to ensure that all CCMS staff follow appropriate safeguarding procedures".*

CCMS Education Advisers encourage all schools to complete annually the ETI Safeguarding Proforma as part of their self-evaluation process. They have supported

schools, post inspection where areas of safeguarding policy or practice have required improvement. CCMS reviewed and updated the CCMS Safeguarding Policy in line with the DE guidance. Training for all staff on the policy and its implementation was planned and one session completed. A training session for the remainder of the staff had to be postponed due to the impact of Covid-19 but will be completed when appropriate.

CCMS continues to adopt a cautious risk appetite, ensuring that internal controls in place are proportional to the risk. As noted above, this loss of personnel and the ongoing issue of vacant posts have been identified in our Risk Register as a major risk to the quality of service delivery.

INFORMATION RISK AND COMPLIANCE WITH GDPR

During this last financial year 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 last exercise in 2018/19 the Finance department confirmed to the NFI that there were no data matches of concern to this organisation. The next exercise is due in 2020.

LAPSES OF SECURITY

There were no lapses of security during this financial period.

HEALTH AND SAFETY

It is a legal requirement that all places of work have a health and safety policy, which staff should be made aware of and adhere to. I am satisfied that a fit-for-purpose health and safety policy is in place and is reviewed regularly. I am also satisfied that the organisation has complied with all of its duties under health and safety legislation.

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 Chair and I meet regularly and I have continued to attend the ARAC by invitation as was recommended best practice. The ARAC Chair 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 Chair 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 2019/20 it was contracted to carry out 18 days operational work. The work was carried out in accordance with an Internal Audit Strategy Plan prioritised according to risk assessments. The audit plan was agreed by the ARAC as part of an agreed four year audit strategy.

The Audit Opinion was based on a three tiered system of opinion [Satisfactory – Limited – Unacceptable], in line with the Government Internal Audit Standards, which was devised in order to promote consistency across the public sector. On the basis of the review carried out it was the opinion of the Internal Auditors 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 to 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 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.

During the year the Northern Ireland Public Services Ombudsman opened an investigation arising from a wide ranging complaint made by the parent of a child in a Catholic maintained

primary school. Of particular concern to CCMS was the element of the complaint that showed that CCMS had failed to respond to several phone calls through which the parent had attempted to seek support and advice. CCMS accepts the findings and recommendations from NIPSO and has put in place measures to ensure that all officers appreciate the duty to respond to requests for advice. An appropriate apology will be issued to the parent in due course.

Following the United Kingdom's (UK) decision in 2016 to leave the European Union (EU), DE continued to be fully involved at both a strategic and operational level in the Northern Ireland Civil Service cross departmental European Union Future Relations Programme (EUFRP) led by the Executive Office. The UK officially left the EU on 31 January 2020 and 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 going forward.

Like all other public sector organisations, CCMS has been significantly impacted by the recent challenges as a result of Covid-19. Indeed, this challenge has impacted right across society at all levels and the out-workings of government's responses to this crisis will be felt across society for a considerable period of time. CCMS continues to operate business critical functions and is working in close co-operation with the Minister of Education, his senior officials, the Education Authority and other stakeholders in supporting schools and pupils through this most uncertain and challenging time.

CCMS operates at a time of highly 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

17 June 2020

Date of Signature

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
Mrs Pat Carville OBE	Vice-Chair of Council
Rev A. Mullan PP	Chair of EPC
Mr Tony McCusker	Chair of FPC
Dame G. Keegan DBE	Chair of ECC
Mrs Anne Scott	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.

SINGLE TOTAL FIGURE OF REMUNERATION (AUDITED)

	2019-2020				2018-2019			
	Salary Including Performance Related Pay (PRP) £000				Salary Including Performance Related Pay (PRP) £000			
Officers	Salary	PRP up to 2019/20	Pension Benefits to nearest £K	Total to nearest £K	Salary	PRP up to 2018/19	Pension Benefits to nearest £K	Total to nearest £K
Gerard Campbell Chief Executive	75 - 80	0 - 5	25	100 - 105	75 - 80	0 - 5	25	100 - 105
*Eve Bremner Director of Planning and School Provision	-	-	-	-	25 – 30 [FYE 50 – 55]	0 - 5	7	35 – 40 [FYE 60 – 65]
*Majella Corrigan Director of Planning and School Provision	55 - 60	0 - 5	18	75 - 80	0 – 5 [FYE 55 – 60]	-	-	0 – 5 [FYE 55 – 60]
**Gillian McGrath Director of Education	60 - 65	0 - 5	16	75 - 80	55 - 60	0 - 5	20	80 - 85
Eugene O'Neill Director of Workforce Planning and Governance	60 - 65	0 - 5	23	85 - 90	55 - 60	0 - 5	18	80 - 85

*Majella Corrigan joined on 13/03/19, Eve Bremner resigned on 30/09/18, ** Gillian McGrath left the scheme on 31/12/2019, therefore a pro rata has been applied to the real increase figure

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 2019/20 for each senior post holder are provided in the table above. These PRP accruals are for the 2019/20 financial year and refer to performances during the period 2018/19. No actual payments are made until approval has been received from the Department of Finance (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.

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.

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.

Pay Multiples disclosure (audited)		
Band of Highest Paid Director's Total Remuneration	75k – 80k	75k – 80k
Median Total Remuneration	34,788	34,106
Ratio	2.21	2.27
Range	17.3k – 76.7k	16.3k – 75.9k

PAY MULTIPLES

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.

The banded remuneration of the highest paid director in CCMS in the financial year 2019/20 was £75 - 80k. (2018-19, £75 - £80k) This was 2.21 times (2018-19, 2.27) the median remuneration of the workforce, which was £34,788 (2018-19, £34,106). Salary ranges were based upon NJC scale points 1 to 56.

PENSIONS OF SENIOR MANAGEMENT (AUDITED)

Officer	Total accrued pension at 31/3/20 and related lump sum (£k)	Real Increase in pension and related lump sum at 31/03/20 (£k)	CETV at 31/03/20 (nearest £k)	CETV at 31/03/19 (nearest £k)	Real increase in CETV (nearest £k)
Gerard Campbell Chief Executive	0 - 5 Lump Sum £0	0 - 2.5 Plus £0	48	28	13
Eugene O'Neill Director of Workforce Planning & Governance	25 - 30 Lump Sum 45 - 50	0 - 2.5 Plus (0 - 2.5)	539	499	26
Gillian McGrath Director of Education	0 - 5 Lump Sum 0	0 - 2.5 Plus £0	59	43	15
Majella Corrigan Director of Planning and School Provision	15 - 20 Lump Sum 35 - 40	0 - 2.5 Plus 0 - 2.5	302	274	27

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 '19 was 1.7%] 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. However, the real increase calculation uses common actuarial factors at the start and end of the period so that it disregards the effect of any changes in factors and focuses only on the increase that is funded by the employer

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 2019/20 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 1/49th 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.

Northern Ireland Teachers' Pension Scheme

The Teachers Superannuation Scheme is an unfunded, defined benefit scheme to which teachers and their employers contribute. Employee contributions for 2019/20 are variable, depending on salary, ranging from 7.4% to 11.7% of pensionable earnings. The GAD completed the valuation of the scheme as at 31 March 2016 which resulted in an increase in the employer contribution rate in April 2019 from 17.7% to 25.1% of the employee's pensionable salary. The Department determines the contribution rates for employees after a consultation exercise. The contribution partially fund payments made by the scheme, the balance of funding being provided by the Northern Ireland Assembly through the annual Supply Estimates process. Benefits accrue to new entrants (from 1 April 2007) at the rate of 1/60th 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 'fund value' after commutation.

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).

	2019/20	2018/19
	£	£
STAFF COSTS [Audited]		
STAFF COSTS COMPRISE		
Wages and Salaries	2,066,732	1,952,301
Voluntary Exit Scheme	90,671	202,130
Social Security Costs	219,546	205,018
Pension Costs	795,158	656,634
Reimbursement of Seconded Salaries	(30,313)	(37,812)
Agency Staff Costs	27,046	21,842
	3,168,840	3,000,113

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

AVERAGE NUMBER OF PERSONS EMPLOYED (Audited)	2019/20			2018/19		
	O	P	Total	O	P	Total
Average Number of whole time equivalent persons employed (including senior management) during the period was as follows:						
Management	0	31	31	0	31	31
Administration Staff	0	29	29	0	25	25
Manual Staff	0	0	0	0	0	0
Agency Staff	0	1	1	0	3	3
	0	61	61	0	59	59

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	19	28	9	18	27
Administration Staff	5	23	28	4	24	28
Manual Staff	0	0	0	0	0	0
Agency Staff	1	0	1	0	0	0
	17	44	61	15	44	59

CCMS Staff Absence

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Total working days	13,832	13,162	13,705	14,713	13,798	14,660
Number of days absence due to illness	581	383	542	336	611	716
Average number of days absence per employee	9.8	6.6	9.2	5.8	11.37	12.79
Percentage of working days lost due to illness	4.20%	2.91%	3.95%	2.28%	4.43% *	4.88%*

* 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%.

On an examination of the 19/20 figures, there were four staff members absent on long term illness. Excluding these individuals, the percentage of working days lost to illness would be 2.84%

Staff Policies and Other Employee Matters 2019/20

CCMS applied a number of policies throughout the 2019/20 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. Code of Conduct for CCMS Staff
8. Policy on the Declaration of Interests
9. Staffing Contingency Plan in response to Covid-19
10. 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 2019/20 financial year (2018/19: nil).

Off-Payroll Engagements

There were no 'off-payroll' engagements in place during the 2019/20 financial year (2018/19: nil).

Exit Packages (Audited)

Exit Package cost band	Number of compulsory redundancies	Number of other agreed departures	Total number of exit packages by cost band
£10,000 - £25,000	0 (0)	0 (1)	0 (1)
£25,000 - £50,000	0 (0)	0 (1)	0 (1)
£50,000 - £100,000	0 (0)	1 (0)	1 (0)
£100,000 - £150,000	0 (0)	0 (0)	0 (0)
£150,000 - £200,000	0 (0)	0 (1)	0 (1)
Total number exit packages by type	0 (0)	0 (3)	0 (3)
Total resource cost / £	0	90,773	90,773

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:

		2019/20 £	2018/19 £
Chairperson	Attendance Fees Taxable Benefits	4,878 0	4,878 0
Vice-Chair	Attendance Fees Taxable Benefits	Nil Nil	Nil Nil
Other Council Members	Attendance Fees Taxable Benefits	8,763 8,431	13,020 12,923
Totals		22,072	30,821

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

	2019/20	2018/19
	£000	£000
Total number of losses	Nil	Nil
Total value of losses (£000)	Nil	Nil
Details of losses over £300,000	Nil	Nil

Special Payments

There were no special payments for the period.

	2019/20	2018/19
	£000	£000
Total number of special payments	Nil	Nil
Total value of special payments (£000)	Nil	Nil
Details of special payments over £300,000	Nil	Nil

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.



Gerard Campbell
Accounting Officer

17 June 2020

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 2020 under Schedule 8 of the Education Reform (Northern Ireland) Order 1989. The financial statements comprise: the Statements of Comprehensive Net Expenditure, Financial Position, Cash Flows, 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 2020 and of the Council for Catholic Maintained Schools' net expenditure for the year then ended; and
- have been properly prepared in accordance with the 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.

Conclusions relating to going concern

I have nothing to report in respect of the following matters in relation to which the ISAs (UK) require me to report to you where:

- the Council for Catholic Maintained Schools' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Council for Catholic Maintained Schools have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Council for Catholic Maintained Schools' ability to continue to adopt the going concern basis.

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's 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. 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.

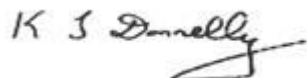
Matters on which I report by exception

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.



K J Donnelly
Comptroller and Auditor General
Northern Ireland Audit Office
106 University Street
Belfast
BT7 1EU

30 June 2020

FINANCIAL STATEMENTS

COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS

STATEMENT OF COMPREHENSIVE NET EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2020

		2019/20	2018/19
	Note	£	£
Expenditure			
Staff Costs	2	3,168,840	3,000,113
Other Operating Costs	3	851,662	983,559
Depreciation	5 / 6	57,919	50,522
Provision Expense	10	0	485,669
Total Expenditure		4,078,421	4,519,863
Income			
Other Income	4	(7,740)	0
Total Income		(7,740)	0
Net Expenditure before financing		4,070,681	4,519,863
Net Return on Pension Finance	2	132,000	136,000
Net Expenditure after Financing		4,202,681	4,655,863
Other Comprehensive Expenditure			
Actuarial (gain)/loss in respect of pension liability	2	(890,000)	(602,000)
Net loss on revaluation of Property Plant and Equipment		0	0
Net loss on revaluation of Intangibles		0	0
Total Comprehensive Expenditure for the year ended 31 March 2020		3,312,681	4,053,863

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

The notes on pages 77 - 94 form part of these Financial Statements.

COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS

STATEMENT OF FINANCIAL POSITION As at 31 March 2020

	Note	2019/20 £	2018/19 £
Non-current assets:			
Property, plant and equipment	5	49,245	86,778
Intangible Assets	6	1,805	0
		<u>51,050</u>	<u>86,778</u>
Current assets:			
Trade and other receivables	7	4,415	2,649
Cash and cash equivalents	8	128,609	333,738
Total current assets		<u>133,024</u>	<u>341,387</u>
Total Assets		<u>184,074</u>	<u>428,165</u>
Current liabilities:			
Trade and other payables	9	(240,521)	(614,262)
Provisions	10	0	0
Total current liabilities		<u>(240,521)</u>	<u>(614,262)</u>
Non-current assets plus/less net current assets /liabilities		<u>(56,447)</u>	<u>(186,097)</u>
Non-current liabilities			
Pension Liabilities	2	(5,305,000)	(5,219,000)
Provisions	10	0	(485,669)
Total non-current liabilities		<u>(5,305,000)</u>	<u>(5,704,669)</u>
Assets less liabilities		<u>(5,361,447)</u>	<u>(5,890,766)</u>
Taxpayers' Equity			
General Reserve		(5,361,447)	(5,890,766)
		<u>(5,361,447)</u>	<u>(5,890,766)</u>

The Financial Statements on pages 73 - 94 were approved on 17 June 2020 on behalf of the Council by

Chairperson, Bishop Donal McKeown _____

Date

Chief Executive, Gerard Campbell _____

Date

The notes on pages 77 - 94 form part of these Financial Statements.

COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2020

		2019/20	2018/19
	Note		
Cash flows from operating activities			
Net expenditure after financing		(4,202,681)	(4,655,863)
<u>Adjusted for:</u>			
Depreciation	5/6	57,919	50,522
Pension Costs	2	490,331	393,000
Provision Expense	10	0	485,669
(Increase)/Decrease in Trade and other receivables	7	(1,766)	13,389
Increase/(Decrease) in Trade and other payables	9	(373,741)	358,497
Net cash outflow from operating activities		<u>(4,029,938)</u>	<u>(3,354,786)</u>
Cash flows from investing activities			
Purchase of property, plant and equipment	5	(19,483)	(9,814)
Purchase of intangible assets	6	(2,708)	0
Net cash outflow from investing activities		<u>(22,191)</u>	<u>(9,814)</u>
Cash flows from financing activities			
Recurrent grants received		3,819,809	3,560,186
Capital grants received		22,191	9,814
Net financing		<u>3,842,000</u>	<u>3,570,000</u>
Net increase/(decrease) in cash and cash equivalents in the year		(210,129)	205,400
Cash and cash equivalents at 01 April 2019		338,738	133,338
Cash and cash equivalents at 31 March 2020		<u>128,609</u>	<u>338,738</u>

The notes on pages 77 - 94 form part of these Financial Statements.

COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS

STATEMENT OF CHANGES IN TAXPAYERS' EQUITY

FOR THE YEAR ENDED 31 MARCH 2020

	2019/20	2018/19	2017/18
	General Reserve	General Reserve	General Reserve
	£	£	£
Balance at 1 April 2019	(5,890,766)	(5,406,903)	(5,654,151)
Changes in Reserves:			
Net expenditure cost	(4,202,681)	(4,655,863)	(3,984,972)
Actuarial Gain/ (loss) in respect of pension liability	890,000	602,000	421,000
Recurrent funding from Sponsoring Department	3,819,809	3,560,186	3,643,620
Capital funding from Sponsoring Department	22,191	9,814	127,600
Capital contribution from PPS	0	0	40,000
Balance at 31 March 2020	<u>(5,361,447)</u>	<u>(5,890,766)</u>	<u>(5,406,903)</u>

The notes on pages 77 - 94 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 2019/20 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*

Property, plant and equipment assets comprise land, buildings, vehicles, Information Technology, plant and machinery, payments on account and assets under construction.

An item of property, plant and equipment is capitalised if:

- it is held for use in delivering services or for administrative purposes;
- it is probable that future economic benefits will flow to the organisation;
- it is expected to be used for more than one financial year;
- the cost of the item can be measured reliably;
- the item is computer equipment and has a cost of at least £200;
- the item is other than computer equipment and has a cost of at least £1,000; and
- the item is part of the initial furniture and equipment supplied to make a new or refurbished facility fully operational.

On initial recognition, items of property, plant and equipment are measured at cost including any costs directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management. Items classified as 'under construction' are recognised in the Statement of Financial Position to the extent that money has been paid or a liability has been incurred.

(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 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.

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:

Asset Class	Asset Sub-class	Asset Life
Buildings – Capital Works	Leasehold Improvements	Life of Lease
Computers	Hardware & Software	3 years
Plant & Equipment	General and Other	10 years
	Reprographics	7 years

(e) *Intangible Assets*

Intangible assets comprise software and software licences.

Intangible assets are non-financial non-current assets that do not have physical substance but are identifiable and are controlled by the Council for Catholic Maintained Schools through custody or legal rights.

An intangible is capitalised if:

- it is held for use in delivering services or for administrative purposes;
- it is probable that future economic benefits will flow to the organisation;
- it is expected to be used for more than one financial year;
- the cost of the item can be measured reliably; and
- the item has a cost of at least £1,000.

On initial recognition, intangible assets are measured at cost. Subsequently, they are carried at fair value which is estimated by restating the value annually by reference to appropriate indices.

(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:

Asset Class	Asset Sub-Class	Asset Life
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 (NILGOSC), 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.

The Northern Ireland Teachers' Pension Scheme (NITPS) is a contracted out, unfunded, defined benefit pay-as-you-go occupational pension scheme operated by the Department of Education on behalf of the members. There are currently four

members of staff (including one director) who are members of this scheme and do not participate in the funded pension scheme operated by NILGOSC.

(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 all employee benefits.

(j) Operating Leases

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 2020. 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.

CCMS has been able to continue as a going concern in the midst of the Covid-19 pandemic. The following bullet points detail the impact, if any, against the relevant International Accounting Standards:

- IAS1 Presentation of Financial Statements – going concern – no impact
- IAS2 Inventories – N/A
- IAS 7 Statement of cash flows – no impact
- IAS 8 Accounting policies, Changes in Accounting Estimates, and Errors – no impact
- IAS 10 Events after the reporting period – [adjusting and non-adjusting events] – no impact
- IAS 16 PPE – no impact
- IAS 20 Accounting for government grants – no impact
- IAS 21 Effects of Changes in Foreign Exchange Rates – N/A
- IAS 36 Impairment of Assets – N/A
- IAS 37 Provisions, Contingent liabilities and Contingent – no impact
- IFRS 7 and IFRS 9 Financial instruments/Disclosure – N/A
- IFRS 13 Fair Value Measurement – N/A
- IFRS 15 Revenue from Contracts with Customers – N/A

	2019/20	2018/19
	£	£
2. STAFF COSTS		
(a) STAFF COSTS COMPRISE		
Wages and Salaries	2,066,732	1,952,301
Voluntary Exit Scheme	90,671	202,130
Social Security Costs	219,546	205,018
Pension Costs	795,158	656,634
Reimbursement of Seconded Salaries	(30,313)	(37,812)
Agency Staff Costs	27,046	21,842
	3,168,840	3,000,113

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) and 'the LGPS (Amendment and Transitional Provisions) Regulations (Northern Ireland) 2014' (as amended).

The funded nature of the LGPS requires participating employers and their 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) 2014 and the Fund's Funding Strategy Statement. The last actuarial valuation was at 31 March 2019 and the contributions to be paid until 31 March 2023 resulting from that valuation are set out in the funds rates and adjustment certificate.

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 over the accounting period. The Fund 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.

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 at the accounting date. 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. (to the extent the Fund invests in corporate bonds)

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 not perfectly 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 Actuaries have made an allowance for the impact of the Mc Cloud judgement and the cost management exercise on the projected current service cost. CCMS did not recognise a Mc Cloud underpin liability last year in the past service cost but showed the liability as a separate provision. It is reflected as a past service cost this year in the results shown below. The current service cost includes an allowance for an accruing Mc Cloud underpin liability over the full accounting period

The major assumptions used by the actuary were:

	<i>At 31 March 2020</i>	<i>At 31 March 2019</i>
Rate of increase in salaries	3.50%	3.70%
Rate of increase in pensions	2.00%	2.20%
Discount rate	2.30%	2.40%
CPI assumption	2.00%	2.20%
Pension Accounts Revaluation Rate	2.00%	2.20%

Assets (Employer)	Assets at 31 Mar 2020 £(000)	Assets at 31 Mar 2019 £(000)
Equities	8,664	13,203
Bonds	7,871	5,214
Property	2,034	2,485
Cash	<u>1,769</u>	<u>1,287</u>
Total	<u>20,338</u>	<u>22,189</u>
	31 Mar 2020 p.a.	31 Mar 2019 p.a.
Net Pension Asset /(Liability)		
Estimated Employer Assets (A)	<u>20,338</u>	<u>22,189</u>
Present Value of Scheme Liabilities	(25,643)	(27,894)
Present Value of Unfunded Liabilities	0	0
Total Value of Liabilities (B)	<u>(25,643)</u>	<u>(27,894)</u>
Net Pension Asset/(Liability) (A-B)	<u>(5,305)</u>	<u>(5,219)</u>
Provision	<u>0</u>	<u>(486)</u>
	<u>(5,305)</u>	<u>(5,705)</u>

REVENUE ACCOUNTS

Amount Charged to SoCNE	Year to 31 March 2020 £(000)	Year to 31 March 2019 £(000)
Current Service Cost	746	639
Past Service Cost	48	486
Curtailed and Settlements	0	0
Decrease in irrecoverable Surplus	0	0
Other Superannuation	0	0
Total Operating Charge (A)	<u>794</u>	<u>1,125</u>
	Year to 31 March 2020 £(000)	Year to 31 March 2019 £(000)
Net Return on Pension Finance (credited to finance costs in SoCNE)		
Expected Return on Employer Assets	529	538
Interest on Pension Scheme Liabilities	(661)	(674)
Net Return (B)	<u>(132)</u>	<u>(136)</u>
Net Revenue Account Cost (A) – (B)	<u>926</u>	<u>1,261</u>

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

	Year to 31 Mar 2020 £(000)	Year to 31 Mar 2019 £(000)
Actual Return Less Expected Return on Pension Scheme Assets	2,059	(957)
Actuarial Losses/(Gains) due to changes in financial assumptions	(535)	1,380
Actuarial Losses/(Gains) due to liability experience	(1,439)	36
Actuarial losses/(Gains) due to changes in demographic assumptions	<u>(975)</u>	<u>(1,061)</u>
Actuarial (Loss)/Gain in Pension Plan	<u>890</u>	<u>602</u>
Actuarial (Loss)/Gain Recognised in SOCNE	<u>890</u>	<u>602</u>

MOVEMENT IN DEFICIT DURING THE YEAR

	Year to 31 Mar 2020 £(000)	Year to 31 Mar 2019 £(000)
(Deficit) at Beginning of the Year	(5,705)	(5,428)
Operating Cost	(794)	(1,125)
Employer Contributions	436	382
Net return on assets – financing costs	(132)	(136)
Actuarial (loss)/gains	<u>890</u>	<u>602</u>
(Deficit) at end of year	<u>(5,305)</u>	<u>(5,705)</u>

HISTORY OF GAINS AND LOSSES

Amounts for the current and previous accounting periods

	Year to 31 Mar 20	Year to 31 Mar 19	Year to 31 Mar 18	Year to 31 Mar 17	Year to 31 Mar 16
Fair value of Employer Assets	20,338	22,189	20,684	19,623	15,659
Present value of defined Benefit Obligators	(25,643)	(27,894)	(26,112)	(25,086)	(18,889)
Pension Liability/Provision	(5,305)	(5,705)	(5,428)	(5,463)	(3,230)
Experience (Losses)/Gains on Assets	(2,059)	957	517	3,251	(55)
Experience results on Liabilities	0	0	0	0	0
Actuarial (Losses)/Gains on Assets	(2,059)	957	517	3,251	(55)
Actuarial Gains/(losses) on Liabilities	2,949	(355)	(96)	(5,286)	877
Actuarial gains/(losses) recognised in SoCNE	(890)	602	421	(2,035)	822

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 2020 are set out below:

Discount rate assumption

Adjustment to discount rate	+0.1% p.a.	Base Figure	-0.1% p.a.
Present value of total obligation £(000)	25,193	25,643	26,101
% change in present value of total obligation	(1.8%)		1.8%
Projected service cost £(000)	691	714	738
Approximate % change in projected service cost	(3.2%)		(3.3%)

Rate of general increase in salaries

Adjustment to salary increase rate	+0.1% p.a.	Base Figure	-0.1% p.a.
Present value of total obligation £(000)	25,702	25,643	25,584
% change in present value of total obligation	0.2%		(0.2%)
Projected service cost £(000)	714	714	714
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	+0.1% p.a.	Base Figure	-0.1% p.a.
Present value of total obligation £(000)	26,061	25,643	25,233
% change in present value of total obligation	1.6%		(1.6%)
Projected service cost £(000)	738	714	691
Approximate % change in projected service cost	3.3%		(3.2%)

Post retirement mortality assumption

Adjustment to mortality age rating assumption	-1 year	Base Figure	+1 year
Present value of total obligation £(000)	26,471	25,643	24,823
% change in present value of total obligation	3.2%		(3.2%)
Projected service cost £(000)	741	714	687
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)	21.8 years	25.0 years
Future pensioners	23.2 years	26.4 years

3. OTHER OPERATING COSTS	2019/20	2018/19
	£	£
Professional and legal Services	263,553	319,025
Rent and Rates	168,818	160,013
Travel & Subsistence	112,398	117,953
Computer Support	72,280	70,492
Printing and Stationery	25,518	27,433
Repairs and Maintenance – Buildings/Grounds	22,630	17,175
Cleaning	21,526	17,436
Travel and Subsistence (Non Staff)	21,465	27,755
Assessors' Fees	19,070	24,637
Heating and Lighting	16,759	16,856
Miscellaneous Expenses	14,524	11,145
Attendance Allowance	13,641	17,898
Hospitality	11,822	10,380
External Audit Fees	12,425	12,976
Conferences, Room Hire & Training	10,867	26,242
Telephones	8,125	8,264
Internal Audit Fees	8,100	8,100
Access NI	7,623	12,012
Conferences/Courses - Others	5,988	8,171
Postage	5,113	7,888
Insurance	3,198	2,964
Recruitment and Advertising	2,946	14,554
Library Services	1,727	1,388
Repairs and Maintenance of Equipment	1,273	2,018
IT/Sundry Equipment	233	40,784
Bank Fees	40	0
Total	851,662	983,559

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

National Fraud Initiative	0	1,156
	0	1,156

4. OTHER INCOME	2019/20	2018/19
	£	£
Bank Interest Receivable	0	0
Other Income	7,740	0
	7,740	0

5. PROPERTY PLANT AND EQUIPMENT

	Leasehold Improvements	General and Others	Repro- graphics	Hardware and Software	Total
	£	£	£	£	£
<u>Cost</u>					
1 April 2019	150,429	7,956	14,565	102,037	274,987
Additions	0	0	0	19,483	19,483
Disposals	0	0	0	0	0
31 March 2020	150,429	7,956	14,565	121,520	294,470
<u>Accumulated Depreciation</u>					
1 April 2019	75,334	7,498	11,130	94,247	188,209
Charge for the year	40,961	57	1,714	14,284	57,016
Disposals	0	0	0	0	0
31 March 2020	116,295	7,555	12,844	108,531	245,225
Carrying amount at 31 March 2019	75,095	458	3,435	7,790	86,778
Carrying amount at 31 March 2020	34,134	401	1,721	12,989	49,245
<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	150,429	7,956	14,565	102,037	274,987
<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	75,334	7,498	11,130	94,247	188,209
Carrying amount at 31 March 2018	106,242	515	5,149	15,580	127,486
Carrying amount at 31 March 2019	75,095	458	3,435	7,790	86,778

All Assets shown above at 31 March 2020 were owned by CCMS. There was no outstanding Finance in the form of loans or leases.

6. INTANGIBLE NON CURRENT ASSETS

	Software Licences
<u>Cost</u>	£
1 April 2019	23,624
Additions	2,708
Disposals	0
31 March 2020	<u>26,332</u>
<u>Accumulated Amortisation</u>	
1st April 2019	23,624
Charge for Year	903
Disposals	0
31st March 2020	<u>24,527</u>
Carrying amount at 31 March 2019	<u>0</u>
Carrying amount at 31 March 2020	<u>1,805</u>

	<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	<u>0</u>
Carrying amount at 31 March 2019	<u>0</u>

All Assets shown above at 31 March 2020 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 2020	As at 31 March 2019
	£	£
Amounts falling due within one year		
Trade Receivables	1,343	0
Prepayments and accrued income	3,072	2,649
	4,415	2,649

There were no amounts falling due after more than one year

8. CASH AND CASH EQUIVALENTS

	As at 31 March 2020	As at 31 March 2019
	£	£
Balance at 1 April	338,738	133,338
Net change in cash and cash equivalent balances	(210,129)	205,400
Balance at 31 March	128,609	338,738

The following balances at 31 March were held at:

Commercial banks and cash in hand	128,609	338,738
Balance at 31 March	128,609	338,738

9. TRADE AND OTHER PAYABLES

	As at 31 March 2020	As at 31 March 2019
	£	£
Amounts falling due within one year		
Accruals and Deferred Income	180,158	298,892
Trade Payables	60,363	315,370
	240,521	614,262

There were no amounts falling due after more than one year.

10. PROVISIONS

	2019/20	2018/19
	£	£
Balance at 1 April	485,669	0
Provided in the year	0	485,669
Provisions not required written back	0	0
Provisions utilised in the year	485,669	0
Balance at 31 March	0	485,669
Analysis of expected timing of discounted flows	2020	2019
Not later than one year	0	485,669
Later than one year and not later than five years	0	0
Later than five years	0	0
Balance at 31 March	0	485,669

There are no provisions at 31 March 2020. The provisions utilised in the year relates to the Mc Cloud judgement provision which has been included within the pension liabilities figures for 2019-20

The total provision at 31 March 2019 was £485,669.

The estimate provision at 31 March '19 was to offset the following pension liability, the estimated provision for CCMS against the increased pension liability due to the Mc Cloud judgement was £403,445. The estimated provision for CCMS for the equalisation of the effect of unequal Guaranteed Minimum Pension (GMP) indexation was £82,224

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 service level agreements with EA for internal audit services and IT support. In 2019/20, one of the earmarked funds managed by CCMS rented offices from St Mary's College at a cost of £3,944.84 for the financial year 2019/20 (2018/19 - £4,216.00). The principal of St Mary's College was a member of the Finance & Personnel Committee from 1 April to 31 October 2019.

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.

	2019/20 £(000)	2018/19 £(000)
Buildings:		
Not later than one year	113	131
Later than one year and not later than five years	0	113
Later than five years	0	0
	<hr/> 113	<hr/> 244

(b) Finance Leases

At 31 March 2019 and 31 March 2020 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 30 June 2020.