

**Council for Catholic Maintained Schools  
Annual Report and Accounts  
for the year ended 31 March 2015**

*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*

**3 July 2015**

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## Year Ended 31st March 2015

<b>CONTENTS</b>	<b>Page</b>
<b>Annual Report</b>	
Chairperson's Foreword	1-2
Directors' Report	3-8
Strategic Report	9-12
<b>Education Priorities</b>	
Raising Standards for All	13-19
Closing the Performance Gap, Increasing Access and Equality	20
Developing the Education Workforce	21-23
Improving the Learning Environment	24-27
Transforming the Governance and Management of Education	28
<b>Remuneration Report</b>	29-34
<b>Accounts</b>	
Statement of Accounting Officer's Responsibilities	35
Governance Statement for the year to 31 March 2015	36-47
Certificate of the Comptroller and Auditor General	48-49
Statement of Comprehensive Net Expenditure	50
Statement of Financial Position	51
Statement of Cash Flows	52
Statement of Changes in Taxpayers' Equity	53
Notes to Financial Statements	54-69



## **CHAIRPERSON'S FOREWORD**

The demands on public services continue to grow whilst Government economic policies require further efficiencies. That scenario has been increasingly evident in education for several years and particularly so in educational administration where the prospect of reorganisation has constrained policy development and recruitment for almost eight years. The requirement to reduce staffing, particularly at more senior levels, in preparation for the establishment of the Education and Skills Authority (ESA) has presented significant risks for CCMS.

As, I write, the organisation has no permanent senior advisers or advisers; when the ESA project started CCMS had five permanent Senior Advisers and eight permanent Advisers. In short through progressive stages the professional education responsibilities of the Council have had to be delivered through Associates. These are generally retired senior educationalists such as former principals, Inspectors or Advisers who are employed on a daily basis to provide services to schools and CCMS generally on raising educational standards, supporting responses to inspection, Area Planning, policy development or representation. Associate officers are not direct employees of CCMS and therefore do not have direct access to data; this has to be provided on a case by case basis and, like the allocation of tasks and then follow-up, managed by a senior officer. Whilst the arrangement is ad hoc the Council is delighted and impressed by the quality of the Associates and of their acceptance by schools.

The Council has an increasingly demanding role in relation to area planning. This is an aspect of the Council's work which has increased in demand over the past seven years in response to the impact of demographic changes. The demands on existing resources and the increasing demands of the capital programmes, initiatives such as Lisanelly, the Shared Campuses and other Shared Education initiatives have placed an increasing burden on the leadership and staff of Building and Development. This continues to be demanding work and at times the pace of progress is constrained by the available resources. A particular concern that emerged in this planning year has been the limited availability of capital resources to deliver on proposals that have been approved. This has the capacity to significantly impact on the timetable for change for children and young people who need access to enhanced educational opportunities in larger more sustainable and viable schools.

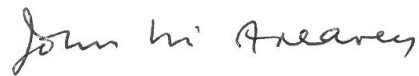
The principal direct service element of CCMS to schools and Governors is through the diocesan education offices. Whilst the impact of budget reductions and vacancy control has been less obvious on the functions of staff located in the Diocesan offices the range of issues which they have had to address has increased.

The political uncertainty to which I have referred in previous reports has now ended – but not as anticipated. Midway through the year a decision was taken by the Minister, and legislation enacted through the Assembly to move away from the establishment of the ESA to the creation of a new body, the Education Authority, which was to be formed by merging the five Education and Library Boards and the Staff Commission. As part of this decision CCMS is now to be retained as a statutory body with its powers and duties as set out in the Education Reform (NI) Order 1989 and subsequent Orders. CCMS is now undergoing an external review commissioned by the Department of Education and conducted on its behalf by KPMG into its structures and resourcing. It is expected that this review will complete early in the next financial year.

As Chairperson of the Council I commend the diligence, forbearance and determination of officers and members alike in striving to serve the needs and interests of pupils, parents, teachers, governors and Trustees. I want to acknowledge the commitment, assiduousness and professionalism of those members who retired from Council after many years of outstanding service. Some members have agreed to remain in post to ensure continuity and the many new members will bring a fresh perspective to the work of the Council as it faces the challenges of guiding the sector into the future. It is anticipated that the Department representatives and the teacher and parent governor representatives will be reconstituted in the coming months so that towards the end of 2015 there will be a fully re-constituted Council. Similarly the Diocesan Education Committees, who do so much work within each Diocese, will also be refreshed in the coming months. This time of renewal in the governance structure will provide an opportunity to look again at the operation of the Council and that

process is already underway. This and the outcome of the Organisational Review of CCMS being conducted by KPMG on behalf of the Department of Education will hopefully make the Council and its structures fit for purpose as the pace of change in education continues to accelerate despite the pressures on public sector funding.

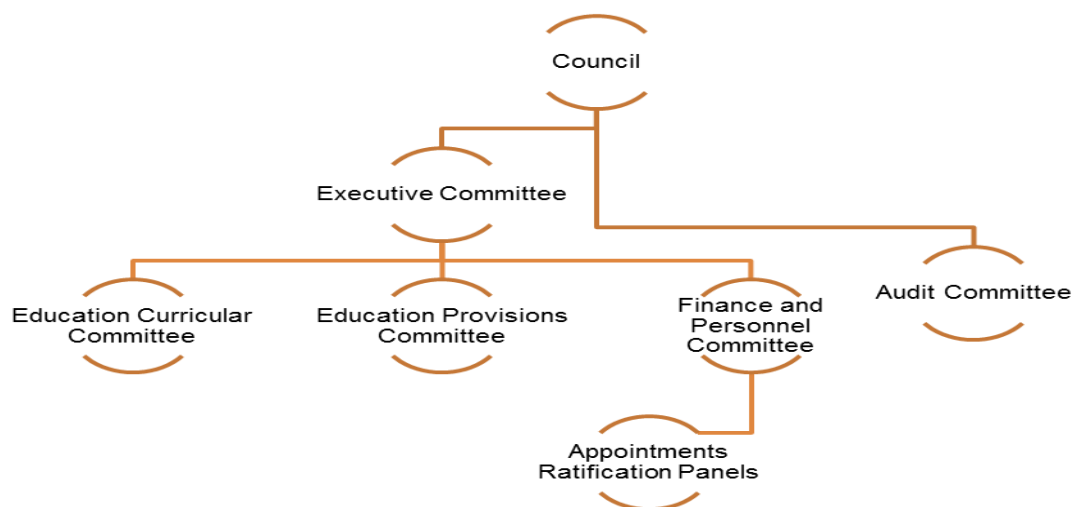
Finally I wish to commend the work of the officers of the Council. They have not only maintained standards but continued to raise them across so many aspects of provision in Catholic Maintained schools. The culture of dedicated service is a characteristic of CCMS. The generic pride of the officers in their work is recognised and appreciated not just by the members of Council but by the vast majority of stakeholders. I want to convey most sincerely the gratitude of the Council for their efforts and that indefatigable determination to ensure a high quality education for every child and young person enrolled in a Catholic Maintained school.

A handwritten signature in cursive script that reads "John McAreavey".

**Bishop John McAreavey, DD**  
**Chairperson of Council**  
**17 June 2015**

## DIRECTORS' REPORT

### COUNCIL STRUCTURE



The Council consists of 36 members made up as follows:

- Trustee Representatives
- Department of Education Representatives
- Parent Representatives
- Teacher Representatives

At 31 March 2015 there was a complement of 30 members.

### COUNCIL MEMBERS

The Council Members who acted during the year are shown below and overleaf.

#### TRUSTEE REPRESENTATIVES

The Most Reverend John McAreavey DD, Bishop of Dromore	<i>(Chair of Council)</i>
Sr Eithne Woulfe, Education Co Director, COR1	<i>(Vice-Chair of Council)</i>
The Right Reverend Monsignor Sean Cahill VG, Chair Clogher DEC	<i>(retired 12 Feb 2015)</i>
Mrs Pat Carville, Retired Principal of St Patrick's College, Dungannon	
Fr Kevin Donaghy, Principal of St Patrick's Grammar School, Armagh	
The Very Reverend Sean Emerson PP, Chair Down and Connor DEC	
Mr Harry Goodman, Retired Chief Executive of FEC/Equality Commission	<i>(retired 12 Feb 2015)</i>
The Right Reverend Monsignor Aidan Hamill VG, Chair Dromore DEC	<i>(Member Audit Committee)*</i>
The Most Rev Donal McKeown DD, Auxiliary Bishop of Down and Connor	
The Reverend Aidan Mullan PP, Dungiven Parish	
Mr Dermot Mullan, Principal of Our Lady and St Patrick's College, Knock	<i>(retired 12 Feb 2015)</i>
The Very Reverend Canon Joseph Mullin PP VF, Lisnaskea Parish	<i>(retired 12 Feb 2015)</i>
Ms Paula Sheils, Assistant Director - Family Practitioner Services, BSO	<i>(Chair Audit Committee)</i>
Mr Stanley Smith, Retired Head of Division, DE	
The Most Reverend Noel Treanor DD, Bishop of Down and Connor	
Dame Geraldine Keegan, Retired Principal of St Mary's College, Derry	
Mrs Mary Haughey, St John's Primary School, Carnlough	<i>(retired 12 Feb 2015)</i>
His Grace The Most Reverend Eamon Martin	<i>(joined Council June 2013)</i>
Bro Pat Collier, De La Salle Order	
Mr Tony McCusker, Former Senior Civil Servant	<i>(joined Council Feb 2015)</i>
Mr Martin Donnelly, Retired CCMS Officer	<i>(joined Council Feb 2015)</i>

Rt Rev Mgr Peter O'Reilly, Vicar General Clogher Diocese	(joined Council Feb 2015)
Mr Matt Trolan, Retired Principal of St Mary's Primary, Draperstown	(joined Council Feb 2015)
Mr Pat McCartan, Chair of IFRP, NIA	(joined Council Feb 2015)
Professor Peter Finn, Principal St Mary's University College	(joined Council Feb 2015)

\* Stepped down June 2014

#### **DE REPRESENTATIVES**

Mrs Joan Christie, Retired Non-Executive Director of Christies Ltd	<i>(Member Audit Committee)</i>
Mr Brian McCargo, Retired Deputy Assistant Chief Constable, PSNI	
Mrs Sheila McCaul, Retired Senior Education Officer in the WELB	
Mr Eamon Mullan, Head of Governance, University of Ulster	<i>(Member Audit Committee)</i>

#### **PARENT REPRESENTATIVES**

Mrs Eleanor McWilliams, St John's Convent Primary School, Coleraine	
Mr Adrian Nugent, Sacred Heart Primary School, Rock, Dungannon	<i>(Member Audit Committee)</i>
Ms Anne Rice, Holy Cross Primary School, Attical, Kilkeel	

#### **TEACHER REPRESENTATIVES**

Ms Deirdre Connor, St Mark High School, Warrenpoint  
Mrs Catherine O'Neill, Lismore Comprehensive College, Craigavon  
Ms Grainne Perry, St Patrick's Primary School, Armagh

#### **REGISTER OF INTERESTS**

A Register of Interests of all Council Members is held at the Headquarters of the CCMS in Holywood and is available on request.

#### **COUNCIL PROCEDURES FOR APPOINTMENTS AND INDUCTION**

Trustee Representatives are appointed by the Trustees. Department of Education (DE) Representatives are appointed by DE through a process of public advertisements followed by interview and selection. Parent and Teacher Representatives are appointed through nomination by schools via the Diocesan Offices. Council Members go through a formal Induction Scheme at the outset of their term of office. Members are generally restricted to two terms of office or a maximum of 10 years.



## **COMMITTEE STRUCTURE**

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

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

Given the on-going changes in Education, the responsibilities of the committees are of course subject to periodic review. Presently they are as follows:

#### **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 Provisions Committee (EPC)**

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

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

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

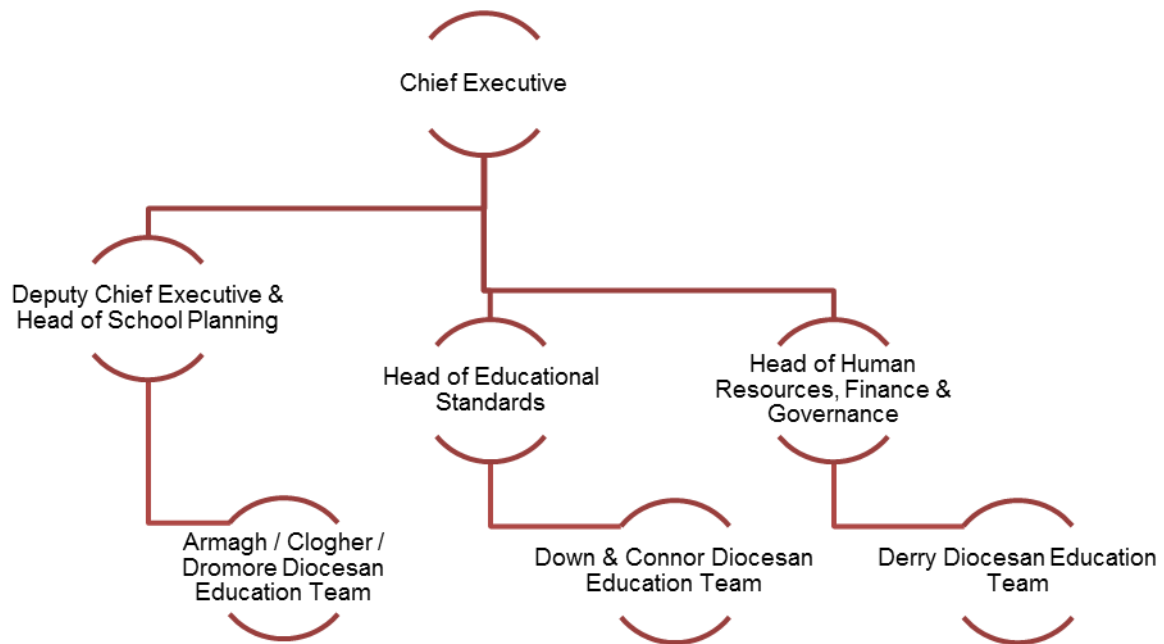
#### **Audit Committee (AC)**

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

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

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.

## EXECUTIVE ORGANISATION



## CHIEF EXECUTIVE

Mr Jim Clarke

The Senior Leadership Team (SLT) consists of four Executives each with delegated areas of responsibility.

The Chief Executive (CE) is responsible for the Strategic Direction of CCMS and Welfare.

The CE is supported by three senior executives responsible for a designated Diocesan Education team and:

- Diocesan Management Units and Raising Standards
- School Estate Planning and Development, Business Planning and Delivery
- Human Resources, Finance and Governance

## ARRANGEMENTS FOR THE EVALUATION OF SLT'S PERFORMANCE

The SLT is subject to an annual Performance Related Pay Scheme.

## OFFICE BASES

CCMS has three office bases. The Headquarters is located in Holywood, County Down. Services for the Diocese of Dromore, Clogher and Armagh are delivered from offices in Dungannon; the office in Derry City supports schools in the Derry Diocese. Services for the Diocese of Down and Connor have been re-located to the Headquarter offices in Holywood.

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, benefits after 31 March 2015 will be based on a career average revalued earnings scheme. The costs of the scheme are detailed in Note 2 of the Accounting Notes.

Related parties with whom CCMS dealt during the year are recorded in Note 12 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.

The principal risks and uncertainties facing CCMS are described in the Governance Statement. The Council's 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 Process and risk register which has been aligned with that of the Department.

All relevant officers within CCMS have been involved in the process of identification of risks pertaining to their areas of responsibilities. 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 Committee via a strategic Risk Register.

The Corporate Risk Register was established in March 2007 and 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 SLT.

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 the Council. He reports his findings to the Northern Ireland Assembly and to Parliament.

The audit of the financial statements resulted in an audit fee of £12,100 for 2014/15 which is included within operating costs. CCMS also purchased non-audit services in respect of the National Fraud Initiative, during the current financial year of £1,232.

As far as I am aware, there is no relevant audit information of which the Council's 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 the Council's auditors are also aware of that information.

There were no personal data related incidents during the year.

The long term absences of two officers resulted in an increase in the loss of days due to ill-health.

	2014/15	2013/14	2012/13	2011/12
Total working days	13,832	12,532	14,575	14,470
Number of days absence due to illness	581	539	496	375
Average number of days absence per employee	9.8	10.7	9.0	6.3
Percentage of working days lost due to illness	4.2%	4.3%	3.4%	2.6%



**J Clarke**  
**Accounting Officer**

## STRATEGIC REPORT

Established under the Education Reform (NI) Order 1989, the Council for Catholic Maintained Schools (CCMS) is a strategic organisation whose primary focus is to raise standards in Catholic maintained schools and to provide an upper tier of management for that system. The decision by the Northern Ireland Executive to establish the Education Authority has left the Council's status as a Non-Departmental Public Body unchanged. The Council's responsibilities are outlined in Articles 142-146 and Schedule 8 of the Order.

The 1989 Order cites the following as Council responsibilities to:

- employ all such teachers as are required on the staffs 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;
- exercise such other functions as are conferred on it by the Education Orders;
- subsequent bodies have conferred additional responsibilities on the Council.

This Annual Report for the Council covers the period 1 April 2014 to 31 March 2015.

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

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

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

The CCMS 2015-16 Initial Financial Plan has been approved by the Department. The 2015-16 Budget process is ongoing with the NI Assembly. CCMS recognise that there may be the potential for further in-year budget reductions during 2015-16. In that event, CCMS will continue to liaise with the Department in agreeing available resource allocations and will reassess service delivery against statutory obligations and business priorities. As a strategic organisation the potential for savings is limited and in the first instance CCMS will initially review all temporary and contracted out staff. It is very difficult at this time to quantify how these cuts might affect the range and quality of the service delivery offered by CCMS.

As per DAO/DFP 12/08 there is a commitment to pay suppliers in respect of valid invoices from the invoice date or from the date of receipt of goods/services (whichever is the later) as promptly as possible. Refer to Note 16 to the Financial Statements.

The Council for Catholic Maintained Schools' Business Plan 2014/15 was based on five 'Education Priorities' set by the Department of Education. The 31 targets were agreed with the Department after negotiation on an initial list set by the Department. The final list included several identified by the Council to reflect its own priorities.

The report is therefore presented under the five 'Education Priorities' of:

- Raising Standards for All
- Closing the Performance Gap, Increasing Access and Equality
- Developing the Education Workforce
- Improving the Learning Environment
- Transforming the Governance and Management of Education

The development and delivery of the Business Plan 2014/15 was influenced by efforts to establish the Education and Skills Authority (ESA) and then by the decision to establish a new Education Authority by bringing the five existing Education and Library Boards and the Staff Commission together. It was confirmed that CCMS would remain retaining its Statutory functions and that an external review would be progressed into CCMS, governance, staffing and structure to inform future development of the organisation. While CCMS was advised in December 2014 that the council should begin preparations to take the organisation out of vacancy control, vacancy control operated throughout the whole period of this report. Staff continue to perform in an environment characterised by uncertainty about job security and the nature of the work which they are required to do.

The Council has continued its 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 focussed on the provision of support into the development and delivery of Shared Education projects and the implementation of a new model to deliver Major Capital Projects.

The Council is pleased to report that 20 of its 31 targets were fully achieved. Five were substantially achieved, one target was likely to be achieved but with some delay and one (voluntary severance) was moved to the 2015/2016 business year. Four targets were not achieved, one of which moved outside the realm of CCMS with the establishment of the EA, one target was not applicable to CCMS during this reporting year the following two targets were not achieved:

- 3.1 Teacher Sickness Absence – the target was to reduce absence to an average of 5 days per annum. Council continues to argue that this particular target will not be achievable over the course of a single business plan
- 3.2 (b) PRSD – to increase the number of schools opting out of using an external assessor. This was affected by the re-constitution of the Boards of Governors in 2014 and the subsequent appointment of new Governor reviewers

CCMS ended the year within budget. There was an under-spend on the Resource Budget Allocation of £3,708k for the year of £15.9k, equivalent to 0.004%. Following an updated actuarial report the Pension Liability deficit shown in our Statement of Financial Position has been increased by £541k to (£3,817k).

## **Employment Policies**

As the largest employer of teachers in Northern Ireland, CCMS continues to work in partnership with the other employing authorities and teacher unions to develop fit for purpose employment policies which reflect best practice. This year we have contributed to the negotiation and delivery of policies in the following areas:

### **CCMS Circular 2014/19**

Upper Pay Scale Progression – September 2014

### **CCMS Circular 2014/21**

Smoking Policy for Schools

### **CCMS Circular 2014/22**

Employment of Substitute Teachers/Temporary Teachers

### **CCMS Circular 2014/24**

Compliance with School Assurance Statements/Teachers Redundancies

### **CCMS Circular 2014/26**

Fee for Access NI Enhanced Disclosure Check

### **CCMS Circular 2015/02**

Strategic Cost Reductions – School Based Teaching Redundancies

### **CCMS Circular 2015/04**

Transferred Redundancy for Teachers

### **CCMS Circular 2015/05**

Managing Redundancy Selection 2014/15 Academic Year

CCMS is an Equal Opportunities Employer and seeks to employ staff on merit while reflecting the denominational make up of the community. The Council's efforts over recent years to recruit from all sections of the community in Northern Ireland have been hampered by the continued application of Vacancy Control.

The community representation of the workforce directly employed by CCMS at 31 March 2015 was:

Protestant Males	1
Protestant Females	14
Roman Catholic Males	9
Roman Catholic Females	27
Unknown Males	1
Unknown Females	7
Total	59

## Equality Statement

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 of sexual orientation;
- between men and women generally;
- between persons with 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.

As mentioned previously, during this financial year there have been significant changes agreed by the Executive regarding education administration. The proposed implementation of the Education and Skills Authority (ESA) was withdrawn as a programme for government target during the year. The implementation team for this project was known as the Education and Skills Authority Implementation Team (ESAIT). It was agreed by the Executive that the five Education and Library Boards (ELBs) would be incorporated into one Education Authority (EA) and the project team would be referred to as the Education Authority Implementation Team (EAIT). The ELBs will cease to exist on 1<sup>st</sup> April 2015 and the EA will take over as the new education body. In the process of drawing up this annual report all the above terms may be interchangeable



**J Clarke**  
**Accounting Officer**



## EDUCATION PRIORITY– RAISING STANDARDS FOR ALL

CCMS continues to meet its targets under this priority. The work associated with some of the targets, in particular supporting schools through the inspection process, is on-going and will extend from one business year to the next. However, the overall assessment is that Catholic Maintained schools continue to improve and have significantly better educational outcomes than schools in other comparable sectors in Northern Ireland. The tables below shows how the standards in the Catholic Maintained Sector have improved in recent years.

### Year 12 pupils achieving 5+ GCSEs grades A\*-C (including equivalents), 1994/95, 2004/05 and 2013/14

		Controlled Non-grammar Schools	Catholic Maintained Schools	All Non-grammar Schools
% year 12 pupils achieving 5+ GCSE A*-C (inc. equivalents)	1994/95	25.2	27.8	26.7
	2004/05	36.4	41.3	40.1
	2013/14	63.0	76.7	70.6

### Pupils in the final year of an A-level achieving 2+ A-levels grades A\*-E (including equivalents), 1994/95, 2004/05, 2013/14

		Controlled Non-grammar Schools	Catholic Maintained Schools	All Non-grammar Schools
% pupils achieving 2+ A-levels A*-E (inc. equivalents)	1994/95	71.1	69.8	68.6
	2004/05	90.5	93.0	92.3
	2013/14	94.8	96.5	95.4

## SCHOOL INSPECTIONS

CCMS continues to provide support for schools which have had inspections with a team of Education Associates working 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 a culture of self-improvement in which the schools are educationally vigilant, expert in their use of data, collaborative in their internal improvement strategies and open to new ideas that will bring further improvement including working with other schools in the area on such matters as professional development and curricular access.

At the beginning of each school year CCMS compiles a list of schools which have not been inspected for between five and seven years and uses this information as a starting point to assess their effectiveness and to determine if there is a clear or emerging need for school support. This has proven to be an effective way of ensuring that schools are “providing high quality education”, and has been welcomed as a support mechanism by schools, and, has contributed to the continued improvement in inspection outcomes in the Catholic Maintained Sector.

The following tables show the inspection outcomes for the reporting period.

**NUMBER OF INSPECTIONS BY TYPE – 1 APRIL 2014 TO 31 MARCH 2015**

<b>Inspection Type</b>	<b>Number of Inspection</b>
Nursery A	2
Primary (two days)	20
Primary (three days)	21
Primary Follow Up	5
Post-Primary	8
Sustaining Improvement	3
<b>Total</b>	<b>59</b>

The total number of inspections of all types was 59. This is less than the total from the previous year which was 83

**INSPECTION OUTCOMES**

	<b>OUTSTANDING</b>	<b>VERY GOOD</b>	<b>GOOD</b>	<b>SATISFACTORY</b>	<b>INADEQUATE</b>	<b>STANDARD MAINTAINED</b>
<b>Nursery School</b>	1	1				
<b>Nursery Unit (two days)</b>		1	1			
<b>Nursery Unit (three days)</b>	1	3	3			
<b>Primary (two days)</b>	6	9	4		1	
<b>Primary (three days)</b>	4	7	9	1		
<b>Primary Follow-Up</b>	1	3	1			
<b>Post-Primary</b>		5	3			
<b>Sustaining Improvement</b>						3
<b>TOTALS</b>	<b>13</b>	<b>29</b>	<b>21</b>	<b>1</b>	<b>1</b>	<b>3</b>

**Inspection Outcomes 1 April 2014 to 31 March 2015**

**Note:** while the total number of schools inspected was 59 the total number of reported outcomes is 68. This is because in some primary schools with nursery units the outcomes for the primary and nursery provision are reported separately.

Council is very pleased with the profile of inspection outcomes in 2014-15. Of the 68 reports received;

- 19.2% were outstanding
- 42.6% were very good
- 30.8% were good
- 1.5% were satisfactory
- 1.5% were inadequate
- 4.4% had maintained the standard from previous inspections.

While CCMS is disappointed that any school within the Catholic Maintained Sector should be providing a standard of education which is less than good, most of those schools which are either satisfactory or inadequate through inspection have been through a period of trauma and uncertainty. Those situations are now resolved and CCMS is very confident that the capacity now exists in those schools to raise standards within a short period of time.

Schools with 'inadequate' or 'satisfactory' inspection outcomes are required to submit action plans to the Department of Education in which they outline how the areas for improvement identified in the inspection report, will be addressed. CCMS Education Associates support the schools with this work and collaborate with colleagues in the Education Authority (EA) when doing so. The plans are scrutinised by CCMS senior staff before being forwarded to the Department of Education to ensure that they are of a sufficiently high standard. CCMS is pleased to report that the standard of planning is very high and has met with the approval of the Department in all instances.

When schools fall into either of the two categories above, CCMS ensures that Governor meetings are convened to analyse the inspection findings, to approve action plans and to then follow-up with regular Governor meetings when monitoring and evaluating the implementation of actions plans is a standing agenda item. CCMS Education Associates and, where appropriate, EA Support Officers are in attendance at those meetings.

The outcomes of follow up inspections are worthy of note. These are inspections which take place within 18-24 months of an initial inspection which finds the education provision of a school to be 'satisfactory' or worse. In the reporting period there were five follow-up inspections, all of which resulted in schools improving by at least one grade. This is a clear indication of the capacity within schools, when challenged to do so, to bring about the necessary improvements in outcomes.

#### **CLOSING THE GAP**

In addition to the work to challenge and support the schools where concerns have been identified and/or follow-up inspections are planned, CCMS continued its work to help raise attainment in schools where the statistical outcomes and/or 'intelligence' about the school indicate that standards are unacceptably low or falling. Following the annual review of school performance data, provided by the Department of Education the Education Associates 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.

CCMS continued to work collaboratively with colleagues in the Department of Education and the former WELB and BELB as a contributor to the Achieving Belfast/Bright Futures Project Board and as a partner in addressing improvement issues for specific schools in that initiative. It is pleasing to see the data provided by the Boards which indicates that this initiative has made a very big difference for

many of the children in the schools involved. It has been reported that the funding for both these initiatives, along with the Signature Project for Literacy and Numeracy will not be continued. This is a disappointing development as all three have proved to be very successfully in contributing to the raising of standards in our schools although it may be difficult to disaggregate the specific impact of each initiative. Council understands the constraints of the current budgetary situation but believes that among the many DE initiatives, the Signature Project was one which not only helped raise standards but provided valuable employment for a significant number of new or recently qualified teachers.

### **SCHOOL DEVELOPMENT PLANNING**

School Development Planning is a critically important activity for all schools. When properly undertaken, it provides a collaborative school improvement strategy which engages with and nurtures the commitment of the governors, staff, parents, pupils and community. CCMS has continued to promote high quality planning within its schools and has worked with the Education and Library Boards in ensuring that the plans and associated targets have been submitted. There has been a number of schools who have failed to meet the deadline provided by their Boards and Council staff have intervened with those schools to ensure compliance.

It is encouraging to note the positive comments made by ETI in their inspection reports about the quality of School Development Plans.

Council believes that DE should re-issue its guidance on the regulatory requirements in relation to School Development Planning in order to ensure that all schools but particularly those with recently appointed principals, fully understand their obligations in this area.

### **ENTITLEMENT FRAMEWORK**

Council officers continue to work with colleagues from the Department of Education and the former Education and Library Boards (EA) to keep the progress of the work of the Area Learning Communities under review. Education Associates continue to discuss compliance issues with the Maintained schools encouraging principals to do all they can to ensure compliance with the full Entitlement Framework by September 2015.

CCMS has also used the area planning process and Shared Education initiatives to promote collaboration within and across sectors in order to ensure that all children have equal access to the full range of subjects.

Data provided by the WELB in March 2015 showed the level of compliance within the Catholic Maintained Sector. That information is provided in the tables on the next two pages.

<b>SUMMARY OF ANALYSIS</b>	<b>No. of Schools</b>	<b>% of Schools</b>
<b>Total Schools Included in Analysis 14-15</b> Only Maintained and Other Maintained Included	69	<b>100%</b>
<b>Total Schools FULLY Compliant 14-15</b> Includes schools with no 6th form provision.		
	36	<b>52%</b>
<b>Total Schools NOT Compliant 14-15</b> Includes schools with no 6th form provision.		
	33	<b>48%</b>
<b>Schools KS4 Compliant 14-15</b> Includes schools with no 6th form provision.		
	56	<b>81%</b>
<b>Schools NOT KS4 Compliant 14-15</b> Includes schools with no 6th form provision.		
	13	<b>19%</b>
<b>Schools Post-16 Compliant 14-15</b> <b>Excludes</b> schools with no 6th form provision.		
	28	<b>55%</b>
<b>Schools NOT Post-16 Compliant 14-15</b> <b>Excludes</b> schools with no 6th form provision.		
	23	<b>45%</b>

SUMMARY OF REASONS	No. of Schools	% of Schools
KS4 Insufficient Applied Courses	3	4%
KS4 Insufficient General Courses	2	3%
KS4 Insufficient Course Count	13	19%
Post-16 Insufficient Applied Courses	3	6%
Post-16 Insufficient General Courses	15	29%
Post-16 Insufficient Course Count	23	45%

ENTITLEMENT FRAMEWORK STATUTORY REQUIREMENTS 2014-2015	
Key Stage 4	The <b>KS4 Course Count</b> must be a <b>minimum of 21 courses</b> delivered or offered.
	A <b>minimum of the 1/3 of the 21</b> offered or delivered. ( <b>ie 7 courses</b> ) must be designated <b>APPLIED</b> .
	A <b>minimum of the 1/3 of the 21</b> offered or delivered. ( <b>ie 7 courses</b> ) must be designated <b>GENERAL</b> .
Post 16	The <b>Post 16 Course Count</b> must be a <b>minimum of 24 courses</b> delivered or offered.
	A <b>minimum of the 1/3 of the 24</b> offered or delivered ( <b>ie 8 courses</b> ) must be designated <b>APPLIED</b> .
	A <b>minimum of the 1/3 of the 24</b> offered or delivered ( <b>ie 8 courses</b> ) must be designated <b>GENERAL</b> .

The number of schools which continue to be “not compliant” is a cause for concern. The fact remains that there is a significant number of schools which, by virtue of their low enrolment, are never going to be able to achieve the number of courses required, even with the highest possible levels of collaboration with their neighbouring schools. Increased financial constraints are inhibiting the re-organisation of post-primary education in some areas and this will impact on both access and compliance. CCMS at its Principals’ meetings in March 2015 reinforced the message to schools that interdependence and increased collaboration within and across sectors must be considered a priority if all children are to be able to access the full range of subjects and courses, irrespective of the school they attend.

CCMS staff will continue to work with schools to ensure that they will enhance the number of courses available for pupils to the fullest extent of their capacity.

#### **INVOLVEMENT IN COMMUNITY AND SHARED EDUCATION INITIATIVES**

CCMS is pleased with the continued efforts of staff to engage with and, in some instances; lead community based and shared education initiatives despite the resource pressures that have pertained in recent times.

The work of the Full Service Community Network continues with the support of the Department of Education. This project facilitates and promotes access to a range of whole school and individual pupil services aimed at helping children achieve higher standards of education achievement. CCMS is the accountable body and provides the Chairman to the Project Board.

The ETI report of May 2013 on its inspection of the Full Service Community Network, provided a valuable evidence base to support the case for continuation of funding into 2015-16. The outcome to this was successful.

In the coming year it is intended to focus much more on quantitative data to demonstrate the positive impacts this initiative is having on the lives of children in the area.

CCMS continues to provide a representative to the West Belfast Partnership Board and its Education and Training Forum and continues to work with that organisation to help prioritise its actions on behalf of the community of West Belfast.

#### **SHARED EDUCATION/SHARED CAMPUS**

In 2014/15 CCMS has played a key role in the development of a number of Shared Education initiatives and Shared Campus proposals. In collaboration with colleagues in other sectors. CCMS leads a number of Project Boards which are taking forward successful Shared Campus bids.

The commitment of CCMS to the principle of Shared Education is firmly rooted in its desire to ensure that all children have access to high quality education.

## **EDUCATION PRIORITY – CLOSING THE PERFORMANCE GAP, INCREASING ACCESS AND EQUALITY**

CCMS achieved all of the targets under this priority.

CCMS continued to approach this theme from the perspective of a belief in a partnership approach to identifying and addressing the underlying causes of the performance gap, particularly in areas with high levels of social deprivation. That partnership involves other departments, their statutory agencies, community organisations and local arrangements.

CCMS continued to contribute to the Achieving Belfast/Achieving Derry (Bright Future) Initiative through its contribution to the Strategic Management Board and operationally by supporting schools and CASS colleagues. CCMS would again express its disappointment that the funding for both these initiatives will no longer be available in 2015/16.

CCMS continued its participation on the Extended Schools Steering Group and Project Board and worked to support schools to ensure that Extended Schools activities were sufficiently structured and appropriately targeted to focus on raising standards and involving parents in the life of the school.

CCMS officers contributed to providing advice to the Minister on the monitoring and evaluation of how schools use additional funding, allocated under various Targeting Social Needs (TSN) headings, to tackle low and under-achievement in schools. CCMS firmly believes that schools must be able to demonstrate that this additional funding or other external resources is used for the purposes intended and has the result of improving pupil outcomes.

CCMS participated fully with the former Education and Library Boards and DE in taking forward the Area-based Planning process. This involved the completion of a number of post-primary and primary projects and the commencement of a further tranche of projects both in the primary and post-primary sectors.

To date, CCMS has driven forward a rationalisation process within the Catholic Maintained Sector which has resulted in the removal of over 5500 “empty” seats across both primary and post-primary levels since September 2012.

The capacity of CCMS to manage this aspect of work and to continue at a level attained in 2014-15 is significantly constrained by the reduced level of resources available.



## **EDUCATION PRIORITY – DEVELOPING THE EDUCATION WORKFORCE**

There were nine specific targets on this theme. One target (target 3.3 - Voluntary Severance) was not applicable during this reporting year. Of the eight remaining targets, four were fully achieved, one substantially achieved and one likely to be achieved with some delay. Two targets were not achieved. These were Target 3.1 Teacher Attendance (see below) and target 3.2 (b)(i) in relation to schools opting out of the External Assessor for PRSD which was as a direct consequence of the reconstitution of Boards of Governors and a legitimate requirement for increased PRSD advice and support.

Disappointingly, there continues to be a higher than average rate of absence amongst teachers in the Catholic Maintained Sector. The Department set the Council a target of reducing the rate to an average of 5 days per annum. Council, whilst fully recognising the need for significant improvement, argued that such a sharp decrease is unlikely to ever be achieved within the lifespan of a single Annual Reporting cycle. Council implemented a robust and challenging intervention strategy with very poorly performing schools and continues to raise the importance of this issue at every opportunity. Better information systems are in place and the Council has conducted a thorough review of its own intervention strategies and processes. This is likely to lead to a restructuring of resources to support schools in the management and promotion of teacher attendance.

The number of ill-health retirement cases (23) continues to be a concern as again this year a significant number (10) were for reasons of stress/anxiety/depression and cancer related illnesses. CCMS is calling for a review of the nature of ill health absences, referrals and retirements with a view to establishing whether there are any casual factors which could be contributing.

Sadly, this year has again seen a number of critical incidents involving the death of children and members of staff in our schools. CCMS officers and the ELB Traumatic Incident Teams have worked with all the schools affected to deliver the appropriate support.

The Council continues to manage the external advisory element of the Performance Review and Staff Development (PRSD) Scheme. The amended Scheme and Guidance for Governors documents were issued to all schools in April 2014. Thirty eight CCMS schools opted out of using an External Advisor for their Principal's PRSD Review in 2014/15.

To assist in the increasingly necessary re-organisation of the schools' estate CCMS, through consultation with DE, ELBs and unions, has contributed to an initial review of the School Reorganisation Agreement, a protocol on school closures and other reorganisations which facilitates greater equality in dealing with the outworkings of area planning.

The Council, as the largest employer of teachers in Northern Ireland, undertook a number of other activities consistent with its employing authority responsibilities. The following details reflect some aspects of that work.

## APPOINTMENTS 2014/15

### OVERALL APPOINTMENTS

<b>DIOCESE</b>	<b>Number of Appointments</b>
Armagh	61
Clogher	28
Derry	101
Down and Connor	211
Dromore	35
<b>TOTAL</b>	<b>436</b>

### PRINCIPAL/VICE PRINCIPAL/TEACHER APPOINTMENTS/2YR LITERACY AND NUMERACY POSTS

<b>Appointments</b>	<b>Primary</b>	<b>Post Primary</b>	<b>Total</b>
Principal	45	7	52
Vice Principal	23	1	24
Teacher	241	119	360
<b>Total</b>	<b>309</b>	<b>127</b>	<b>436</b>

### REDUNDANCY FIGURES IN CATHOLIC MAINTAINED SECTOR 2014/15

A total number of 25 redundancies were approved by the Department of Education which represents a decrease in the previous year when 118 redundancies were declared.

The table below illustrates the figures for each diocese.

<b>Diocese</b>	<b>Nature of Redundancy</b>			<b>Total Redundancies</b>
	<b>Voluntary</b>	<b>Compulsory</b>	<b>Transfer</b>	
Armagh	5	0	1	6
Clogher	0	0	0	0
Down & Connor	4	0	2	6
Dromore	6	2	0	8
Derry	2	2	1	5
<b>Total</b>	<b>17</b>	<b>4</b>	<b>4</b>	<b>25</b>

**TEACHERS RECRUITMENT AND SELECTION APPEALS**

Total No. Received	4
Upheld	0
Not Upheld	3
Withdrawn	1

**SCHOOL LEGAL CASES**

Judicial Reviews	2 pending 1 withdrawn 1 heard
Unfair Dismissal	1 pending 1 settled
Constructive Dismissal	1 pending 1 withdrawn

**INTERNAL CASES**

No internal cases were noted during this period.

## EDUCATION PRIORITY – IMPROVING THE LEARNING ENVIRONMENT

The Council achieved or substantially achieved each of the targets under this priority.

A major element of the Council's work continued to be the regional programmes aimed at re-organising post-primary provision to extend access to the Full Entitlement Framework and in the primary programme to increase the number of sustainable and viable primary schools by re-organisation and closure of very small schools. There was a continued focus on the removal of excessive surplus places in line with the Department of Education's Sustainable Schools Policy. While progress continues to be made towards the full implementation of Area Planning, Council remains concerned, however, that there continues to be a need to provide access to a minimum of dedicated capital funding over the next number of years so that many of the opportunities emanating from this review to enhance opportunities for young people and modernise the curriculum can be made a reality.

CCMS participated fully in the ongoing area planning process and has progressed all of its post-primary and primary proposals within that context.

Post Primary:

In this planning period CCMS:

- secured approval for the phased closure of one post-primary school;
- received approval in regard to two proposals to increase the enrolment of two post-primary schools;
- did not receive approval to close a post-primary school in Co Fermanagh;
- published a development proposal for the closure of one post-primary school as part of an area rationalisation which included proposals to expand two grammar schools and move away from academic selection;
- published a development proposal for the establishment of a new 11 – 19 post-primary school through the amalgamation of two existing post-primary schools; and
- consulted on the future of six post-primary schools.

Primary:

The Council over the past year has continued to re-organise primary and nursery provision to make the schools' estate more viable both in terms of economy and fitness for purpose to meet the curriculum, social and pastoral needs of children. This work has been closely integrated into the work being undertaken as part of area planning. To this end CCMS has engaged fully with the other education stakeholders and authorities in the work taking forward the Area Planning process. A particular feature of the work in the primary phase continued to be the publication of a significant number of Development Proposals to support the strategic expansion or contraction of a number of primary schools to better meet demand in particular locations.

Over this planning period CCMS secured Ministerial approval in the primary sector for:

- 5 increases to admissions and enrolments
- 1 reduction in admissions and enrolments
- 2 new schools to be formed through amalgamations
- 2 additional nursery units
- 6 school closures
- 1 proposal to establish a KS1 Autism specific class

Development proposals were published and a Ministerial decision is awaited on:

- 3 proposals to close a school
- 3 proposals to increase admissions and enrolments

Consultations were held and Development Proposals for change were sent to the ELBs in respect of:

- 4 proposals to close a school
- 6 proposals to increase admissions and enrolment.

In addition appropriate Council committee approvals were secured for a further 20 primary projects in respect of proceeding to consultation on change in the 2014/2015 financial year.

CCMS continued to engage closely with DE in prioritising and progressing the various capital works schemes and programmes.

### **Minor Works**

CCMS worked closely with DE in the implementation of the new procurement procedure in the 2014/15 year. All Minor Works Applications continue to be processed and prioritised by CCMS, with the Department of Education engaging the ELBs to scope and provide Estimate of Costs (EOC's) for all Catholic Maintained Schemes. The ELBs remained responsible for progressing the works once approved by DE.

CCMS received a total of 481 bids for minor works projects in its schools during this planning period.

### **Major Works**

CCMS continued to provide support to the Trustees and the schools on the projects awarded funding for construction in June 2012. In addition CCMS provided Project Sponsor and project management support to the projects announced for funding in the January 2013 announcement. A further five schools were given approval to progress into planning for a Major Capital scheme in June 2014 and CCMS provided Project Sponsor and Project Management support to those projects.

### **School Enhancement Programme**

CCMS provided support to the development of the business cases for the 10 projects through this new initiative. One project was withdrawn from the programme in September 2014 as a result of the school gaining approval to progress into planning for a Major Capital scheme.

### **Open Enrolment**

The Council has continued to provide advice to primary and post-primary schools in the setting and application of admission criteria. Please see figures on the next page.

### **Primary School Open Enrolment Figures 2014/15**

<b>Diocese</b>	<b>No. of Requests</b>
Armagh	50
Clogher	7
Derry	29
Down & Connor	66
Dromore	49
<b>Total</b>	<b>201</b>

### **Post-Primary School Open Enrolment Figures 2014/15**

<b>Diocese</b>	<b>No. of Requests</b>
Armagh	10
Clogher	6
Derry	9
Down & Connor	9
Dromore	0
<b>Total</b>	<b>34</b>

## **Shared Education Campus Programme/Lisanelly Shared Education Campus Project**

CCMS contributed significant resources to this major initiative both in the Lisanelly project and in working closely with schools who were interested in making bids for funding under this initiative. CCMS working in partnership with the ELBs and DE developed and implemented a delivery model for the three projects approved to progress to business case completion as a result of the first call.

In respect of the second call a total of five projects were fully endorsed by CCMS. CCMS in close collaboration with the relevant ELB provided support in the development of the bids for three of the bids.

### **Circulars**

Given the level of change in this period a number of circulars were issued to schools providing information and advice on the range of matters carried out under this directorate.

#### **DE Circular 2014/17**

Schools Energy Programme

#### **CCMS Circular 2014/20**

Payment of Capital Grant for the Non Controlled Sector Schools

#### **CCMS Circular 2014/23**

Payment of Capital Grant to Non Controlled Sector Schools

#### **CCMS Circular 2014/28**

Second Call for Proposals – Shared Education Campuses Programme

#### **CCMS Circular 2015/03**

Programme of Capital Minor Works 2014/15, 2015/16 and 2016/17

## **EDUCATION PRIORITY – TRANSFORMING THE GOVERNANCE AND MANAGEMENT OF EDUCATION**

The period of this Business Plan continued to be challenging for all staff in CCMS. For a further year the Council has been in a period of consolidation and contingency as it prepared for the expected implementation of the Education and Skills Authority and the subsequent demise of CCMS. The delay continued to impact on the professional capacity of CCMS to deliver its services due to staff changes having to be managed within the vacancy control mechanism. Once again, the Council has been successful in delivering the majority of its Business Plan.

The Council has achieved or substantially achieved all of the targets under this priority.

The Council has met its target for the production of accurate and timely accounts in accordance with the accounts direction from the Department.

The Council has met its target for prompt payment to its suppliers; it has lived within budget and (excluding non-cash allocations) limited under-spending to within 1% of the overall budget.

The Council fully engaged with all relevant bodies and personnel in relation to the establishment of the EA.

During the year a decision was made by the Minister that the five ELBs and the Staff Commission would merge into a single Education Authority by 31 March 2015. As a consequence CCMS is to be retained as a statutory body with all of its functions. DE commissioned an external review into the structures and resources of CCMS. This review commenced in March 2015 and is still underway at the close of this reporting period



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**J Clarke**  
**Accounting Officer**

17/6/15

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**Date**



## REMUNERATION REPORT

The remuneration of the Senior Leadership Team (SLT) is set by the Remuneration Committee and approved by the Department of Education.

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 Executive Committee, the authority for making recommendations on PRP to the Department.

The current Members of the Remuneration Committee are:

The Most Reverend John McAreavey	Chair of Council
Rt Rev Mgr Aidan Hamill	Chair of EPC
Mr Stanley Smith	Chair of FPC
Mrs Pat Carville	Chair of ECC
Mr Eamon Mullan	Chair of AC

The Remuneration Policy for current and future years is outlined in the 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.

The operation of the CCMS Performance Related Pay Scheme was agreed during the previous financial year (2013/14) following protracted discussions between the Remuneration Committee and the Department of Education. As a result of this agreement backdated PRP payments were made in 2013/14 to all members of the Senior Leadership Team (including two previous members, one who left the organisation on 27 August 2009, the other who retired on 31<sup>st</sup> March 2011) dating back to the 2003/04 financial year where performances in the 2002/03 financial year were considered.

### CONTRACTS

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

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

**SENIOR MANAGEMENT REMUNERATION (AUDITED)**

Officers*	2014 - 2015					2013 - 2014				
	Salary Including Performance Related Pay (PRP) and Benefits in Kind £000					Salary Including Performance Related Pay (PRP) and Benefits in Kind £000				
	Salary	PRP up to 2014/15	Benefits in Kind	Pension Benefits <sup>o</sup> to nearest £K	Total to nearest £K	Salary	PRP up to 2012/13	Benefits in Kind	Pension Benefits <sup>o</sup> to nearest £K	Total to nearest £K
<b>J Clarke</b> Chief Executive	70 - 75	5 - 10	Nil	9	84 – 94	70 - 75	15 - 20	Nil	34	119 – 129
<b>G Lundy</b> Deputy Chief Executive	60 - 70	5 - 10	Nil	(38)	27 – 42	60 - 70	10 - 15	Nil	72	142 – 157
<b>E O'Neill</b> Head of Human Resources & Corporate Services	50 - 55	0 - 5	6	7	68– 73	50 - 55	0 - 5	6	35	91 – 101
<b>T Murphy (Retired)</b> Head of Education Standards (Apr-Dec)	55 - 60	0 - 5	Nil	9	69 - 74	55 - 60	0 - 5	Nil	16	71 - 81
<b>M Crudden</b> Head of Education Standards (Jan-Mar)	50 - 55	Nil	Nil	3	53 - 58					
<b>Band of Highest Paid Director's Total Remuneration</b>	70 - 75					70 - 75				
<b>Median Total Remuneration</b>	21,734					25,874				
<b>Ratio</b>	3.34					2.80				

<sup>o</sup> The value of pension benefits accrued during the year is calculated as (the real increase in pension multiplied by 20) plus (the real increase in any lump sum) less (the contributions made by the individual). The real increases exclude increases due to inflation or any increase or decreases due to the transfer of pension rights. There was an amendment made to G Lundy in the current year due to his secondment at a higher salary scale in the latter half of 2013/14 to another organisation

\*\* Mr M Crudden was internally promoted to the Head of Education Standards on the retirement of Mr T Murphy in December 2014

\*All Officers - PRP payments have been calculated for the two year period 2013/14 to 2014/15 and have been accrued above

**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 2014/15 for each senior post holder are provided in the table above. These PRP accruals are for 2013/14 and 2014/15 financial years and refer to performances during the period 2012/13 and 2013/14. No actual payments are made until approval has been received from DFP through a pay remit process. The pay remit for 2013/14 (based upon the 2012/13 performance year) is currently with the Department for approval. 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. An excess mileage allowance of £5,549 was paid to Eugene O'Neill for the 2014/2015 financial year.

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 2014/2015 was £72.5k. This was 3.34 times the median remuneration of the workforce, which was £21,734.

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

## PENSIONS OF SENIOR MANAGEMENT (AUDITED)

Officer	Total accrued pension at 31/3/15 and related lump sum (£k)	Real Increase in pension and related lump sum at 31/03/15 (£k)	CETV at 31/03/15 (nearest £k)	CETV at 31/03/14 (nearest £k)	Real increase in CETV (nearest £k)
<b>J Clarke</b> Chief Executive	£35 - 40 Lump Sum £95 - 100	£0 – 2.5 Plus -(£0 – 2.5)	£829	£822	(£4)
<b>G Lundy</b> Head of School Planning & Development	£25 - 30 Lump Sum £65 - 70	-(£0 – 2.5) Plus -(£5 – 7.5)	£606	£613	(£15)
<b>E O'Neill</b> Head of Human Resources & Corporate Services	£15 - 20 Lump Sum £40 - 45	£0 – 2.5 Plus -(£0 – 2.5)	£323	£305	£14
<b>T Murphy</b> (retired) Head of Education Standards	£5 - 10 Lump sum £10 - 15	£0 – 2.5 Plus -(£0 – 2.5)	£166	£156	£10
<b>M Crudden</b> Head of Education Standards	£20 - 25 Lump sum £45 - 50	£0 – 2.5 Plus £0 – 2.5	£397	n/a	£14

## **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 not include the increase in accrued pension due to inflation, 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.

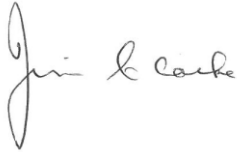
## **NORTHERN IRELAND LOCAL GOVERNMENT SUPERANNUATION SCHEME (NILGOSC)**

Pension Benefits are provided through and administered by the Northern Ireland Local Government Superannuation Scheme (NILGOSC). Employee contributions for 2014/15 are variable, depending on salary, ranging from 5.5% to 7.5% of pensionable earnings and employer contributions are set at a rate of 20%. Benefits accrue at the rate of  $1/60^{\text{th}}$  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.

**AUDITED COUNCIL MEMBERS' AND CHAIRPERSON'S EMOLUMENTS**

The total emoluments of the Council Members were:

		2015 £	2014 £
Chairperson	Fees Taxable Benefits	4,878 0	6,500
Vice-Chair	Fees Taxable Benefits	Nil Nil	Nil Nil
Other Council Members	Fees Taxable Benefits	9,410 12,509	8,114 11,978
<b>Totals</b>		<b>26,797</b>	<b>26,346</b>



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**J Clarke**  
**Accounting Officer**

17/6/15

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**Date**

## THE STATEMENT OF ACCOUNTING OFFICER'S RESPONSIBILITIES

The Chief Executive of CCMS, as Accounting Officer, is accountable for 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 and Personnel. 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;
- 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.

Detailed responsibilities of the Chief Executive's accounting responsibilities are set out in the Accounting Officers Memorandum issued by the Department of Finance and Personnel and published in Managing Public Money in Northern Ireland.

The Chief Executive is responsible for establishing organisational and management systems to support the work of the Council and the management of staff, in accordance with the Council's 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;
- prepare the financial statements on a going concern basis.

### On behalf of the Council members

*John W. Greaney*

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**Chairperson**

*17 June 2015*

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**Date**

## Governance Statement for the year to 31 March 2015

### 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 1989 Education Reform (Northern Ireland) Order with the primary objectives of raising standards, employing teachers and ensuring effective human resource polices and improving the schools' estate in the Catholic Maintained Sector. It covers almost five hundred nursery, primary and secondary schools with 6,000 teachers providing for approximately 121,154 young people. CCMS provides services to, and on behalf of, the Catholic Maintained Sector and its Trustees. The decision of the NI Assembly not to proceed with the creation of an Education and Skills Authority into which the functions of CCMS were to be inculcated means that CCMS is to be retained for the foreseeable future as a Statutory Body with all of its legislative functions retained.

Both the Chair of Council and I have delegated responsibilities from the Permanent Secretary of DE. The Chair of Council and I, along with senior staff, meet the Permanent Secretary and senior Departmental officials to discuss progress, performance and key risks on a regular basis. As Accounting Officer, I have responsibility for maintaining a sound system of internal control that supports the achievement of Council's 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.

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

### The Council Structure

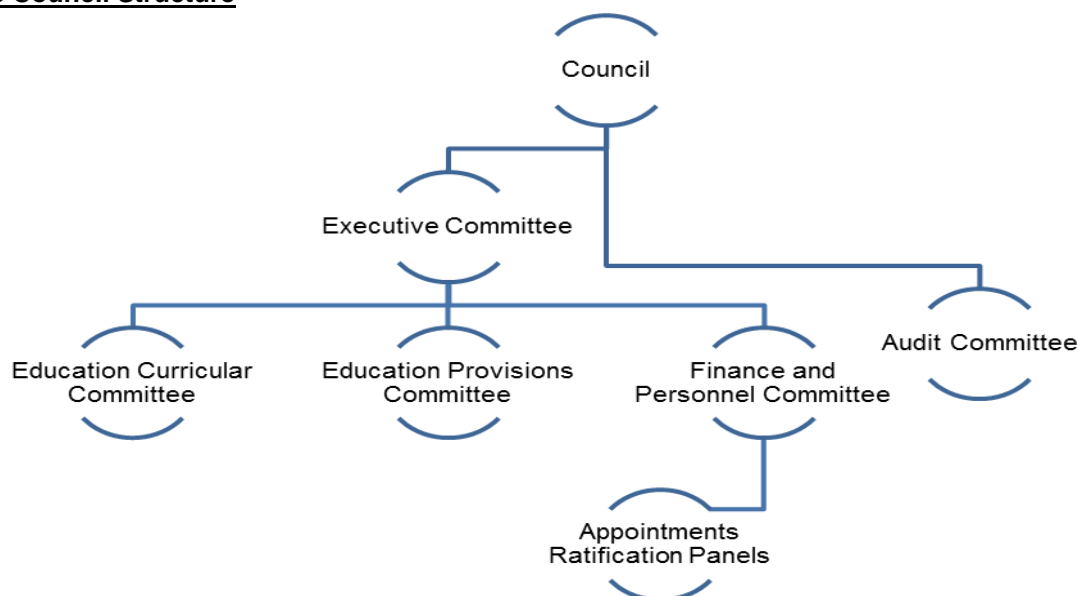


Fig 1: Council and Committee Structures



The work and vision of the CCMS committee structures support schools to optimise educational opportunities and outcomes for all pupils in support of the common good and a shared future. It is the intention of Council to re-consider its committee structure during the next financial year to ensure fitness for purpose.

Members of Council formulate, in consultation with the Senior Leadership Team, and oversee the implementation of Council Policy. Council members, cognisant of the Council's Business Plan lead the development and implementation of strategic planning and policies designed to meet statutory obligations, to support school leadership, improve standards and advocate for the Catholic Maintained Schools Sector. The Council strives to foster and promote the faith, 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 the effective management and control of Catholic Maintained schools by their Boards of Governors, best practice in the employer function and the support of Trustees with respect to the planning and development of the schools estate.

The table on the following page provides details of the individual attendance of members at Council and Committee meetings through 2014/15.

Member	Council Attendance 2014/15	Sub-Committee Attendance (N.B. Total possible attendance is shown in brackets)				
		Executive	Audit	Finance & Personnel	Education Provision	Education Curriculum
<b>RR Mgr S Cahill PP</b>	4 (5)					
P Carville	5 (5)	5 (5)				4 (4)
J Christie	2 (5)		3 (5)	3 (6)		
Br P Collier	4 (5)				5 (5)	0 (4)
D Connor	0 (5)					0 (4)
Fr K Donaghy	4 (5)				3 (5)	
V Rev S Emerson PPVF	5 (5)				4 (5)	
<b>H Goodman</b>	2 (4)	3 (5)	4 (5)	5 (5)		
RR Mgr A Hamill	1 (1)	1 (1)	0 (0)		0 (0)	
<b>M Haughey</b>	2 (4)					4 (4)
Dame G Keegan	4 (5)					2 (4)
HGMR E Martin	3 (5)					
M Rev J McAreevey DD	4 (5)	4 (5)				
B McCargo	4 (5)			6 (6)		
S McCaul	3 (5)					1 (4)
M Rev D McKeown DD	1 (5)				0 (5)	
E McWilliams	4 (5)					2 (4)
Fr A Mullan	1 (5)				3 (5)	
<b>D Mullan</b>	2 (4)			3 (5)		
E Mullan	4 (5)	1 (3)	3 (5)	4 (6)		
<b>VR Canon J Mullin PP</b>	4 (5)				2 (4)	
A Nugent	2 (5)		3 (5)			
C O'Neill	5 (5)					4 (4)
G Perry	3 (5)					3 (4)
P Sheils	4 (5)	2 (2)	3 (5)			
S Smith	3 (5)			4 (6)		
M Rev N Treanor DD	0 (5)					
A Rice	0 (5)					
Sr E Woulfe	5 (5)	3 (5)			4 (5)	
Mr M Trolan	1 (1)			1 (1)		
Mr P McCartan	1 (1)					
Fr T Bartlett	1 (1)					
Mgr P O'Reilly	1 (1)					
Mr M Donnelly	1 (1)					
Mr M McCusker	1 (1)					

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

### **The Council**

In the current financial year the Council met on five occasions. In line with best practice, the Council commenced a re-constitution in December 2014 and 20 new Trustee representatives were appointed onto the Council. CCMS is awaiting a decision on the Department's representatives and this will be followed by CCMS issuing an invitation to appoint teacher/parent representatives onto the new Council.

There are now 30 Council members who oversee and authorise the strategic and operational policies and procedures of CCMS and who take an overview of the work undertaken by the other sub-committees. There was a 62% attendance rate for all Council meetings.

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

- Considered a presentation on the Teacher Attendance Policy
- Received a presentation from OFMDFM Official on 'Delivering Social Change for Children and Young People' Consultation
- Considered Shared Education Campus Programme proposals and Shared Education
- Considered the Northern Ireland Peace Monitoring Report
- Responded to the proposals on Area Planning
- Considered Annual Report on Appointments and Redundancies 2013/14
- Considered an Underachievement Report
- Considered proposals for CCMS Recruitment and Selection Working Group
- Received a presentation by Save the Children on 'Read on Get On'
- Considered Education Authority legislation updates
- Reviewed Shared Education briefing reports by the Deputy Chief Executive
- Received a presentation by ETI officials on 'Chief Inspector's Report 2012-2014'
- Considered CCMS Organisation Review 'Terms of Reference' and considered further updates
- Considered the draft DE Budget 2015/16
- Considered the 'Sharing Works: A Policy for Shared Education'
- Reviewed the CCMS response to Encouraging and Facilitating Integrated and Irish Medium education
- Considered and responded to a consultation on bullying launched by the Minister

### **The Executive**

The Executive comprises the Chair, Vice-Chair and Chairs of each of the Committees and it exercises overall responsibility for determining the priorities and the direction of Council. It also has an overarching view in setting the agenda for all Council business.

In the current financial year the Executive met on five occasions. There was an 76% attendance rate for all Executive meetings.

## **The Audit Committee (AC)**

The Audit Committee (AC) 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 AC is to provide:

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

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

Mr E Mullan (Chair – elected 24 September 2014)  
Mrs J Christie (Vice-Chair)  
Ms P Sheils (resigned as Chair 19 June 2014)  
Rt Rev Mgr A Hamill  
Mr H Goodman  
Mr A Nugent

There was a 64% attendance rate for all AC meetings.

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

- Risk Register
- Report to those charged with governance
- Quarterly Assurance Statements on Internal Control and
- Conflict of Interest

The Audit Committee also:

- Scrutinised and approved the Annual Accounts for the period ended 31 March 2014
- Ratified an Internal Staff Survey
- Considered the Business Plan 2014/15
- Reviewed all correspondence from the Minister of Education on updates to Education administration
- Agreed the internal audit programme for 2014/15
- Reviewed the draft NIAO Audit Strategy for 2014/15
- considered the new Audit and Risk Assurance Handbook from DE

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

The Finance and Personnel Committee provides a detailed challenge and scrutiny of the organisation's progress on the following:

- the Operational Budget Plan presented to the Department
- approval for the Annual Accounts
- financial and performance management
- the staffing structures and needs of the organisation
- both teacher and non-teacher HR policies
- HR management including issues arising from Industrial Relations
- development and implementation of strategies to better promote attendance at work
- ratification of teaching and core staff appointments and promotion outcomes and
- appeals to appointment processes and outcomes brought by teachers.

In the current financial year the FPC met six times. The Committee had the following membership

Mr H Goodman (Chair – retired 22 January 2015)  
Mr S Smith (Vice-Chair, elected to Chair 12 March 2015)  
Mr B McCargo (elected as Vice-Chair 12 March 2015)  
Mrs J Christie  
Mr D Mullan  
Mr E Mullan  
Mr M.Trolan (new member – joined 12 March 2015)

There was a 74% attendance rate for all FPC meetings.

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

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

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

Mrs P Carville (Chair)  
Mrs S McCaul (Vice-Chair)  
Mrs M Haughey  
Dame G Keegan  
Mrs E McWilliams  
Mrs C O'Neill  
Ms G Perry  
Bro P Collier

There was a 56% attendance rate for all ECC meetings.

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

The Education Provisions Committee maintains a strategic overview of the schools network within the Catholic Maintained Sector ensuring that the network matches the needs of the community.

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

Rt Rev Monsignor Hamill PP, VG (Chair)  
Most Rev D McKeown DD (Vice-Chair)  
Bro P Collier  
Rev K Donaghy  
Very Rev S Emerson PP VF  
Rev A Mullan PP  
Very Rev Canon J Mullin PP  
Sr E Woulfe

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

The Council, like other education bodies, has faced significant and increasing challenges during 2014/15 largely related to the uncertainty over future arrangements for education administration and funding.

Given the circumstances outlined above the Council believes that it has performed beyond reasonable expectations in the nature and quality of its works, its support to stakeholders and its contribution to the wider education and public sectors. The quality of education in Catholic Maintained schools as a sector continues to improve despite the constrained resources available to the Council to challenge and support underperformance.

The Council believes that its officers corp has contributed beyond reasonable expectation in the delivery of its Business Plan. It is concerned, however, about the welfare of staff, particularly those in senior positions.

### **Acceptability of data used**

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

- Financial information produced internally
- HR information, mainly data on attendance management, produced by the Department of Education
- Statistical information, data relating to enrolments, attainment, attendance, workforce, provided by the Department of Education
- 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 the Department is sourced from official reports provided by the Northern Ireland Statistics and Research Agency (NISRA).

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

The inspection data from the Department is prepared from the ETI’s management and recording systems (MARS). A MARS record is completed for each inspection and subject to internal scrutiny and annual audit.

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 the Council and its Committees is of an acceptable standard.

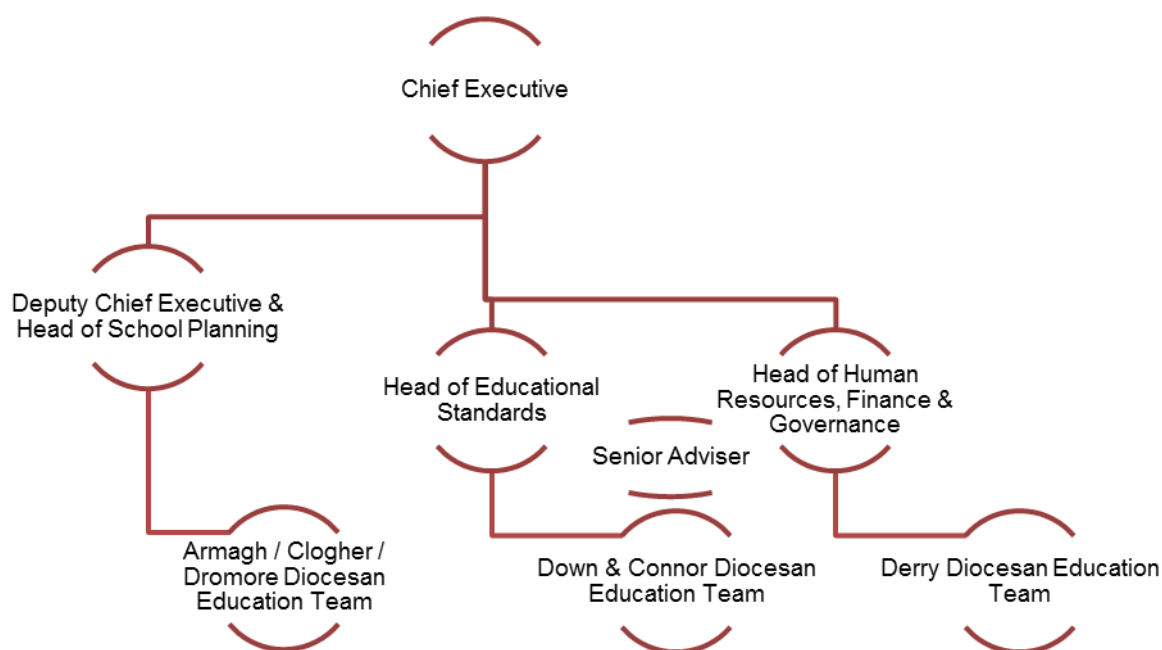


Fig: 2 Senior Leadership Team

### **Compliance with the Corporate Governance in Central Government Departments: Code of Good Practice**

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

CCMS believes it has complied with the Code of Good Practice, apart from the issue noted below:

Board Effectiveness – the code states that “evaluations of the performance of individual Board Members should show whether each continues to contribute effectively and corporately and demonstrates commitment to the role”

The Council during 2014/15 has not carried out evaluations on the performance of individual Council members. Following the RTTCWG for the previous financial year ended 31 March 2014 the NIAO observed that, due to the uncertainty over the establishment of ESA, Council and Committee Members had been allowed to retain their membership for longer than the allowed three years. The NIAO recommended that Members are rotated in line with good practice to ensure ongoing and effective oversight of the governance of CCMS. A decision was made to re-constitute the Council in December 2014. The Trustees have agreed 20 new Trustee representatives, the Department has yet to decide on its representatives and a decision on teacher/parent representatives has been delayed until this decision has been made. As a result of this decision no evaluation has been carried out.

In previous years CCMS, as an organisation, has been downsized while it awaited legislation for the implement of the new Education and Skills Authority (ESA). The Executive has agreed that this Programme for Government target should now be withdrawn in favour of a decision to incorporate the five ELBs into one Education Authority (EA) with effect from 1 April 2015, CCMS will now remain in its present form. An external review is being conducted with a view to returning the Council to a capacity to deliver on its statutory responsibilities. As a result of this delay there has been a “roll-over” methodology inherent in all the strategic work carried out by CCMS.

The Council has noted the impact of the above issues on its stakeholders and on CCMS as an organisation, and management will continue to consider these matters with Departmental officials through the regular scheduled governance and accountability meetings. 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 plans remain less developed.

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 2015.

### **The Risk and Control Framework: Managing Risk**

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

There were no newly identified strategic risks for the year 2014/15 however there were amendments to the risk evaluation of some of the current strategic risks due to the ongoing funding uncertainty and an impending organisational review of CCMS by DE. One strategic risk associated with the convergence of CCMS to the Education and Skills Authority was removed in the light of decisions around the new Education Authority. The following strategic risks have been highlighted by the Risk Group:

- The impact of the loss of key personnel and the imbalance of staff complement resulting in a reduction in the quality of service. This risk has been mitigated by the continuing use of self-employed Associates. The Council has indicated to management that their preference is to reduce the reliance on Associates in favour of employed full time staff. The suspension of



vacancy control in December 2014 has therefore allowed this organisation to consider employing full time contracted staff in the near future.

- Reduction in the breadth and quality of service to schools, and the failure of the organisation to fulfil its function due to the recent and cumulative reductions in staff imposed upon CCMS. CCMS is currently carrying out a reconstitution of the Council to ensure effective oversight of the organisation and in the near future CCMS, using the conclusions of an external review, currently being carried out by KPMG on behalf of DE, will be carrying out a re-structuring exercise to ensure core objectives continue to be met.
- The possibility that the objectives of the Maintained Schools Primary Review are not aligned to the Area Planning Process resulting in loss of reputation, and the retention of unsustainable schools and the loss of educational opportunities for pupils. There are continuing discussions at Departmental level regarding capital requirements to deliver on area planning, CCMS continues to engage positively with the Department to ensure that the objectives will continue to be met.
- DE targets to reduce teacher absence levels are not met in the Catholic Maintained Sector – CCMS continues to review HR structures and oversight processes to ensure that this target is prioritised.

CCMS continues to adopt a low risk appetite. This will remain the norm given a reduction in staff and increased employment of temporary workers and Associates, As a consequence of vacancy control (which no longer applies to CCMS from December 2014) and the delay in the legislative process associated with the formation of the Education Authority, a number of experienced senior and middle management staff have either retired or left the organisation to seek employment elsewhere. These have not yet been replaced by permanent full-time staff. As noted above, this loss of personnel has been identified in our Risk Register as a major risk to the quality of service delivery.

### **Information Risk**

A compliance review of Information Assurance was recently carried out by the Data Protection Group in March 2015. During the last financial year there were no major data loss incidents, breaches or major non-compliance issues to report.

### **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 reported instances of suspected fraud within CCMS during the reporting period.

CCMS continues to participate in the National Fraud Initiative (NFI). Data was uploaded to the NFI in November 2014, data matches were released back to CCMS in January 2015 and a review on all data matches was concluded in February 2015.

The Finance department confirmed to the NFI that there were no data matches of concern to this organisation.

### **Lapses of Security**

There were no lapses of security during this financial period

## **The Control Regime: Review of Effectiveness**

As Accounting Officer, I have responsibility for reviewing the effectiveness of the system of internal control. My review of that system is informed by the work of the Chief Finance Officer, internal auditors and the executive managers within the Council 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 Committee 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 the Department.

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

The Internal Audit Unit of the North Eastern Education and Library Board (NEELB) was commissioned to provide an Internal Audit service to Council. In the year 2014/15 they were 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 Audit Committee as part of an agreed four year audit strategy.

The Audit Opinion was based on a four tiered system of opinion, 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**

There were no significant internal control issues noted during the period

The decision not to proceed with the establishment of the Education and Skills Authority means that CCMS will continue as a non-departmental public body for the immediate future. An Organisation Review, conducted by KPMG consultants was begun in March 2015 and is due to report within three months of its commencement. Council has welcomed this review and looks forward to engaging with the Department at its conclusion.

Looking to the near future, I intend to use the review to consult with the Department with respect to a further restructuring exercise within CCMS to ensure the organisation continues to meet its statutory duties and core responsibilities

The Council membership believes that CCMS has continued to carry out its core roles and responsibilities and that it has achieved to a significant degree its Business Plan for 2014/15.

The Council's Risk Management strategy has identified the strategic risks which might impact the ability of CCMS to meet its objectives and continues to inform the Department of the increased

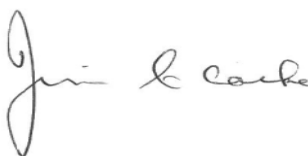
pressures, formally through the Governance and Accountability Review (GAR) and informally, through other specific contacts.

The Senior Leadership Team has had a recent retirement in the course of the year and this has further reduced its capacity in educational professionals dealing with the Raising Standards agenda. The SLT has attempted to provide creative leadership to minimise impacts on schools and other stakeholders. It, like the Council, is conscious of the increased pressure on officers and has given a degree of priority to addressing health and welfare issues.

CCMS has established a reputation as being an efficient and effective organisation and has pride in that reputation. Council is concerned, however, that the efforts of officers to maintain that reputation may have a detrimental effect on their health and well-being.

The Council is now in the process of being re-constituted. The first phase has been completed through the Trustee nominations. Council wishes to place on record its gratitude for the self-less contribution of these members, who have retired, to the governance of the Council over so many years. The new members will bring a different perspective to the work of the Council and their freshness, creativity and enthusiasm will help address the major challenges which lie ahead.

The Council and its officers will continue to use their best endeavours to carry out their roles and responsibilities to the Catholic Maintained Sector and the education service as a whole with diligence, vision and commitment.



**Signature of Accounting Officer**

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**Jim Clarke**

17/6/15

**Date of Signature**

## **COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS**

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

I certify that I have audited the financial statements of the Council for Catholic Maintained Schools for the year ended 31 March 2015 under Schedule 8 of the Education Reform (Northern Ireland) Order 1999. These comprise the Statement of Comprehensive Net Expenditure, the Statement of Financial Position, the Statement of Cash Flows, the Statement of Changes in Taxpayers' Equity and the related notes. These financial statements have been prepared under the accounting policies set out within them. I have also audited the information in the Remuneration Report that is described in that report as having been audited.

#### **Respective responsibilities of Accounting Officer and auditor**

As explained more fully in the Statement of Accounting Officer's Responsibilities, the Accounting Officer is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. My responsibility is to examine and certify on the financial statements in accordance with Schedule 8 of the Education Reform (Northern Ireland) Order 1999. I conducted my audit in accordance with International Standards on Auditing (UK and Ireland). Those standards require me and my staff to comply with the Financial Reporting Council's Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

An audit involves obtaining 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. This includes an assessment of: whether the accounting policies are appropriate to the Council for Catholic Maintained Schools' circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Council for Catholic Maintained Schools; and the overall presentation of the financial statements. In addition I read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for 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.

#### **Opinion on Regularity**

In my opinion, in all material respects the expenditure and income 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.

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

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 2015 and of the net expenditure, cash flows and changes in taxpayers' equity for the year then ended; and

- the financial statements have been properly prepared in accordance with Schedule 8 of the Education Reform (Northern Ireland) Order 1999 and Department of Education directions issued thereunder.

### **Opinion on other matters**

In my opinion:

- the part of the Remuneration Report to be audited has been properly prepared in accordance with Department of Education directions made under the Schedule 8 of the Education Reform (Northern Ireland) Order 1999; and
- the information given in the Directors Report and Strategic Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **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 part of the Remuneration 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 Department of Finance and Personnel's guidance.



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

29 June 2015

COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS

STATEMENT OF COMPREHENSIVE NET EXPENDITURE FOR THE YEAR ENDED 31 MARCH 2015

		2014-15	2013-14
	Note	£	£
<b>Expenditure</b>			
Staff Costs	2	2,077,837	1,952,462
Other Expenditures	3	1,692,098	1,428,363
Depreciation	5 / 6	4,494	3,352
<b>Total Expenditure</b>		<b>3,774,429</b>	<b>3,384,176</b>
<b>Income</b>			
Other Income	4	(228)	(23,984)
<b>Total Income</b>		<b>(228)</b>	<b>(23,984)</b>
<b>Net Expenditure before financing</b>		<b>3,774,201</b>	<b>3,360,192</b>
Net Return on Pension Finance	2	135,000	174,000
<b>Net Expenditure after Financing</b>		<b>3,909,201</b>	<b>3,534,192</b>
<b>Other Comprehensive Expenditure</b>			
Actuarial loss in respect of pension liability	2	335,000	(988,000)
Net loss on revaluation of Property Plant and Equipment	5	0	0
Net loss on revaluation of Intangibles	6	0	0
<b>Total Comprehensive Expenditure for the year ended 31 March 2015</b>		<b>4,244,201</b>	<b>2,546,192</b>

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

The notes on pages 54 - 69 form part of these Financial Statements.

**COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS**

**STATEMENT OF FINANCIAL POSITION**

**As at 31 March 2015**

	Note	2015 £	2014 £
<b>Non-current assets:</b>			
Property, plant and equipment	5 / 6	15,920	8,414
<b>Current assets:</b>			
Trade and other receivables	7	53,835	53,618
Cash and cash equivalents	8	18,261	4,840
<b>Total current assets</b>		<b>72,096</b>	<b>58,458</b>
<b>Total Assets</b>		<b>88,016</b>	<b>66,872</b>
<b>Current liabilities:</b>			
Trade and other payables	9	(358,528)	(383,169)
Provisions	10	(12,067)	(14,481)
<b>Total current liabilities</b>		<b>(370,595)</b>	<b>(397,650)</b>
<b>Non-current assets plus/less net current assets /liabilities</b>		<b>(282,579)</b>	<b>(330,778)</b>
<b>Non current liabilities</b>			
Pension Liabilities	2	(3,817,000)	(3,276,000)
Provisions	10	0	(12,067)
<b>Total non-current liabilities</b>		<b>(3,817,000)</b>	<b>(3,288,067)</b>
<b>Assets less liabilities</b>		<b>(4,099,579)</b>	<b>(3,618,845)</b>
<b>Taxpayers' Equity</b>			
General Reserve		(4,099,579)	(3,618,845)
		<b>(4,099,579)</b>	<b>(3,618,845)</b>

The Financial Statements on pages 50 - 53 were approved on 17 June 2015 on behalf of the Council by

	<i>John McAreavey</i>	<i>17 June 2015</i>
Chairperson, Bishop John McAreavey	_____	_____
		Date
	<i>Jim Clarke</i>	<i>17/6/15</i>
Chief Executive, Jim Clarke	_____	_____
		Date

The notes on pages 54 - 69 form part of these Financial Statements.

**COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS**

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED 31 MARCH 2015**

	2014-15	2013-14
Note	£	£
<b>Cash flows from operating activities</b>		
Net expenditure for the year	(3,909,201)	(3,534,192)
<u>Adjusted for:</u>		
Depreciation	5 / 6      4,494	3,352
(Profit) / Loss on disposal of non current assets	0	0
Pension Costs	2      206,000	253,000
Decrease in Inventories	0	0
(Increase) / Decrease in Trade and other receivables	7      (217)	(3,027)
Increase/(Decrease) in Trade and other payables	9      (24,641)	(33,361)
Use of Provisions	10      (14,481)	(10,061)
<b>Net cash outflow from operating activities</b>	<b>(3,738,046)</b>	<b>(3,324,289)</b>
<b>Cash flows from investing activities</b>		
Purchase of property, plant and equipment	5      (12,000)	0
Purchase of intangible assets	6      0	0
Disposal proceeds of property, plant and equipment	0	0
<b>Net cash outflow from investing activities</b>	<b>(12,000)</b>	<b>0</b>
<b>Cash flows from financing activities</b>		
Recurrent grants received	3,751,467	3,331,406
Capital grants received	12,000	0
Capital element of payments in respect of finance leases and on-balance sheet PFI contracts	0	0
<b>Net financing</b>	<b>3,763,467</b>	<b>3,331,406</b>
<b>Net (decrease) in cash and cash equivalents in the period</b>	<b>13,421</b>	<b>7,117</b>
<b>Cash and cash equivalents at 01/04/2014</b>	<b>4,840</b>	<b>(2,277)</b>
<b>Cash and cash equivalents at 31/03/2015</b>	<b>18,261</b>	<b>4,840</b>

The notes on pages 54 - 69 form part of these Financial Statements.



**COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS**  
**STATEMENT OF CHANGES IN TAXPAYERS' EQUITY**  
**FOR THE YEAR ENDED 31 MARCH 2015**

	<b>2014-15</b>	<b>2013-14</b>
	<b>General Reserve</b>	<b>General Reserve</b>
<b>Balance at 31 March 2014</b>	(3,618,845)	(4,404,059)
<b>Changes in Reserves:</b>		
Net expenditure cost	(3,909,201)	(3,534,192)
Actuarial Gain/ (loss) in respect of pension liability	(335,000)	988,000
Recurrent funding	3,751,467	3,331,406
Capital funding	12,000	0
<b>Balance at 31 March 2015</b>	<u>(4,099,579)</u>	<u>(3,618,845)</u>

The notes on pages 54 - 69 form part of these Financial Statements.

## 1. NOTES TO THE COUNCIL'S ACCOUNTS

### Statement of Accounting Policies

These financial statements have been prepared in accordance with the 2014/15 Government Financial Reporting Manual (FReM) issued by Treasury as directed by the Department of Finance and Personnel. 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) *Depreciation*

Depreciation is provided for all items of property, plant and equipment having a finite, useful life, by allocating the cost (or revalued amount), less estimated residual value of the assets as fairly as possible to the period expected to benefit from their use. Useful lives are estimated on a realistic basis, reviewed annually and 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. Assets under construction are not depreciated until brought into use.

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

<b>Asset class</b>	<b>Asset Sub-Class</b>	<b>Asset Life</b>
Computers	Hardware and Software	3 years
Plant and Equipment	General and Other	10 years
	Reprographics	7 years

(d) *Intangible Assets*

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

(e) *Amortisation*

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

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

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

(f) *Property Plant and Equipment*

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

(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, Holywood 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. Management have considered possible changes under IAS19 R and consider them to be immaterial, therefore no adjustment has been made to the accounts.

(h) *Early Departure Costs*

CCMS has introduced a procedure for handling redundancies to comply with the Contracts of Employment and Redundancy Payments (NI) Act 1965 (as amended) and the Industrial Relations (NI) Order 1976.

(i) *Grant Reserve*

This reserve represents the 15% contribution by CCMS Trustees in respect of the 'capital works' shown under Land and Buildings. There are currently no such works.

(j) *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.

(k) *Employee Benefits*

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

(l) *Finance and Operating Leases*

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

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

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

(m) *Cash Flow*

There was no change to the value of cash equivalents held by CCMS as a result of the introduction of IFRS.

(n) VAT

The activities of CCMS are outside the scope of VAT.

(o) *Financial Instruments*

CCMS has no financial instruments.

(p) *Segmental Reporting*

Due consideration has been given to the issue of segmental reporting. Management information for operational decision making by the SLT/Council is not presented on a segmental basis.

(q) *Accounting Estimates*

On 24 April 2009 the Department of Education, under the auspices of the Minister, instructed this organisation to implement the Education and Skills Authority (ESA) accounting policies for the 2009/10 year. Although the decision to implement ESA was recently withdrawn in favour of incorporating the five ELBs into one Education Authority (EA), the policies to be adopted remain effective.

The changes primarily relate to:

Accounting convention: CCMS has adopted the historical cost convention without modification for the revaluation of assets. This is not FREM compliant but has been accepted on materiality grounds.

Property, Plant and Equipment: CCMS' capitalisation threshold has been increased from £250 to £3,000, there has also been a reclassification of asset classes. This has resulted in an amendment to the property, plant and equipment note.

Depreciation: The useful lives proposed for ESA differ from those in use by CCMS. This has meant a change in depreciation charged for the year.

(r) *Going Concern*

The Statement of Financial Position shows a net liability as at 31 March 2015. 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 Councils' ability to continue as a going concern have been assessed and these accounts have therefore been prepared under the going concern principle.

	<b>2014-15</b>	<b>2013-14</b>
	£	£
<b>2. STAFF NUMBERS AND RELATED COSTS</b>		
a) STAFF COSTS COMPRISE		
Wages and Salaries	1,614,140	1,549,885
Social Security Costs	129,060	127,618
Pension Costs	367,153	359,793
Reimbursement of Seconded Salaries	(161,865)	(194,581)
Agency Staff Costs	129,349	109,747
	<b>2,077,837</b>	<b>1,952,462</b>

	<b>2014-15</b>			<b>2013-14</b>		
	£			£		
b) AVERAGE NUMBER OF PERSONS EMPLOYED						
Average Number of whole time equivalent persons employed (including senior management) during the period was as follows:						
	<b>O</b>	<b>P</b>	<b>Total</b>	<b>O</b>	<b>P</b>	<b>Total</b>
Management		23	23		23	23
Administration Staff		33	33		25	25
Manual Staff		1	1		1	1
Agency Staff				6		6
		<b>57</b>	<b>57</b>	<b>6</b>	<b>49</b>	<b>55</b>

**O = Other**

**P = Permanent Staff**

## c) PENSIONS

### *Defined Benefit Scheme*

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

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

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

The funded nature of the LGPS requires participating employers and its employees to pay contributions into the Fund, calculated at a level intended to balance the pension liabilities with investment assets. Information on the framework for calculating contributions to be paid is set out in LGPS (Administration) Regulations (Northern Ireland) 2009 (as amended) and the Fund's Funding Strategy Statement. The last actuarial valuation was at 31 March 2013 and the contributions to be paid until 31 March 2017 resulting from that valuation are set out in the Fund's Rates and Adjustment Certificate. An actuarial valuation of the Fund will be carried out at 31 March 2016 and as part of that valuation a new Rates and Adjustment Certificate will be produced for the period three year period from 1 April 2017.

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

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

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

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

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

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

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

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

The major assumptions used by the actuary were:

	<b>At 31 March 2015</b>	<b>At 31 March 2014</b>
Rate of increase in salaries	3.30%	3.90%
Rate of increase in pensions	1.80%	2.40%
Discount rate	3.20%	4.30%
Inflation assumption	1.80%	2.40%
Pension Accounts Revaluation Rate	1.80%	N/A

<b>Assets (Employer)</b>	<b>Assets at 31 Mar 2015 £(000)</b>	<b>Assets at 31 Mar 2014 £(000)</b>
Equities	11,480	10,371
Bonds	1,857	1,677
Property	1,733	1,566
Cash	<u>402</u>	<u>364</u>
Total	<b><u>15,472</u></b>	<b><u>13,979</u></b>
<b>Net Pension Asset as at</b>	<b>31 Mar 2015 p.a.</b>	<b>31 Mar 2014 p.a.</b>
Estimated Employer Assets (A)	<b><u>15,472</u></b>	<b><u>13,979</u></b>
Present Value of Scheme Liabilities	19,288	17,254
Present Value of Unfunded Liabilities	0	0
Total Value of Liabilities (B)	<b><u>19,288</u></b>	<b><u>17,254</u></b>
Net Pension Asset Liability (A-B)	<b><u>(3,816)</u></b>	<b><u>(3,275)</u></b>



## REVENUE ACCOUNTS

### Amount Charged to SoCNE (included in staff costs)

	Year to 31 March 2015 £(000)	Year to 31 March 2014 £(000)
Service Cost	369	358
Past Service Cost	0	0
Curtailement and Settlements	0	0
Decrease in irrecoverable Surplus	0	0
Other Superannuation	0	0
<b>Total Operating Charge (A)</b>	<b><u>369</u></b>	<b><u>358</u></b>

### Net Return on Pension Finance (credited to finance costs in SoCNE)

	Year to 31 March 2015 £(000)	Year to 31 March 2014 £(000)
Expected Return on Employer Assets	594	625
Interest on Pension Scheme Liabilities	(729)	(799)
<b>Net Return (B)</b>	<b><u>(135)</u></b>	<b><u>(174)</u></b>
<b>Net Revenue Account Cost (A) – (B)</b>	<b><u>504</u></b>	<b><u>532</u></b>

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

	Year to 31 Mar 2015 £(000)	Year to 31 Mar 2014 £(000)
Actual Return Less Expected Return on Pension Scheme Assets	(1218)	(362)
Actuarial (Gains)/ Losses due to changes in financial assumptions	(1667)	483
Actuarial (Gains)/ Losses due to liability experience	114	441
Actuarial (Gains)/Losses due to changes in demographic assumptions	<u>0</u>	<u>426</u>
Actuarial Gain/(Loss) in Pension Plan	<u>(335)</u>	<u>988</u>
Actuarial Gain/(Loss) Recognised in SOCNE	<u>(335)</u>	<u>988</u>

## MOVEMENT IN SURPLUS/(DEFICIT) DURING THE YEAR

	Year to 31 Mar 2015 £(000)	Year to 31 Mar 2014 £(000)
<b>(Deficit) at Beginning of the Year</b>	<b>(3,275)</b>	<b>(4,010)</b>
Current Service Cost	(369)	(358)
Employer Contributions	298	279
Net return on assets	(135)	(174)
Actuarial gains/(loss)	<u>(335)</u>	<u>988</u>
<b>(Deficit) at end of year</b>	<b><u>(3816)</u></b>	<b><u>(3,275)</u></b>

## HISTORY OF GAINS AND LOSSES

Amounts for the current and previous accounting periods

	Year to 31 Mar 15	Year to 31 Mar 14	Year to 31 Mar 13	Year to 31 Mar 12	Year to 31 Mar 11
Fair value of Employer Assets	15,472	13,979	14,040	12,112	11,728
Present value of defined Benefit Obligators	<b>(19,288)</b>	<b>(17,254)</b>	<b>(18,050)</b>	<b>(15,725)</b>	<b>(14,047)</b>
Pension Asset/(liability)	(3816)	(3275)	(4010)	(3613)	(2319)
Experience Gains/(losses) on Assets	1218	(362)	1402	(734)	578
Experience Gain/(losses) on Liabilities	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Actuarial Gains/(losses) on Assets	1,218	(362)	1402	(734)	(578)
Actuarial Gains/(losses) on Liabilities	(1,553)	1,350	(1,657)	(346)	2,892
Actuarial gains/(losses) recognised 1n SoCNE	<b>(335)</b>	<b>988</b>	<b>(255)</b>	<b>1,080)</b>	<b>3,470</b>

## SENSITIVITY ANALYSIS

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

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

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

The sensitivity of the principal assumptions used to measure the scheme liabilities as at 31 March 2015 are set out below:

### Discount rate assumption

Adjustment to discount rate	<b>+0.1% p.a.</b>	<b>Base Figure</b>	<b>-0.1% p.a.</b>
Present value of total obligation £(000)	18,959	19,288	19,622
% change in present value of total obligation	(1.7%)		1.7%
Projected service cost £(000)	402	414	427
Approximate % change in projected service cost	(3.0%)		3.0%

### Rate of general increase in salaries

Adjustment to salary increase rate	<b>+0.1% p.a.</b>	<b>Base Figure</b>	<b>-0.1% p.a.</b>
Present value of total obligation £(000)	19,374	19,288	19,203
% change in present value of total obligation	0.4%		(0.4%)
Projected service cost £(000)	414	414	414
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)	19,542	19,288	19,038
% change in present value of total obligation	1.3%		(1.3%)
Projected service cost £(000)	427	414	402
Approximate % change in projected service cost	3.0%		(3.0%)

### Post retirement mortality assumption

Adjustment to mortality age rating assumption	-1 year	Base Figure	+1 year
Present value of total obligation £(000)	19,808	19,288	18,763
% change in present value of total obligation	2.7%		(2.7%)
Projected service cost £(000)	428	414	400
Approximate % change in projected service cost	3.4%		(3.4%)

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

### Comment on Mortality Assumptions

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

	Males	Females
Post retirement mortality (retirement in normal health)	22.2 years	24.7 years
Future pensioners	24.4 years	27.0 years

### d) REPORTING OF COMPENSATION SCHEME – EXIT PACKAGE

There were no redundancies or other departure costs incurred in the current or previous year.

<b>3. OTHER OPERATING COSTS</b>	<b>2014/15</b>	<b>2013/14</b>
	<b>£</b>	<b>£</b>
Professional and Legal Services	1,089,647	910,229
Repairs and Maintenance – Buildings/Grounds	70,451	21,950
Computer Support	69,086	11,375
Travel & Subsistence	56,095	49,734
Rent and Rates	53,096	51,725
Printing and Stationery	45,306	37,264
Heating and Lighting	32,298	32,977
Travel and Subsistence (Non Staff)	31,461	31,272
Telephones	29,143	39,285
Assessors' Fees	25,140	23,520
Cleaning	22,947	19,514
Conferences & Training	18,558	13,232
Postage	18,124	14,290
Attendance Allowance	17,536	15,158
Access NI	15,747	16,290
Training (Non Staff)	14,135	39,612
External Audit Fees	13,332	12,100
Below Threshold Equipment	11,780	45,740
Recruitment and Advertising	11,755	0
Hospitality	11,559	10,727
Miscellaneous Expenses	11,212	10,241
Repairs and Maintenance of Equipment	8,372	6,756
Internal Audit Fees	8,100	8,100
Insurance	4,609	4,313
Library Services	1,853	2,238
Bank Fees	756	721
PPP Legal and Consultancy Fees	0	0
Loss (profit) Disposal of Assets	0	0
Total	1,692,098	1,428,363

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

National Fraud Initiative	1,232	0
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<b>4. SUNDRY INCOME</b>	<b><u>2014/15</u></b>	<b><u>2013/14</u></b>
	<b>£</b>	<b>£</b>
Bank Interest Receivable	228	184
Reimbursement of Employee's Salary Cost	0	23,800
	<b>228</b>	<b>23,984</b>

## 5. PROPERTY PLANT AND EQUIPMENT

	General and Others	Repro- graphics	Hardware and Software	Total
	£	£	£	£
<u>Cost</u>				
1 April 2014	198,226	60,693	270,671	529,590
Additions	0	12,000	0	12,000
Disposals	0	0	0	0
31 March 2015	<b>198,226</b>	<b>72,693</b>	<b>270,671</b>	<b>541,590</b>
<u>Depreciation</u>				
1 April 2014	192,150	58,355	270,671	521,176
Charge for the year	1,811	2,683	0	4,494
Disposals	0	0	0	0
31 March 2015	<b>193,961</b>	<b>61,038</b>	<b>270,671</b>	<b>525,670</b>
Carrying amount at 31 March 2014	<b>6,076</b>	<b>2,338</b>	<b>0</b>	<b>8,414</b>
Carrying amount at 31 March 2015	<b>4,265</b>	<b>11,655</b>	<b>0</b>	<b>15,920</b>
<u>Cost</u>				
1 April 2013	198,226	60,693	270,671	529,590
Additions	0	0	0	0
Disposals	0	0	0	0
31 March 2014	<b>198,226</b>	<b>60,693</b>	<b>270,671</b>	<b>529,590</b>
<u>Depreciation</u>				
1 April 2013	190,339	56,814	270,671	517,824
Charge for the year	1,811	1,541	0	3,352
Disposals	0	0	0	0
31 March 2014	<b>192,150</b>	<b>58,355</b>	<b>270,671</b>	<b>521,176</b>
Carrying amount at 31 March 2013	<b>7,887</b>	<b>3,879</b>	<b>0</b>	<b>11,766</b>
Carrying amount at 31 March 2014	<b>6,076</b>	<b>2,338</b>	<b>0</b>	<b>8,414</b>

## 6. INTANGIBLE NON CURRENT ASSETS

	<u>Software Licences</u>
<u>Cost</u>	£
1 April 2014	23,624
Additions	0
Disposals	0
31 March 2015	<u>23,624</u>

<u>Depreciation</u>	
1st April 2014	23,624
Charge for Year	0
Disposals	0
31st March 2015	<u>23,624</u>

Carrying amount at 31 March 2014 0

Carrying amount at 31 March 2015 0

	<u>Software Licences</u>
<u>Cost</u>	
1 April 2013	23,624
Additions	0
Disposals	0
31 March 2014	<u>23,624</u>

<u>Depreciation</u>	
1 April 2013	23,624
Charge for Year	0
Disposals	0
31 March 2014	<u>23,624</u>

Carrying amount at 31 March 2013 0

Carrying amount at 31 March 2014 0

All Assets shown above at 31 March 2015 were owned by CCMS. There was no outstanding Finance in the form of loans or leases.

## 7. TRADE RECEIVABLES AND OTHER CURRENT ASSETS

	2014/15	2013/14
	£	£
Amounts falling due within one year		
Trade Receivables	38,833	43,347
Prepayments and accrued income	15,002	10,271
	<b>53,835</b>	<b>53,618</b>

### Analysis of trade receivables and other current assets

Other Local Government Bodies	36,998	34,510
Local Authorities	180	0
NHS Trusts	0	0
Public Corporations and Trading Funds	0	0
Bodies External to Government	16,657	19,108
<b>Total</b>	<b>53,835</b>	<b>53,618</b>

There were no amounts falling due after more than one year

## 8. CASH AND CASH EQUIVALENTS

	2014/15	2013/14
	£	£
Balance at 1 April	4,840	(2,277)
Net change in cash and cash equivalent balances	13,421	7,117
Balance at 31 March	<b>18,261</b>	<b>4,840</b>

The following balances at 31 March were held at:

Commercial banks and cash in hand	18,261	4,840
Balance at 31 March	<b>18,261</b>	<b>4,840</b>

## 9. TRADE PAYABLES AND OTHER CURRENT LIABILITIES

	2014/15	2013/14
	£	£
Amounts falling due within one year		
Accruals and Deferred Income	238,440	230,341
Trade Payables	<u>120,088</u>	<u>152,828</u>
	<b>358,528</b>	<b>383,169</b>

### Analysis of trade payables and other current assets

Other Local Government Bodies	17,931	47,211
Local Authorities	145	0
NHS Trusts	0	0
Public Corporations and Trading Funds	0	0
Bodies External to Government	340,528	335,958
<b>Total</b>	<b>358,528</b>	<b>383,169</b>

There were no amounts falling due after more than one year

## 10. PROVISIONS FOR LIABILITIES AND CHARGES

	2014/15	2013/14
Balance at 1 April 2014	26,548	36,609
Provided in the year	0	2,666
Provisions not required written back	0	0
Provisions utilised in the year	(14,481)	(12,727)
Cost of borrowing (Unwinding of discount)	0	0
Balance at 31 March 2015	<b>12,067</b>	<b>26,548</b>

### Analysis of expected timing of discounted flows

Not later than one year	12,067	14,481
Later than one year and not later than five years	0	12,067
Later than five years	0	0
Balance at 31 March 2015	<b>12,067</b>	<b>26,548</b>

Provision 1 – For operational reasons, a decision was made during the financial year 2011/12 to vacate the lease on the Dromore Office. A provision has been made for the full cost of the remaining lease on the property, the lease will be vacated in January 2016.

## 11. LOSSES AND SPECIAL PAYMENTS

CCMS has reviewed the current market position regarding the outstanding lease charge provided for under note 10 and conclude that this is a fruitless payment and should be regarded as a loss for the period.

## 12. 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.

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.

## 13. EVENTS AFTER THE REPORTING PERIOD

There were no material post balance sheet events.

## 14. CONTINGENT LIABILITIES

There are no contingent liabilities.



## 15. COMMITMENT UNDER LEASES

### (a) Operating Leases

At 31 March 2015 there were no commitments under operating leases

### (b) Finance Leases

At 31 March 2015 there were no finance leases.

## 16. KEY PERFORMANCE TARGETS

The following key financial performance targets have been agreed with the Department of Education 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 trade payables within 30 days and 65% of these trade payables to be paid within 10 days:

	% paid within 30 days	% paid within 10 days
Quarter 1	100	100
Quarter 2	100	100
Quarter 3	100	100
Quarter 4	100	100

## 17. 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 at CCMS are met through Grant-in-Aid provided by the Department of Education NI, 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.

## 18. REVIEW OF PUBLIC ADMINISTRATION

During the year the Executive agreed that the programme for government target of implementing legislation to form the new Education and Skills Authority should be withdrawn. Instead, a decision to incorporate the five education and library boards into one Education Authority should proceed with effect from 1 April 2015. CCMS was to remain in its current form while an external review commissioned by DE takes place. This review commenced in March 2015 and is due to report by the end of June. No provision has been made in the financial statements for any factors that may arise from this review.

## 19. DATE AUTHORISED FOR ISSUE

The Accounting Officer authorised these financial statements for issue on 29 June 2015.