

**Council for Catholic Maintained Schools
Annual Report and Accounts
For the year ended 31 March 2021**

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

on 30 June 2021

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Year Ended 31 March 2021

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PERFORMANCE REPORT

OVERVIEW

This section outlines the functions and remit of the Council for Catholic Maintained Schools (CCMS), including an analysis of performance against objectives and targets over the 2020/21 period and how the organisation has managed the key corporate risks to the achievement of these objectives.

CHAIRPERSON'S FOREWORD

I am pleased to report on another positive year for CCMS, albeit a year in which we all had to come to terms with the challenges of finding a new way of working throughout the COVID-19 pandemic. We are continually mindful of the extremely challenging environment in which we operate. The significant financial and budgetary pressures that our schools face on a daily basis remain a constant concern. Unfortunately, the devastating impact of the COVID-19 pandemic, which has affected all aspects of our society from March 2020, is likely to continue to have serious repercussions for the foreseeable future. However, as in previous years, I remain optimistic about the future. On the basis of work over the last year, I am confident that CCMS will rise to these challenges and continue to play its role as a leading partner in supporting educators as they seek to protect, enhance and enrich educational experiences for all our children and young people.

Since my appointment as Council Chair in April 2018, I have been impressed, but not surprised, by the commitment, dedication and professionalism shown by Council officers as they go about their daily duties. Their continuing advice, guidance and support to school leaders, governors and school communities really makes a positive difference and I know that schools are thankful of the support from CCMS across a wide and varied range of issues. That support has been crucial throughout the past twelve months in maintaining the continuity of learning and in adapting to new and innovative ways of working.

The Council membership itself was enhanced during the year when the Minister agreed to our proposal to add eight new people chosen from amongst the parents and teachers who are elected onto the Boards of Governors of our schools. I have been pleased to see them all attending meetings and participating in Committee business and I know that they will find the role both rewarding and enjoyable.

I would also wish to personally acknowledge the support and assistance given to me by Council Members throughout the past year as we adapted to a new way of meeting and carrying forward our business. All of them continued to go the extra mile in ensuring that Council exercised its statutory duties and that CCMS continued to demonstrate leadership and vision during a period of considerable challenge and change.

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

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

I am pleased that the vast majority of targets within the 2020/21 Business Plan have been achieved. This highlights the commitment to excellence and operational delivery, often within extremely challenging circumstances. However, while I also recognise that significant challenges lie ahead, CCMS remains confident in addressing these issues in the service of improving educational and other outcomes for all our children and young people.

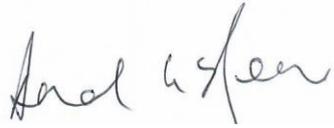
I was pleased to see the positive response from CCMS to the consultation on the draft Programme for Government. Education is an enabler to tackling disadvantage, underachievement, inequality and skills deficits and I believe that leadership and partnership working can create real and lasting positive change towards improving the wellbeing of everyone in our society. I also welcomed the commitments in the “New Decade, New Approach” agreement to an Independent Review of Education, including the development of an action plan to address the links between persistent educational underachievement and socio-economic background. I am conscious of the key role that all school sectors play in recognising the value of each individual and in promoting mutual respect and a focus on the Common Good. Indeed, the realisation of any potential opportunities will be heavily dependent on the skills base created by the Education system and the other economic strands of skills, innovation, entrepreneurship, research and development.

Catholic Education is valued and exercises a positive influence on society across the world. I am confident that the Catholic maintained sector in Northern Ireland will continue to be successful not only in improving outcomes for our children and young people and developing them as unique individuals, but in contributing to a more cohesive, inclusive and respectful society, which nurtures young people and prepares them for adult life.

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

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

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

A handwritten signature in black ink, appearing to read "Donal McKeown". The signature is written in a cursive, flowing style.

Bishop Donal McKeown
Chairperson
16 June 2021

STATEMENT FROM THE CHIEF EXECUTIVE

The 2020/21 year was one of the most challenging periods that the education system in Northern Ireland has faced. The onset of COVID-19 in March 2020 has had a profound effect on every level of society, not least our schools. COVID-19 has touched the lives of individuals, impacted on organisations and presented extremely difficult challenges to government and arms-length bodies including CCMS. CCMS has had to adapt and evolve over the past 12 months. In doing so, CCMS has demonstrated a flexibility and agility in reorganising its internal operations to provide the leadership and support to Catholic maintained schools. The challenges will continue beyond this financial year. However, the learning and innovation across CCMS, allied to a resilience in approach, will ensure that CCMS is in a strong position to meet future challenges and to avail of opportunities that will arise in the future.

Challenges and Opportunities

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

I am pleased to report that the implementation of multi-disciplinary structures across locality teams within CCMS has bedded down and delivered advantages in terms of how officers work together and support our schools. The tangible benefits of this approach are being realised in terms of the professional levels of support that CCMS continues to provide to our maintained schools – whether that support be in the areas of HR, governance, educational support, leadership, guidance in addressing financial challenges, industrial relations and area planning, building and maintenance.

The challenges presented by COVID-19 continue to place major strains on all schools, CCMS, the entire education system and wider society as a whole. The benefit of having already embedded the multi-disciplinary approach was that CCMS was able to operate in an agile and flexible manner in supporting schools very quickly and proactively when the pandemic struck in March 2020. The past 12 months has witnessed rapid changes and different ways of working right across the education sector. However, there has been a strengthening of collaboration and partnership working alongside a united purpose in addressing the challenges and supporting schools to do the very best that they can do within the most challenging of circumstances.

There remains a sense of optimism for the future as we all work together to overcome the challenges as a result of this pandemic. The rapid and successful roll-out of a vaccination programme also offers a beacon of hope that we will all be able to rebuild society, and indeed re-energize our education system, to support young people to realise their aspirations and achieve their goals and objectives.

Support to Schools

Support for Catholic maintained schools, particularly to Boards of Governors and school leaders has continued throughout the pandemic – the use of remote technology has been embraced by CCMS staff and is now a key element in any officer's weekly work schedule. The vast majority of staff have been facilitated and supported to work from home, in accordance with government guidance and regulations, and it is a credit to staff that they have been able to adapt to the new ways of working without reducing the level of support or service provided to schools. It is also important to emphasise that schools have been extremely resilient over the past year and have demonstrated a flexibility of approach which has continued to deliver a high quality learning experience, where possible, for our children and young people, within the extremely challenging environment in which they operate as mentioned above. Whether that be in managing the pressures of remote learning, enforced school closures or in supporting vulnerable pupils of the children of key workers, schools have stepped up to the mark and have been a beacon of light, shining brightly through the dark times of the past year.

The financial challenges and constraints in the education system also continue to be well documented. I can, with confidence, report that CCMS officers continued to be proactive in working with school leaders and governors to address these challenges, whilst being mindful of operating within different circumstances that the pandemic presented. Very often, it has been the tangible support provided by the CCMS team that has made the important difference in helping schools to manage these most difficult situations and progress with practical and positive interventions and solutions.

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

Performance Delivery

CCMS has delivered on the majority of targets and actions within the 2020/21 Business Plan. CCMS also remains hopeful of making further progress in finalising a new Corporate Plan and has recently contributed to the consultation on the draft Programme for Government.

In delivering on the Business Plan and improving overall performance delivery, a robust approach to risk management has complemented our work and has been fully embedded into how we go about our business. The Corporate Risk Register and Risk Management Framework clearly underpin the strategic decisions taken by Council and the corresponding operational activity of CCMS. At the year end, CCMS is also finalising its review of the corporate risk management strategy, ensuring that it is fully aligned to the departmental strategy and is reflective of the developments in risk management approaches that have been enhanced as a result of dealing with the COVID-19 pandemic.

The delivery of the key objectives of CCMS is supported by a clearly defined organisational structure which provides clarity in terms of decision making. I have been ably supported by my Senior Leadership Team who themselves provide effective and highly visible leadership across their respective functional disciplines. Together, with the very professional and dedicated staff within CCMS, I firmly believe that CCMS continues to positively support,

challenge and guide our family of Catholic maintained schools to raise educational standards and deliver a high quality, broad balanced educational curriculum to all our children and young people. I want to thank the outgoing Director of Education, Gillian McGrath, for her outstanding contribution to the work of CCMS over the past five years. I look forward to a new Director of Education, once appointed, continuing this work.

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

Looking to the Future

Whilst acknowledging CCMS' achievements, progress and successes in 2020/21, it is, however, important to look forward to 2021/22 and to strengthening and improving working relationships and engagements with schools to support them to raise educational standards even further.

CCMS looks forward to engaging with the panel taking forward the independent review of education as detailed within "New Decade, New Approach". CCMS is assured of the contribution that Catholic education continues to make to building a strong economy and a respectful society.

CCMS also looks forward to playing a lead role in taking forward the commitments made under the agreement reached between employers and the five teaching trade unions in respect of pay and workload. There is a new dynamic in terms of positive industrial relations and I am confident that we all can play a role in delivering positive change for the entire education system into the future.



Gerard Campbell
Chief Executive
16 June 2021

NON-EXECUTIVE'S REPORT

I have been asked to provide a non-executive perspective on the conduct of Council business during the past year.

During 2020/21 the Council and its committees continued to be reconstituted. Final appointments by DE have now been recommended for consideration by the Archbishop of Armagh as required by the 1989 Order. Appointments to represent parents and teachers were confirmed by the Department and have now been appointed to Council and its committees. For the foreseeable future, Council and Committees will continue to meet remotely to address the significant challenges for the education sector raised by the pandemic.

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

Council

The Council met five times in 2020/21 and its agenda over the year addressed the many challenges facing Catholic maintained schools, particularly those arising from the COVID pandemic. Financial challenges faced by schools continue to feature prominently and these challenges and demands have continued throughout 2020/21. Relations with trades unions continue to be constructive and productive. Area Planning, risk management and operating within what we considered to be a very tight budget also remained as significant issues.

Most Rev Donal McKeown DD is the Chair of Council and continues to lead the Council with distinction and vision. The membership and operation of the Council and its committees continues to be reviewed with the aim of ensuring that we remain fit-for-purpose and able to provide effective support and challenge.

Committees

Council places a high priority on effective financial management and the Finance and Personnel Committee (FPC) continues to play a key role in that respect as does the Audit and Risk Assurance Committee (ARAC). The Governance structure is continually reviewed and the development of clear Terms of Reference for each committee are being finalised. The ARAC welcomed the unqualified audit opinion of the 2019/20 accounts and expects to receive the same in 2020/21.

The Education Provision Committee (EPC) and Education Curricular Committee (ECC) continued with the important work of overseeing effective utilisation of the maintained school estate, area planning and the continued improvement in education standards. Some significant reports developed by the Education Advisers were published by CCMS including those on Special Educational Needs (SEN) and Early Years provision. The Council has also worked to develop a much higher public profile with the introduction of measures to support the management of communications.

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

The Diocesan Education Committees continued to meet regularly with Council officials and work on developing Terms of Reference leading to a scheme of management for Diocesan Education Committees is completed.

Looking Ahead

Council continues to undertake an annual review of its effectiveness. The review is used to inform continuous improvement in how Council meets its strategic objectives and business planning priorities. Later this year the NI Executive's Independent Review of Education will begin and Council will make a significant contribution to the wide range of issues which undoubtedly will emerge.

Non-executive Council members devote considerable time to the work of Council and committees and also in other aspects such as recruitment and ratification of teacher appointments. The challenges facing teachers, students and parents particularly as we address the issues created by the pandemic will continue to be a high priority for us. Our key strategic and business objectives remain to ensure that all children can continue to achieve through education, and that both they and their teachers remain safe.



Tony McCusker
Non-Executive Council Member
16 June 2021

STRATEGIC REPORT

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

The 1989 Order cites the following as Council responsibilities to:

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

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

This Annual Report for CCMS covers the year from 1 April 2020 to 31 March 2021.

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

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

There were no events occurring after the period end which would require disclosure in, or adjustment to, the financial statement.

CCMS received confirmation of its Resource Allocation for 2020/21 on 21 May 2020 (including earmarked funding which is confirmed under a separate allocation) and is now awaiting approval from DE on its 2021/22 Financial Plan.

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

As per DAO/DFP 04/13 there is a commitment to pay suppliers in respect of valid invoices from the invoice date or from the date of receipt of goods/services (whichever is the later) as promptly as possible. I refer to the report within transforming the governance and management of education, for additional information relating to prompt payment.

EMPLOYMENT POLICIES

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

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

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

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

The community representation of the workforce directly employed by CCMS at 31 March 2021 was:

	CCMS Staff
Protestant males	2
Protestant females	5
Roman Catholic males	12
Roman Catholic females	34
Unknown males	1
Unknown females	6
Total	60



Gerard Campbell
Accounting Officer
16 June 2021

PERFORMANCE ANALYSIS REPORT

The CCMS 2020/21 Business Plan was based on six corporate goals set by DE. The 37 targets and sub-targets were agreed by Council and approved by DE.

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

- Ensuring continuity of learning for children and young people during the COVID-19 pandemic;
- Improving the Wellbeing of Children and Young People - including supporting those who are vulnerable or who have special educational needs;
- Increasing access and improving the Learning Environment for all;
- Raising Standards and tackling underachievement to ensure learners get the best possible education;
- Developing the Education Workforce; and
- Transforming the education system to ensure high quality, sustainable education for the 21st century.

Wherever possible, CCMS sought to maintain a business as normal approach to its work and continued its strategic focus on raising standards in all aspects of its own work and its work with schools. For this year however, CCMS prioritised work to support the efforts of the Department, our statutory partners, school staff and our trade union colleagues in delivering through COVID-19.

There were 37 DE approved targets in the 2020/21 Business Plan. This Business Plan is currently being evaluated by the Department of Education.

One of the targets related to our own ambition to update the Corporate Communication and Information strategies. This was only partially progressed due to the onset of the Pandemic. The target relating to our statutory duties in respect of community planning was not achieved. Whilst staff have been participating in work with a number of Community Planning Strategic Partnerships and Thematic Working/Action Groups, resource challenges mean CCMS remains unable to engage with all structures and sub-groups across the 11 Local Government Districts. CCMS continues to review with DE the resourcing required to fulfil these duties.

CCMS continues to work with DE and EA colleagues to develop new and innovative strategies that will eventually reduce the level of teacher sickness absence in the Catholic maintained sector. Whilst final figures have yet to be confirmed, the anecdotal evidence suggests that attendance levels may be improving.

CCMS has again ended the financial year within budget. There was a nominal underspend on the overall budget allocation of 0.03 percent, equivalent to less than £1.2k. CCMS is unable to provide any information on spending patterns and long term expenditure trends as the current budgets are based on one year allocations confirmed in March of the preceding financial year. The difficult financial climate has been well documented and, like other

education bodies, CCMS continues to strive to meet its business objectives while constraining expenditure within allocated budgetary limits set by the funding body.

It is likely that the many challenging conditions brought about by competing priorities for limited public finances, and latterly by the impact of COVID-19, will continue for the immediate future. CCMS will, however, continue to work with DE and other partners to support Catholic maintained schools in raising standards and improving educational outcomes.

CCMS takes its environmental commitments very seriously and is committed to making sustainable improvements where possible. CCMS continues positive action to improve sustainability such as minimising paper waste, paper production and utilising electronic technology where possible to deliver business activities. CCMS also facilitates staff to work remotely when applicable to business needs and the onset of the pandemic transformed how the organisation operates into one that can work from multiple remote locations thus having a positive impact on travel and the environment whilst minimising the effect on the delivery of business. In facilitating staff to work remotely, CCMS was able to maintain business continuity throughout the period.

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

ENSURING CONTINUITY OF LEARNING FOR CHILDREN AND YOUNG PEOPLE DURING THE COVID-19 PANDEMIC

COVID-19 has impacted on the continuity of learning for all children and young people throughout the past twelve months. During this time, CCMS worked in collaboration and partnership with DE, EA and other educational partners to ensure that children and young people were supported in terms of distance, online and blended learning.

CCMS officers played an active role in various project boards which were established to ensure a collaborative and coherent response to the impact of the pandemic on learning. This included participation on the Curriculum, Qualifications and Standards Directorate (CQSD) Contingency Project Board and the Continuity of Learning Project Board. Collaborative approaches to the continuity of learning between CCMS officers and officers from EA and ETI emphasised the collective commitment and approach to supporting schools and pupils as the pandemic developed.

A range of guidance and support information was developed and disseminated to schools to support them during the year and active engagement led to specific guidance being developed that underpinned the roll out of remote learning across the system.

CCMS officers worked closely with school leaders and Board of Governors in developing transition plans for the 2020/21 academic year including exploring possible alternative school delivery models that would provide for the emotional health, resilience and wellbeing of learners and facilitate their progression on their learning journey.

IMPROVING THE WELLBEING OF CHILDREN AND YOUNG PEOPLE, INCLUDING SUPPORTING THOSE WHO ARE VULNERABLE OR WHO HAVE SPECIAL EDUCATIONAL NEEDS

Education Advisers within CCMS have been working collaboratively with schools, DE, the Education Authority (EA) and other stakeholders to shape educational policies with a view to improving the wellbeing of children and young people as outlined within the Children's Services Co-operation Act 2015 (CSCA). The Education Advisers have put a strong emphasis on managing pupil pastoral issues alongside inclusion and diversity as part of their work with schools. The ongoing work of the Continuity of Learning workstreams and the Cross Organisational Link Officers (COLO) structure has been pivotal in providing support for schools and in developing policies on both blended and remote learning. This progress will continue to develop and refine into the 2021/22 period.

CCMS continues to support schools in self-evaluating their arrangements for safeguarding using the Education Training Inspectorate (ETI) Safeguarding pro forma as guidance. Education Advisers, as members of the steering group, have contributed to the development of Transgender Guidance for Schools and Youth Services. CCMS officers have also contributed to the ongoing review of guidance on suspensions and expulsions. Three Senior Education Advisers have been involved in Trauma Informed Practice/Be the Change leadership training. Schools rolling out a Trauma Informed Model are being supported by CCMS officers with governance and leadership throughout implementation.

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

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

Throughout the Pandemic, CCMS has supported governance with strategic and whole school pastoral approaches in a remote learning environment. Schools have been supported with the provision of continuity of learning for all children.

INCREASING ACCESS AND IMPROVING THE LEARNING ENVIRONMENT FOR ALL

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

CCMS' work continued to progress in relation to strategic area planning aimed at delivering DE's Sustainable Schools Policy (2009) and in so doing increasing access to the curriculum for learners. CCMS participated fully with the EA and DE in taking forward the area-based planning process and continues to focus on the educational benefits for all pupils of area planning proposals. CCMS' multi-disciplinary locality teams annually monitor the curricular provision and sustainability of all Catholic maintained schools.

The challenges of COVID-19 did have an impact on progression of activities outlined in the 2019-21 Annual Action Plan, with the Department of Education standing down area planning activities from the end of March 2020 until October 2020 to enable staff resources to be redirected to support the Education Restart programme.

Nevertheless, work in the 2020/21 period continued to reflect Departmental priorities in respect of small schools and the EA Providing Pathways Strategic Area Plan for School Provision 2017/2020, progressing where possible actions identified in the Action Plan relating to April 2020 to March 2021. CCMS also continued to discharge its statutory duties in respect of Irish Medium, Integrated Education and Shared Education, through area planning as well as providing support to approved Shared Education Campus schemes.

CCMS worked jointly with EA colleagues on a number of Transformation Programme (TP) projects, established under the Department of Education Delivering Schools for the Future Transformation Workstream to increase the pace of area planning.

Area Planning Structures

CCMS has participated at all levels of the Area Planning Structures including:

- 15 Area Planning Local Group meetings - reviewing area challenges and proposing locality actions and solutions in line with the Annual Action Plan;
- Five Area Planning Working Group meetings – enabling discussion and development or cross-sectoral, cross-locality area planning issues, and
- Three Area Planning Steering Group meetings - providing a strategic direction for the implementation of area planning policies and the improvement and review of area planning progress and processes.

CCMS has also facilitated its own internal area planning processes through school review and project development via the multi-disciplinary locality team; providing area briefings and facilitating discussion across the five quarterly Diocesan Education Committees; and, bringing forward projects, proposals and protocols for the CCMS Education Provision Committee (EPC)'s review and approval.

Development Proposals

This year, CCMS has supported implementation of Development Proposals in relation to the:

- closure of St Macnissius' Primary School, Tannaghmore;
- closure of Tir na nOg Primary School, Ballyclare;
- increase in Irish Medium (IM) in St Colmcille's Primary School, Donaghmore;
- decrease in admissions/enrolment in Chapel Road Primary School, Derry;

The Minister for Education approved proposals in relation to four CCMS schools:

- the closure of St Mary's High School, Brollagh with effect from 31 August 2021 or as soon as possible thereafter;
- the transformation to integrated status of Seaview PS with CCMS's proposal to close the school (TP) not approved so as to facilitate the transformation process;
- the closure of Barnish Primary School (TP) with effect from 31 August 2021 or as soon as possible thereafter; and
- an increase in enrolment numbers for St Mary's Primary School, Banbridge (TP) with effect from 1 September 2020, or as soon as possible thereafter.

Three development proposals are currently awaiting a Ministerial decision:

- the amalgamation of St Patrick's Voluntary Grammar School, St Mary's College and De La Salle College and opening of a new co-educational voluntary grammar school in Downpatrick (brought forward in conjunction with the De La Salle trustees);
- the closure of Ballyhackett PS (TP) (a subsequent proposal to transform to integrated status, submitted by the school's Board of Governors, is also outstanding); and
- the introduction of Key Stage 4 in St John the Baptist's College, Portadown.

Submissions to EA for publication of development proposals, with amended implementation dates in light of the period of suspension of area planning, were made in relation to:

- the closure of St Mary's Primary School, Saintfield (TP); and
- the closure of St Eugene's Primary School, Tircur (TP).

Approval was given by EPC to submit a development proposal in relation to:

- an increase in English Medium/Irish Medium enrolment and admissions numbers in Christian Brothers School (CBS), Armagh.

CCMS had commenced the following five pre-publication consultations, which were at varying stages of progress. However, in light of the progression of the DE Resetting Pilot to a mandatory and optional process these projects were transferred to this process, with CCMS providing DE with the supporting information collated to this point.

- St Mary's Primary School, Newtownbutler,
- Bunscoil Cholmcille Primary School, Derry
- Holy Child Primary School, Derry

- St Patrick's Primary School, Newry
- St Kieran's Primary School, Belfast

Pre Development Proposal Stage

Scoping, research and analysis has continued on the following pre-consultation projects which were paused due to the suspension of area planning. This will support the progression of the projects once area planning work with schools can recommence.

- St Anne's Primary School, Donaghdee (TP) (pre-consultation had commenced but was paused);
- St Joseph's Primary School, Killough;
- St Joseph's Primary School, Ballycruttle;
- Drumduff Primary School, Beragh (TP);
- St Malachy's Primary School, Drummullan;
- St Eugene's Primary School, Victoria Bridge;
- St Peter's and St Pauls Primary School, Foreglen;
- St Brigids Primary School, Cranagh;
- Drumlish, Tummery, and St Dympna's Primary Schools, Dromore (TP);
- St John the Baptist Primary School, Roscor;
- St Joseph's Primary School, Caledon; and
- St Mary's Primary School, Fivemiletown.

DE Resetting for Area Planning

Following the Resetting School Approved Admissions and Enrolment Numbers Pilot to remove barriers to the area planning process and enable permanent reductions to a school's approved admissions and enrolment numbers without the need for a Development Proposal (DP), a mandatory process was launched in November 2020. CCMS provided information and analysis to the DE to support the reduction in admissions/enrolment for 35 schools through the Resetting process.

Options development work

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

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

CCMS, with the support of other sectors, has carried out initial options appraisals on the following areas and has developed options for discussion with trustees, chairs of boards of governors and principals of schools:

- Ballygawley;
- Keady (for potential Irish Medium);
- Swatragh (for potential Irish Medium);
- Carryduff and South Belfast;
- Newry and Banbridge Post-primary;
- Ards Peninsula Post-primary;
- Moneynick and Duneane; and
- Granemore, Clady and Foley, Co Armagh (TP).

Special Education Provision

CCMS has supported the Education Authority's work in regards to special education. It has:

- identified schools which have capacity to offer specialist education provision;
- participated in 3 pre-consultation pilot projects in Cross and Passion College (TP); Good Shepherd PS (TP) and Holy Evangelists' PS (TP); and
- participated in the consultation on the Draft Framework for Specialist Provision in Mainstream Schools and Pilot and Draft Special Schools Area Planning Framework.

CCMS's response to development proposals for expansion to enrolment numbers

CCMS responded to consultations on 11 proposals in relation to Post-primary school increases in enrolment numbers. The schools were:

- Aquinas Grammar School;
- Grosvenor Grammar School;
- Bloomfield Collegiate;
- Strangford College;
- Bangor Grammar School;
- Wellington College;
- St Malachy's College;
- Assumption Grammar School;
- Strathearn School;
- Banbridge Academy;
- Our Lady and St Patrick's College Knock; and
- Ashfield Boys' High School.

Judicial Review and Freedom of Information

- CCMS engaged in work undertaken for Judicial Review proceedings for a Post-primary project.
- CCMS responded to significant numbers of Freedom of Information Requests.

Enrolment Variations

CCMS continued to provide advice and guidance to primary and post-primary schools in the setting and application of admissions criteria, as well as commenting on applications to the Department for temporary variations relating to Catholic maintained schools.

From April 2020 to March 2021, CCMS reviewed/commented on schools' Temporary Variation requests to the DE for:

The 2020/21 academic year in relation to:

- 52 post-primary applications; and
- 126 primary applications.

The 2021/22 academic year in relation to:

- 5 post-primary applications; and
- 51 primary applications.

Whilst COVID-19 resulted in challenges to the progression of area planning work during the year, there remained ongoing challenges in this domain. Progress is being made through work with the DE and sectoral partners at strategic level via the Area Planning Steering group to increase the agility of the process. However, the need to align capital funding with transformation of provision remains a challenge both at the consultation and delivery stages and would be a significant aid in incentivising schools to engage in area planning discussions. CCMS and DE continue to work proactively to identify capital implications at the early stages of area planning projects and also to ensure that minor works, school enhancement schemes and capital projects are aligned with and support area planning priorities.

Partnership Working

As well as through the area planning structures outlined above, CCMS continues to work closely with our sectoral colleagues to progress area planning. Monthly senior team and locality meetings with EA enable consistency of approach and detailed discussion of locality options.

We also continue to work closely with our colleagues in the Catholic Schools Trustee Service on a range of area projects and in relation to the progression of guidance around the development of Jointly-Managed Schools – in conjunction with EA and the Transferors Council.

Irish Medium/Integrated Education

CCMS currently has one standalone Irish Medium School with seven primary schools and two post primaries having Irish Medium units. During April 2020 to March 2021, work has been taken forward with Comhairle na Gaelscolaíochta to devise protocols to further support the effective development of Irish Medium units in CCMS schools. A development proposal is also currently in progress to increase English Medium/Irish Medium enrolment and

admissions numbers in Christian Brothers' Primary School, Armagh. CCMS collaborated with NICIE to support discussions with schools in relation to transformation proposals.

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

CCMS officers were involved in work in relation to five proposed SEC schemes involving Catholic maintained schools during this year, collaborating with school leaderships teams, boards of governors, trustees, EA and DE and supporting the projects at the varying current stages of the process:

- Ballycastle;
- Limavady;
- Moy;
- Duneane/Moneynick; and
- Brookeborough.

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

Cross Organisational Link Officers

CCMS worked with the Education Authority and the Department of Education to establish the Cross Organisational Link Officer Team to respond to the needs of school leaders throughout the COVID-19 pandemic.

The team was established very quickly and effectively and includes officers from CCMS, EA and the Education and Training Inspectorate. Each Link Officer was assigned a number of schools and was responsible for providing advice and support to school leaders.

Nine officers from the Education Directorate in CCMS are Link Officers.

A report was produced by the officers on the key issues facing school leaders during lockdown and school restart and presented to the Education Committee of CCMS on 14 September 2020 and to Council on 14 October 2020.

The CCMS Education Directorate also contributed to the work of the COVID-19 / Standards and Learning Programme Board and in particular the work of the associated Continuity of Learning Programme Board.

Entitlement Framework

Council officers continue to work on the maintenance and further development of Area Learning Communities with a clear focus on promoting the interdependence rather than the independence of schools. While there are still schools that have not yet reached full compliance with DE Entitlement Framework (EF), an action plan is in place to address this issue. Officers worked with school leadership teams to assist in building collaborative curriculum offers across schools on a local basis.

The work has been delayed due to the focus of schools on managing remote learning and revised arrangements for examinations.

CCMS continues to work collaboratively with other stakeholders and partners in developing advice and guidance in light of the many challenges and constraints posed as a result of the COVID-19 pandemic.

A number of schools are currently undergoing a rationalisation process to help address issues including the shortfall in curriculum provision as a result of challenges in enrolment:

- St Mary's High School, Brollagh, has been approved for closure on 31 August 2021. Over the past year, CCMS officers have worked with the school and the school leadership team to broaden the curriculum offer for the pupils.
- Through the Fermanagh project board, CCMS and the trustees of Clogher Diocese continue to work on progressing an area-based solution for post-primary provision in County Fermanagh. Extensive work continued from April 2020 to March 2021 with the schools in Enniskillen, Irvinestown and Brollagh to improve collaboration and the curriculum offer to the pupils.
- CCMS has worked to support all schools to ensure that the curriculum offered goes beyond compliance, is pupil-centred and future-focused, aligning with the NI Skills barometer and local labour market intelligence. A key focus for CCMS support to post-primary schools this year has been on curriculum development. CCMS has contributed to work which explores the educational and skills provision for 14-19 year olds on behalf of the Departments of Education and Economy.

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

CAPITAL INVESTMENT

Major Works

Seven new capital projects involving CCMS schools were announced on the 23rd June 2020. CCMS are supporting DE and EA on the early stages of business case and feasibility development.

- Holy Trinity PS, Enniskillen;
- St Catherine's PS, Strabane;
- St Mary's PS, Derrymore;
- All Saints College, Belfast;
- Blessed Trinity College, Belfast;
- St Conor's College, Kilrea; and
- St Patrick's College, Maghera.

CCMS continued to provide support to trustees and schools on 14 major capital projects:

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

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

The primary role of CCMS in major capital schemes is supporting the trustees in their role as Senior Responsible Officer (SRO). CCMS continued to develop a partnership role with the EA who provide the Project Sponsor role on a number of schemes.

School Enhancement Programme

Forty-four Catholic maintained schools applied under the second call for the School Enhancement Programme in February 2017 with nine applications deemed unsuccessful due to falling below the initial sustainability threshold. The successful applications from this call formed a list which was used to announce and progress a series of tranches of schools for investment up to summer 2020.

Nine Catholic maintained school applications were announced as successful in May 2018 and advanced to planning, with an estimated cost of the schemes totalling just over £24m:

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

A further five successful applications from Catholic maintained schools were announced in January 2019 and allowed to advance to planning:

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

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

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

** St Patrick's College, Maghera, withdrew from their SEP offer so as to enable a submission for the school being considered in the Major Works capital call.*

These schemes have been scoped during the past year to determine the overall estimated cost and progression of the projects.

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

- Christian Brothers Primary School, Armagh;
- Our Lady's & St Patrick's Primary School, Downpatrick;
- St Brigid's Primary School, Mayogall;
- St Comgall's Primary School, Antrim;
- St Patrick's Primary School, the Meadow, Newry; and
- St Patrick's Primary School, Moortown.

CCMS sits on the School Enhancement Programme (SEP) Programme Board. CCMS Building and Development Officers are also working with DE, EA, trustees and each of the 25 schools to support the varying scoping, design or construction stages of each project.

Minor Works

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

RAISING STANDARDS AND TACKLING UNDERACHIEVEMENT TO ENSURE LEARNERS GET THE BEST POSSIBLE EDUCATION

CCMS continued to work with schools to tackle underachievement and to ensure the best possible education for all learners throughout the pandemic.

CCMS officers provided support for all schools on remote and blended learning through the work of the Cross Organisation Link Officer team and through the Locality Teams of CCMS.

It is not appropriate to compare the 2021 examination data with data from previous years due to the cancellation of examinations and the alternative assessment arrangements used in 2020.

Year 12 pupils achieving 5+ GCSEs grades A* to C (including equivalents) 2012/13, 2013/14, 2014/15, 2015/16, 2016/17, 2018/19, 2019/20

		Controlled non-grammar schools	Catholic maintained schools	All non-grammar schools
% year 12 pupils achieving 5+ GCSE A* to C (inc. equivalents)	2012/13	59.2	73.7	67.2
	2013/14	63.0	76.7	70.6
	2014/15	64.6	77.8	72.0
	2015/16	64.4	79.2	72.7
	2016/17	68.8	78.7	74.4
	2017/18	73.2	80.5	77.3
	2018/19	74.2	83.6	79.7
	2019/20	N/A	N/A	N/A

Year 12 pupils achieving 5+ GCSEs grades A* to C including English and Maths 2012/13, 2013/14, 2014/15, 2015/16, 2016/17, 2017/18, 2018/19, 2019/20

		Controlled non-grammar schools	Catholic maintained schools	All non-grammar schools
% year 12 pupils achieving 5+ GCSE A* to C including English and Maths	2012/13	33.5	41.0	37.7
	2013/14	38.0	49.2	44.0
	2014/15	42.1	50.8	46.8
	2015/16	40.6	52.2	47.0
	2016/17	44.1	55.4	49.9
	2017/18	47.8	57.6	52.4
	2018/19	47.9	60.1	54.9
	2019/20	N/A	N/A	N/A

Year 12 pupils entitled to FSM achieving 5+ GCSEs grades A* to C (including equivalents) 2012/13, 2013/14, 2014/15, 2015/16, 2016/17, 2018/19, 2019/20

		Controlled non-grammar schools	Catholic maintained schools	All non-grammar schools
% year 12 pupils entitled to FSM achieving 5+ GCSE A* to C (inc. equivalents)	2012/13	43.3	64.2	56.9
	2013/14	47.0	66.2	59.0
	2014/15	53.2	70.2	63.8
	2015/16	52.6	71.3	64.0
	2016/17	57.8	71.2	66.1
	2017/18	65.7	73.4	70.2
	2018/19	67.5	78.7	74.4
	2019/20	N/A	N/A	N/A

Pupils in the final year of an A-level achieving 3+ A-levels grades A* to C (including equivalents) 2012/13, 2013/14, 2014/15, 2015/16, 2016/17, 2017/18, 2018/19, 2019/20

		Controlled non-grammar schools	Catholic maintained schools	All non-grammar schools
% of pupils achieving 3+ A-levels A* to C (inc. equivalents)	2012/13	39.8	48.6	45.0
	2013/14	43.8	50.2	47.7
	2014/15	45.4	50.1	47.8
	2015/16	49.9	52.9	51.5
	2016/17	48.4	57.5	55.0
	2017/18	52.3	58.4	57.2
	2018/19	53.4	61.0	58.8
	2019/20	N/A	N/A	N/A

Pupils in the final year of an A-level achieving 2+ A-levels grades A* to E (including equivalents) 2012/13, 2013/14, 2014/15, 2015/16, 2016/17, 2018/19, 2019/20

		Controlled non-grammar schools	Catholic maintained schools	All non-grammar schools
% of pupils achieving A-level 2+ A-levels grades A* to E (inc. equivalents)	2012/13	95.7	96.0	95.7
	2013/14	94.8	96.5	95.4
	2014/15	96.3	95.9	95.8
	2015/16	96.5	95.8	96.1
	2016/17	97.1	96.7	97.0
	2017/18	98.1	96.8	96.4
	2018/19	96.0	97.0	96.4
	2019/20	N/A	N/A	N/A

SCHOOL INSPECTIONS

Formal inspection activity was suspended in the reporting period due to the COVID-19 pandemic.

However, CCMS officers continued to work with schools in Formal Intervention to ensure that the post inspection action plans were amended, as required, in the context of remote and blended learning.

DEVELOPING THE EDUCATION WORKFORCE

CCMS is the Employing Authority for 6491 (FTE) teachers in Catholic Maintained post-primary, primary and nursery schools pursuant to this role. CCMS undertook a number of other activities consistent with an employing authority's responsibilities. The following details reflect some aspects of that work.

Teaching Appointments

The onset of the Covid-19 occurred as CCMS and its schools would have been entering the normal annual recruitment cycle. Lockdown measures meant that schools had to find new ways to ensure that they would be adequately staffed when reopening in September. Council moved quickly to agree a range of temporary and conditional measures that allowed schools to focus on the core business of providing remote learning and teaching whilst at the same time being able to plan ahead for September. These measures included a degree of flexibility around acting arrangements and temporary appointments and the embracing of technology to allow shortlisting and interviews to proceed safely. Council is grateful for the help afforded by the Initial Teacher Training providers and in particular for advice and guidance offered by St Mary's University College at a time when they themselves would have been facing their own pressures.

The following appointments were made through normal processes:

	Primary	Post Primary	Total
Principal	8	3	11
Vice Principal	3	3	6
Teacher	15	40	55
Total	26	46	72

As a consequence of the Covid-19 restrictions there were 342 non-advertised temporary contracts, 149 in the primary sector (34 male and 115 female) and 193 in the post-primary sector (59 male and 134 female). In all cases teachers were given a full one year contract with the clear understanding that the positions would be regularised through public competition as soon as conditions would allow.

Recruitment Appeals

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

Attendance Management

DE set a target for CCMS to reduce the teacher absence rates to an average of 9.3 days per annum. CCMS does not yet have the end of year assessment that would allow a determination on whether that target has been achieved. However, whilst final figures have yet to be confirmed, early indications are that teacher absences will not have been as high as in previous years.

Officers contributed to the DE led Regional Strategy on absence management and CCMS continues to refine strategies focused on the small number of schools where absence rates have been consistently high and on the group of teachers who exhibit consistently high absence patterns, sometimes over many years. Better and timelier information systems are in place and the CCMS officer team has conducted a thorough review of its own intervention strategies and processes. Throughout the year CCMS dedicated substantial resources to support schools in the management and promotion of teacher attendance.

Over the year, there were 21 ill-health retirement cases. Again this year a significant number were for reasons of stress/anxiety/depression related illnesses. Over this financial year 163 teachers were referred to the occupational health services.

Application of the Voluntary Exit Scheme in Catholic Maintained Sector 2020/21

The Voluntary Exit Scheme (VES) was limited to teachers being made redundant due to school closures and amalgamations and those coming out of the Reorganisation Agreement.

	Voluntary	Transfer	Total Redundancies
Primary	2	2	4
Post-Primary	2	0	2
Total	4	2	6

Pilot of a Flexible Deployment Scheme

Throughout the year CCMS continued to operate a pilot scheme to examine the potential for moving teachers from school to school within the system. This pilot which is designed to evaluate whether and how teachers might move within the Catholic maintained sector; to better facilitate home to school travel arrangements, to suit family or other caring commitments, to provide other professional experience, to access a wider range of management progression and other career development opportunities, to resolve relationship difficulties; or more simply, to allow teachers to explore new challenges. Over 200 teachers have registered an interest in the scheme and in its first year of operation nine teachers were successfully redeployed from one school setting to another.

Pilot of a Revised Scheme for the Appointment of School Leaders

CCMS continued to roll out its piloting of a new Recruitment and Selection Scheme for School Leaders and in the latter part of the year conducted a full review of learnings from the pilot. The Scheme has been revised and made ready for full consultation with the aim of having the revised Scheme approved and adopted for all new leadership appointments post September 2021.

School Legal Cases

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

Tribunal Cases

Case Type	Lodged	Status
Unfair dismissal	October 2018	Ongoing – Placed on hold pending High Court Proceedings for Personal Injury
Constructive Dismissal	January 2019	Ongoing/ on hold due to PSNI proceedings
Disability Discrimination/Trade Union Detriment	August 2018	Claimant withdrew
Breach of Contract/High Court	January 2019	Tribunal Hearing Listed for w/c 18 October 2021
Unfair Dismissal/Redundancy/Sex Discrimination	October & November 2019	Case settled
Age Discrimination/Redundancy Payment	February 2020	Case settled

Judicial Reviews

1 Application for Leave progressed to Judicial Review Hearing	Hearing – 23 November 2020 Claim dismissed
1 Application for Leave – proceeded to Judicial Review	Hearing – 26 November Claim dismissed
5 Pre action Correspondence during 2019/20	4 Closed without Leave Application 1 Ongoing
3 Special Educational Needs and Disability Tribunal (SENDIST) applications	1 Postponed due to COVID, rescheduled to 20 April 2021 1 Postponed due to COVID, Provisional Date 12 May 2021 1 new awaiting hearing date

NB: Early 2021 cases were postponed due to COVID, so will therefore be brought forward and reported on in the next financial year.

Critical Incidents - Bereavements

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

TRANSFORMING THE EDUCATION SYSTEM TO ENSURE HIGH QUALITY, SUSTAINABLE EDUCATION FOR THE 21ST CENTURY

Transformation

CCMS contributed to the Transformation Programme Board, Operational Delivery Board and a range of Workstream Boards in the DE Transformation Programme. As a result of the COVID-19 pandemic, the DE Transformation Programme was suspended to enable staff to be redeployed to support the schools Restart Programme. In March 2021, the Minister for Education confirmed the closure of the Transformation Programme given the funding uncertainty, impact of COVID-19 and the forthcoming Review of Education.

Work under the Delivering Schools for the Future (DSF) workstream was subsumed into the DE Sustainable Schools, Policy and Planning Directorate (SSPPD) to ensure some progress continued over the past year to remove barriers to area planning and review where agility could be introduced in the area planning process. The joint work for the EA and CCMS Area Planning Transformation Projects, a strand of the DSF workstream, was also taken forward, funded by EA. Funding for this joint work was received from DE in March 2021. Other workstreams in which CCMS participated have closed or will be fed into considerations of the Review of Education. CCMS hopes this work will continue to be progressed and will be feeding into the Review in relation to this when the opportunity arises.

Area Planning

As outlined on page 16, work in the 2020/21 period continued to reflect Departmental Area Planning priorities, in line with the Sustainable Schools Policy, progressing where possible actions identified in the Action Plan relating to April 2020 to March 2021. CCMS staff participated at all levels of the Area Planning Structures.

In this timeframe CCMS worked jointly with EA colleagues on 16 Transformation Programme projects involving CCMS schools within the DE DSF workstream. Over the year, despite the challenges of COVID-19 in progressing area planning work, in relation to these projects:

- three proposals have received a Ministerial decision;
- one is pending a Ministerial decision;
- three projects to establish Learning Support Provision are being progressed through the Specialist Provision in Mainstream Schools Pilot;
- two have been submitted to EA for progression through the next stages of consultation work; and
- the remainder have had significant options review work undertaken to enable progression with schools in the coming year.

Community Planning

CCMS officers have participated in a number of Community Planning Strategic Partnerships and Thematic Working/Action Groups particularly with Fermanagh and Omagh; Armagh, Banbridge and Craigavon; Belfast; Ards and North Down; Causeway Coast and Glens CPSPs. CCMS contributed to the Carnegie Shared Leadership Programme with statutory partners from three CPSPs and is a member of the Department for Communities Community Planning Reference Group. The work over the past year has focused on COVID-19

planning, support and recovery programmes and the relationship building and agility of the Strategic Partnerships has enabled significant support to be given to communities in this most difficult of times. CCMS would wish to engage across all Strategic Partnerships to be able to fully support community planning agendas, however, resource challenges mean CCMS remains unable to engage with all structures and sub-groups across the 11 Local Government Districts. CCMS continues to review with DE the resourcing required to fulfil these duties.

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

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

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

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

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

Key Performance Targets

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

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

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

	% paid within 30 days	% paid within 10 days
Quarter 1	100.00	97.40
Quarter 2	100.00	96.25
Quarter 3	100.00	99.00
Quarter 4	100.00	100.0
Total/Average	100.00	98.40

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



Gerard Campbell
Accounting Officer

16 June 2021

Date

ACCOUNTABILITY REPORT

CORPORATE GOVERNANCE REPORT

DIRECTORS' REPORT

Constitution of Council

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

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

Procedures for the Appointment and Induction of Members

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

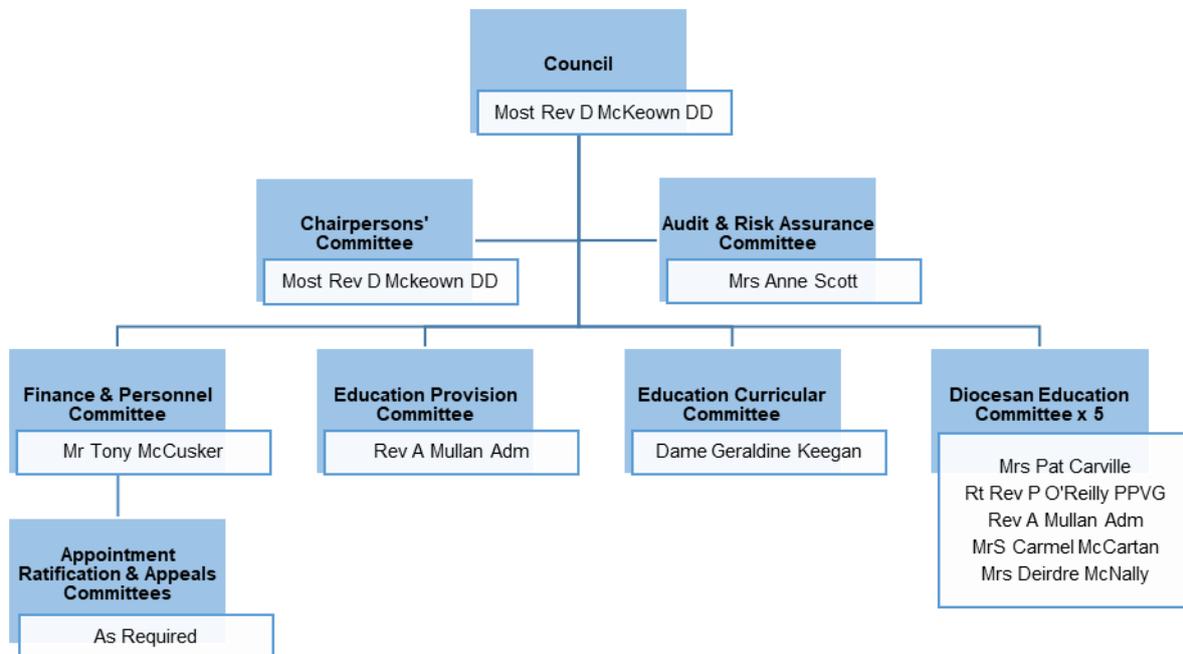
Membership

The Council is chaired by Most Rev D McKeown DD who seamlessly led the transition to a new way of conducting business through remote access. Meetings of Council and Committees which were well attended, participative and engaging occurred regularly.

During the year, Council established a sub-Committee to continue the process of reconstitution, first commenced in November 2019. That Committee of members conducted a recruitment process to fill the eight seats occupied by teachers (4) and parents (4) from amongst those people who had been elected onto their own boards of governors in those capacities. The Minister accepted the Council's nominations in February and the eight new members attended their first meetings in March 2021. All eight have also taken up roles across each of the Council's four sub-Committees.

The Department also initiated its own public appointment exercise to formally appoint 8 new members of its own. Those members will be joining Council early in the next financial year. This will be a positive development which sees the completion of reconstitution with the appointment of a substantial number of new first time members.

Committee Structure



Roles of Committees

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

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

Audit and Risk Assurance Committee (ARAC)

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

Chairpersons' Committee

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

Education Curricular Committee (ECC)

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

Education Provision Committee (EPC)

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

Finance and Personnel Committee (FPC)

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

Diocesan Education Committees (DECs)

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

Appointment, Ratification and Appeals Committees

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

Register of Interests

A Register of Interests of all Council members and officers is held by CCMS and is available on request by contacting Mrs Alison Russell, PA to the Chief Executive – alison.russell@ccmsschools.com . During the year this was augmented with new policies on the Declaration of Interests and on a Code of Conduct in Public Office.

Council Members: 1 April 2020 – 31 March 2021 (31 members from 36 seats)

Trustee Representatives

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

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

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

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

Rev John Chester PP, Roslea Parish (*replaced Fr Gerard Alwill PP VF in September 2020*)

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

Rev Aidan Mullan Adm, Longtower Parish

Mr Tony McCusker, Retired Civil Servant

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

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

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

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

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

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

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

Very Rev Timothy Bartlett PP, St Mary's Parish (*resigned December 2020*)

Very Rev Lawrence Boyle PP VF, Cookstown Parish

Most Rev Michael Router DD, Auxiliary Bishop of Armagh

Mrs Diane Russell, Edmund Rice Schools Trust (ERST) (*replaced Very Rev Timothy Bartlett PP in March 2021*)

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

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

Very Rev Gerard Alwill PP VF, Derrylin Parish (*resigned July 2020*)

DE REPRESENTATIVES

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

Mr Hugh Cox, retired Student Union Administrator

Mrs Donna O'Connor, Head of Organisational Development, Northern Ireland Fire Service (*Member Audit and Risk Assurance Committee*) – (*stood down February 2021*)

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

PARENT REPRESENTATIVES (joined February 2021)

Ms Ciara Faloon, St Bernard's PS, Rosetta, Belfast,

Dr Justin Quinn, St Francis' PS, Derrylatinee, Dungannon,

Ms Ciara Farry, Holy Trinity PS, Enniskillen,

Wendy Gibbons, St Joseph's Boys' School, Derry

TEACHER REPRESENTATIVES (joined February 2021)

Mrs Karen McElroy, New Row PS, Castledawson,
Mr Eamon McDowell, St Louise's College, Belfast
Mrs Aideén McGovern, St Patrick's PS, Derrygonnelly,
Mr Justin Mc Cormick ,All Saints' College, Belfast

EXECUTIVE ORGANISATION

Senior Leadership Team

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

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

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

Arrangements for the Evaluation of SLT'S Performance

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

Office Base

CCMS is based in Lisburn, with the majority of staff located there since 2018.

Pensions

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

Related Parties

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

Risk Management

The principal risks and uncertainties facing CCMS are described in the Governance Statement. CCMS' financial risk management depends on strong financial controls which are necessary to ensure the integrity and reliability of financial and other information on which CCMS relies on for day-to-day operations, external reporting and for longer term

planning. CCMS exercises financial control through a combination of qualified and experienced personnel, detailed performance analysis, monthly management reporting, budgeting and clearly defined approval limits. Internal auditors have tested the effectiveness of selected financial controls.

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

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

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

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

Complaints

Three complaints were received during the 2020/21 year relating to employment matters. These were handled in accordance with the Council's policy for handling complaints.

A further complaint was made about the actions of a school's Board of Governors leading to an independent review of the circumstances.

Following the conclusion of any complaint process, CCMS conducts an internal review of the circumstances underlying to the complaint and its subsequent handling. It is standard practice that any lessons learned are applied throughout the organisation. Complaints and organisational responses are made centrally through the Chief Executive's Office.

External Audit

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

The Northern Ireland Audit Office appointed ASM Chartered Accountants to undertake the detailed work to support the C&AG's opinion. On a day-to-day basis, the audit is managed and the work carried out by ASM staff, under the direction of the NIAO. The overall responsibility for recommending the form of audit opinion to the C&AG is retained by the NIAO. The audit of the financial statements resulted in an audit fee of £12,760 for 2020/21 which is included within operating costs.

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

Personal Data

There were no personal data related incidents during the year.



Gerard Campbell
Accounting Officer

16 June 2021

Date

STATEMENT OF ACCOUNTING OFFICER'S RESPONSIBILITIES

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

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

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

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

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

- observe the Accounts Direction issued by the Departmental Accounting Officer, including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- make judgements and estimates on a reasonable basis;
- state whether applicable accounting standards as set out in the Government Financial Reporting Manual have been followed, and disclose and explain any material departures in the financial statements; and
- prepare the financial statements on a going concern basis.
- Confirm that the Annual Report and Accounts as a whole are fair, balanced and understandable and take personal responsibility for the Annual Report and Accounts and the judgements required for determining that it is fair, balanced and understandable

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



Gerard Campbell
Accounting Officer

16 June 2021

Date

GOVERNANCE STATEMENT FOR THE YEAR TO 31 MARCH 2021

SCOPE OF RESPONSIBILITY

The Council for Catholic Maintained Schools (CCMS) is a Non Departmental Public Body (NDPB) of the Department of Education (DE). It was established under the auspices of the Education Reform (Northern Ireland) Order 1989 with the primary objectives of raising standards, employing teachers and ensuring effective human resource policies and improving the schools' estate in the Catholic maintained Sector. CCMS has a responsibility for 447 nursery, primary and post-primary schools with 6,491 (FTE) teachers providing for 124,122 young people¹. CCMS provides services to, and on behalf of, the Catholic maintained sector and its Trustees.

Both the Chair of Council and I have delegated responsibilities from the Permanent Secretary of DE. Along with senior staff, we meet the Permanent Secretary and senior Departmental officials on a quarterly basis to discuss progress, performance and key risks to CCMS. As Accounting Officer, I have responsibility for maintaining a sound system of internal control that supports the achievement of CCMS' policies, aims and objectives, whilst safeguarding public funds and departmental assets for which I am personally responsible, in accordance with the responsibilities assigned to me in Managing Public Money Northern Ireland (MPMNI). This Governance Statement outlines how I have discharged my responsibilities to manage and control these resources throughout the 2020/21 year.

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

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

¹ Figures reported on 31 October 2020

THE COUNCIL

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

Council members lead the drive to continuously raise standards in the Catholic maintained sector through the promotion of policies and strategies to aid the effective management and control of Catholic maintained schools by their boards of governors, best practice in the employer function, and, with the support of Trustees, the planning and development of the schools' estate.

The work and vision of Council's committee structure is to support schools to optimise educational opportunities and outcomes for all pupils in support of the common good and a shared future.

The Council is chaired by Most Rev D McKeown DD. During the year the Minister agreed Council's appointment of four new teacher and four parent members following a trawl and selection process from amongst the parents and teachers elected onto the Boards of Governors of Catholic maintained schools. This brought the total number of members in place up to 31 which is five short of full complement. DE also commenced a public appointment process to appoint to its five vacant seats on Council.

Over the course of the year the members of Council and the five Diocesan Education Committees (DECs) undertook an extensive review of the role and functions of the DECs leading to the development of clearly understood Terms of Reference that ensure consistency across the five separate Committees.

Over the financial year the Council met on five occasions. In line with best practice, members were invited to conduct a review and evaluation of their own effectiveness. This process proves useful in that it identifies the many strengths of the individual members, the findings of which are then used to inform the membership of the internal Committees.

There was an 81.89% attendance rate for Council meetings.

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

- approved and monitored the delivery of the Business Plan 2020/21;
- supported the development of the Business Plan 2021/22;
- approved the Annual Report and Accounts 2019/20;
- considered CCMS Budget Allocations;
- approved, monitored and regularly reviewed the corporate risk register;
- supported the Department in taking forward the reconstitution of Council;
- reviewed and approved a new Terms of Reference for DECs;
- reviewed the completion of an evaluation tool for the Annual Skills and Audit for Council and Committee members; and

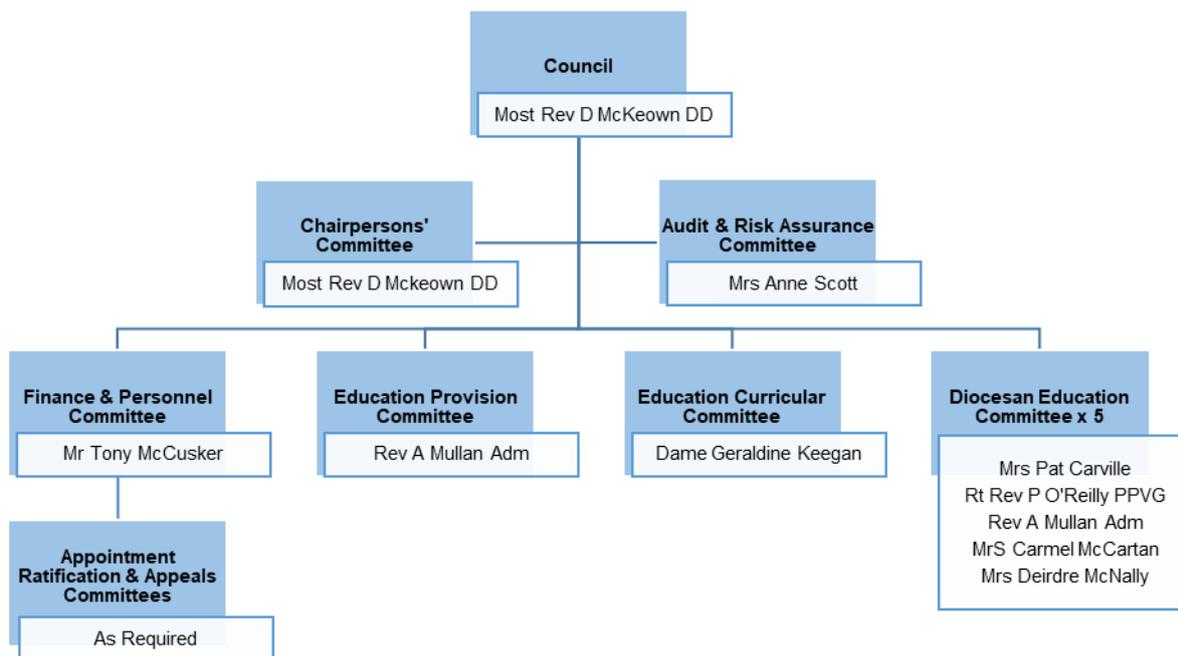
- considered and approved the Governance Statement.

In addition, the Council also:

- considered the impact on schools and CCMS in relation to the challenges posed by the COVID-19 pandemic and industrial action in relation to teachers' pay and workload;
- considered the opportunities for schools pertaining to the ending of industrial action following the Pay and Workload Agreement;
- considered reports from officers in relation to the challenges presented in the effective management of schools' finances;
- considered reports in relation to DE's Educational Restart Programme;
- considered the issues of Fair Employment Treatment Order (NI) (FETO) and the Teachers Certificate in Religious Education;
- considered a CCMS review of the response of Catholic maintained schools to COVID-19 and the Lockdown measures;
- participated in a number of meetings with Mr Peter Weir MLA, Minister for Education on the impact of COVID-19 on Catholic maintained schools;
- approved a CCMS position paper – "A Call For Change: Time For Action - Meeting the needs of pupils with Special Educational Needs in Catholic maintained schools";
- considered and approved a CCMS Report into the Current Provision within CCMS Nursery Schools and Nursery Units;
- appointed a number of parent and teacher members to Council;
- adopted a new process for nominating Individuals onto the Boards of other Bodies;
- prepared a response to, and attended a briefing session with, the Expert Panel on Educational Underachievement;
- reviewed the minutes of the DE's quarterly Governance and Accountability Review (GAR) meetings;
- responded to the draft Terms of Reference for the Independent Review of Education;
- approved the Report to Those Charged with Governance;
- approved the draft arrangements for consultation on a new Scheme for the Recruitment of School Leaders;
- approved a range of measures to support schools with their Recruitment and Selection processes during COVID-19;
- made a response to the consultation on the draft Programme for Government; and
- provided oversight of the lease arrangements for Linen Hill House, Lisburn;

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

Council Membership and Attendance: 1 April 2020 – 31 March 2021



	Notes	Council Attendance 2020/21	Sub-Committee Attendance (N.B. Total possible attendance is shown in brackets)				
			Chairpersons'	Audit & Risk	Finance & Personnel	Education Provision	Education Curriculum
Very Rev Gerard Alwill PP	2	0 (2)					
Very Rev Timothy Bartlett PP	3	1 (4)					
Very Rev Laurence Boyle PP VF		5 (5)					4 (5)
Mrs Pat Carville, OBE		5 (5)	5 (5)		3 (5)	5 (5)	
Fr John Chester PP	6	3 (3)					
Ms Patricia Corrigan		4 (5)					5 (5)
Mr Hugh Cox		5 (5)			4 (5)		
Dr Bob Cummings		4 (5)					4 (5)
Very Rev Dean Kevin Donaghy PP VG		5 (5)					4 (5)
Ms Ciara Faloona	1	1 (1)			1 (1)		
Ms Ciara Farry	1	1 (1)			1 (1)		
Rev Dr Paul Fleming		5 (5)			4 (5)		
Rev Gerard Fox		4 (5)				5 (5)	
Ms Wendy Gibbons	1	1 (1)					
Dame Geraldine Keegan, DBE		5 (5)	5 (5)				4 (5)
Mr Pat McCartan, CBE		4 (5)		4 (5)		5 (5)	
Mr Justin McCormick	1	1 (1)		1 (1)			
Mr Tony McCusker		4 (5)	5 (5)		5 (5)		
Mr Eamon McDowell	1	1 (1)					1 (1)
Ms Karen McElroy	1	1 (1)					1 (1)

	Notes	Council Attendance 2020/21	Sub-Committee Attendance (N.B. Total possible attendance is shown in brackets)				
			Chairpersons'	Audit & Risk	Finance & Personnel	Education Provision	Education Curriculum
Ms Aideen McGovern	1	1 (1)		1 (1)			
Most Rev Donal McKeown DD		5 (5)	5 (5)				
Mrs Deirdre McNally		4 (5)				4 (5)	
Rev A Mullan Adm		4 (5)	4 (5)			5 (5)	
Mrs Maxine Murphy-Higgins		5 (5)		5 (5)			
Mrs Donna O'Connor	5	2 (4)		2 (4)			
Mrs Catherine O'Neill		4 (5)		5 (5)			5 (5)
Rt Rev Peter O'Reilly PP VG		3 (5)				5 (5)	
Mrs Diane Russell	4	0 (1)					
Dr Justin Quinn	1	0 (1)					
Most Rev Michael Router DD		4 (5)					
Mrs Anne Scott		5 (5)	5 (5)	5 (5)			
Mrs Martha Smyth		3 (5)					5 (5)
Sr Eithne Woulfe		4 (5)				4 (5)	
DE Representative		Vacancy					
DE Representative		Vacancy					
DE Representative		Vacancy					
DE Representative		Vacancy					

Notes

New members joined February 2021	1
Resigned July 2020	2
Resigned December 2020	3
Replaced Fr T Bartlett - March 2021	4
Stood down February 2021	5
replaced Fr Awill September 2020	6

The Chairpersons' Committee

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

In the current financial year this committee met on five occasions. There was a 96.67% attendance rate for committee meetings.

The Audit and Risk Assurance Committee (ARAC)

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

- assurance on risk management;
- assurance and scrutiny on governance arrangements;
- scrutiny of the internal and external audit functions;

- approval of the Annual Report;
- advice to the Accounting Officer; and,
- an effective challenge to the Council, its committees and the Chief Executive Officer.

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

- Corporate Risk Register;
- External Audit Strategy;
- Internal Audit Programme and Strategy;
- Follow Up on internal and external audit recommendations;
- Report to those Charged with Governance;
- Mid-year Governance Statement; and
- Conflicts of Interest.

The Audit and Risk Assurance Committee also:

- scrutinised and approved the Annual Accounts for the period ended 31 March 2020;
- scrutinised and approved the Internal Audit Report 2020/21;
- considered and monitored delivery of the Business Plan for 2020/21;
- approved the internal audit programme for 2020/21;
- discussed the draft NIAO Audit Strategy for 2020/21;
- approved and monitored the Internal Audit Strategy 2020/21;
- reviewed the Governance and Accountability Arrangements – Arm’s Length Bodies;
- reviewed the Annual Skills Audit of Board and Committee Members;
- guidance for Boards of Governors during Lockdown;
- approved the Report to Those Charged with Governance 2019/20;
- approved the Mid-Year Governance Statement 2020/21;
- reviewed governor training;
- examined a range of issues relating to governance in Catholic maintained schools;
- considered a NIPSO Report regarding a Parental Complaint;
- reviewed and considered a policy for the Nomination of Individuals onto Boards;
- reviewed amendments to CCMS Standing Orders and Scheme of Management for DEC’s;
- noted the content of the NIAO – COVID-19 Fraud Risk Good Practice Guide;
- provided oversight of the lease arrangements for Linen Hill House, Lisburn;
- reviewed and considered a Working Time Directive regarding leave carry over; and
- reviewed CCMS’ Internal Audit Processes.

In the 2020/21 financial year, the ARAC met on five occasions. The Committee had the following membership:

1 April 2020 – 31 March 2021

Mrs A Scott (Chair)
 Mr P McCartan
 Mrs M Murphy-Higgins
 Mrs D O’Connor (stood down February 2021)
 Mrs C O’Neill
 Mr J McCormick (appointed March 2021)

Mrs A McGovern (appointed March 2021)
Mrs J McCamley (co-opted in May 2020)

There was a 88.46% attendance rate for ARAC meetings.

The Finance and Personnel Committee (FPC)

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

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

- CCMS' Management Statement and Financial Memorandum;
- approved the Annual Accounts 2019/20;
- approved the CCMS Business Plan 2020/21 and monitored delivery against objectives;
- financial and performance management issues, including reviewing the operational budget plan for 2020/21 presented to DE and approving a response to DE on a proposed Budget Allocation;
- reviewed the Recruitment and Selection process for 2020/21;
- reviewed the pilot exercise for the Recruitment Selection of School Leaders;
- reviewed the Annual Report on Appointments and Redundancies 2020/21;
- managed the arrangements for the appointment of parent and teacher members to Council;
- monitored a range of issues impacting upon Catholic maintained schools;
- provided oversight of the lease arrangements for Linen Hill House, Lisburn;
- reviewed the advice on School Governance during Lockdown;
- reviewed Recruitment Guidance during COVID-19;
- considered the actions required in the Catholic maintained sector following the Teachers' Pay and Workload Agreement;
- considered the issues of FETO and the Teachers' Certificate in Religious Education;
- proposed amendments to CCMS Standing Orders to allow for virtual meetings;
- oversaw the consultation with DEC's and the revision of their Terms of Reference;
- reviewed internal approvals processes;
- reviewed Ratification Reports; and,
- implemented a new monitoring process for the management of Teacher Suspensions.

The FPC met on five occasions. The Committee had the following membership:

1 April 2020 – 31 March 2021

Mr T McCusker (Chair)

Mrs P Carville

Mr H Cox

Mrs C Faloona (appointed March 2021)

Mrs C Farry (appointed March 2021)

Dr Rev P Fleming

There was an 81.82% attendance rate for FPC meetings.

The Education Curricular Committee (ECC)

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

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

- approved the CCMS Business Plan 2020/21 and monitored delivery against objectives;
- approved the CCMS paper – “A Call For Change: Time For Action - Meeting the needs of pupils with Special Educational Needs in Catholic maintained schools”;
- approved a CCMS Report into the Current Provision within CCMS Nursery Schools and Nursery Units;
- considered the response of Catholic maintained schools to COVID-19 and Lockdown;
- prepared a response to, and attended a briefing session with, the Expert Panel on Educational Underachievement;
- reviewed CCEA Consultation 2020/21; and
- received updates on the Education Restart Programme.

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

1 April 2020 - 31 March 2021

Dame G Keegan DBE (Chair)

Very Rev L Boyle PP

Ms P Corrigan

Dr B Cummings

Rt Rev Dean K Donaghy PP VG

Mr E McDowell (appointed March 2021)

Mrs K McElroy (appointed March 2021)

Mrs C O'Neill

Mrs M Smyth

There was an 89.19% attendance rate for the ECC meetings.

The Education Provision Committee (EPC)

The Education Provision Committee maintains a strategic overview of the schools' network within the Catholic maintained sector ensuring that the network matches the needs of the school community. It contributes to strategic area planning priorities and oversees the delivery of annual action plans, approving progression of development proposals. It also monitors the capital investment programmes to improve the CCMS schools' estate.

The Education Provision Committee provided a detailed challenge and scrutiny of the organisation's work and carried out the following:

- monitored issues regarding Admission and Enrolment Numbers;
- reviewed and approved area planning and Development Proposals for progress through their relevant governance stages;
- reviewed the Strategic Investment Board [SIB] Review of Providing Pathways Strategic Area Plan Recommendations for future strategic area planning;
- monitored area planning work stream progress;
- monitored DE resetting process to support right-sizing of CCMS schools' enrolments;
- considered and responded to the work of the Area Planning Steering Group [APSG];
- reviewed the Key Ministerial Messages delivered to the APSG;
- monitored progress of the School Enhancement Programme projects;
- reviewed the scoring process for Capital Projects;
- reviewed and updated the Terms of Reference for EPC;
- reviewed the Programme for Government Draft Outcomes Framework 2021 to support CCMS response.

This was within the context of a pause in the Department of Education's Area Planning activity to enable resources to be deployed to support DE's emergency response to COVID-19.

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

1 April 2020 – 31 March 2021

Rev A Mullan PP (Chair)
Mrs P Carville
Rev G Fox
Mrs W Gibbons (appointed March 2021)
Mr P McCartan
Mr J McCormick (appointed March 2021)
Dr J Quinn (appointed March 2021)
Mrs D McNally
Rt Rev Mgr P O'Reilly
Sr E Woulfe

There was an 94.29% attendance rate for the EPC meetings.

Diocesan Education Committees (DECs)

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

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

- school provision;

- area planning;
- contributing to the delivery of the Shared Education Campus Programme;
- rationalisation;
- school inspection findings/reports;
- substantial changes in enrolment;
- school governance and matters related to the employment of teacher; and
- other information in relation to school matters.

The DECs:

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

During the year the members of all DECs engaged with Council members and officers to consider the roles and responsibilities of the DECs. A new consistent Terms of Reference and a standardised approach to committee business has been agreed and is operational. The Chairs of the five DECs have also instigated a bimonthly meeting with each other and the members of the Senior Leadership Team (SLT) to improve communications and ensure consistency of approaches.

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

Armagh DEC

- Mrs P Carville
- Mrs A Scott

Clogher DEC

- Rt Rev P O'Reilly PP VG

Derry DEC

- Rev A Mullan, Adm

Down and Connor DEC

- Mr H Cox
- Fr G Fox
- Mrs M Murphy-Higgins

Dromore DEC

- Mrs D McNally
- Ms D O'Connor (stood down February 2021)

BUSINESS PLAN

CCMS, like other education bodies, has faced significant challenges during 2020/21 as a result of COVID-19. These challenges impacted on the Business Plan in a number of ways largely related to the changing circumstances pertaining to the pandemic. Throughout the period, schools faced the challenges of delivering education via blended and remote learning, whilst there have been significant periods where the schools have been unable to provide education in the classroom due to the restrictions placed on society as a result of the pandemic.

In delivering the Business Plan, CCMS has focused on providing interventions and support to schools and pupils, and has worked closely with the Department and EA in tailoring collective measures to support the continuation of learning. As a result of COVID-19, there will be some aspects of the Business Plan that will be rolled into the next period, alongside new areas of work that will focus on supporting schools and pupils in the aftermath of the pandemic.

The Council believes that it has delivered and met expectations in the nature and quality of its work, its support to stakeholders and its contribution to the wider education and public sectors. The quality of education in Catholic maintained schools is consistently good despite the constrained resources available to CCMS to challenge underperformance and support improvement. This remains the case in the midst of COVID-19.

CCMS believes that its officers have contributed positively towards the delivery of its Business Plan, given the challenges of COVID-19. CCMS believes that it has effectively managed throughout the year the process of supporting staff and associates to work remotely and in utilising new technologies to underpin business engagement.

Status	CCMS Assessment	Percentage
Achieved	27	73%
Substantially Achieved,	0	0%
Likely to be Achieved but with some delay	1	3%
Not Achieved	9	24%
TOTAL	37	100%

ACCEPTABILITY OF DATA USED

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

- financial information produced internally;
- HR information, mainly data on attendance management, produced by DE;
- statistical information, data relating to enrolments, attainment, attendance and the workforce, provided by DE; and
- inspection evidence, mainly data used to compile the Chief Inspector's report. In the absence of inspections, CCMS Education Advisers have continued to provide updated information based on feedback from ETI District Inspectors.

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

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

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

Inspection data (including performance levels and overall effectiveness conclusions) is provided in published ETI inspection reports. It is important to note that inspection data for the year 2020/21 was impacted by the COVID-19 pandemic; preventing inspections from taking place in the period.

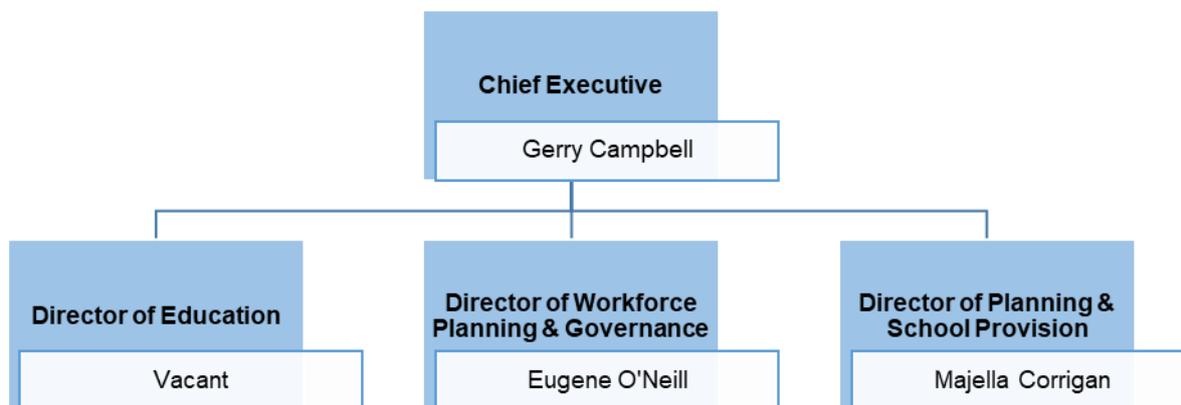
Committee members regularly seek clarification from officers on the information presented to them. It is the considered view of the Committees, on the basis of this on-going engagement, that the quality of data used by Council and its Committees is of an acceptable standard.

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

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

CCMS believes it has complied with the Governance Code. The Council and ARAC both recognise that ongoing monitoring and evaluation of members' performance is good practice and essential for effective corporate governance. In line with best practice, members were invited to conduct a review and evaluation of their own effectiveness. This process proves useful in that it identifies the many strengths of the individual members, the findings of which are then used to inform the membership of the internal Committees.

CCMS Senior Leadership Team



NB The Director of Education post became vacant on 31 January 2021. At the time of writing a recruitment process is ongoing for a new Director of Education.

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

Throughout 2020/21, SLT continued to engage with officers on the development of a new Corporate Plan for the period 2021/2025. Following consultation with the DE and Minister of Education the Corporate Plan remains in draft to allow for the development of the Programme for Government (PfG) and the DE's own Corporate Plan. CCMS will revisit the corporate plan later in the 2021/22 period to align with the PfG and DE's new Corporate Plan.

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 2021.

THE RISK AND CONTROL FRAMEWORK: MANAGING RISK

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

There was one additional strategic risk identified for the year 2020/21 relating to safeguarding procedures, and there were amendments to the risk evaluation of some of the other strategic risks due primarily to the ongoing funding challenges, delays in the recruitment strategy and continuing industrial action by teachers' unions. The following strategic risks (inherent risk scores >12) have been highlighted by the Risk Group:

- *Risk 001: "Resources (particularly internal staffing resources) are not sufficient or appropriately deployed to ensure the delivery of strategic priorities and objectives within budget resulting in services to schools and other stakeholders being constrained by: budget uncertainties; staffing vacancies and absences; and, impact of Covid-19".*

The risk score has increased in-year due to resource pressures facing the organisation. An ongoing structural review process has seen CCMS move towards a more stable staffing model with the engagement of permanent contracted staff from professional disciplines. The induction of new staff has enabled a staffing model, based on a multi-disciplinary approach and this continues to work effectively. The stable staffing structures in place supported the transitional arrangements made in response to the COVID-19 pandemic. Resources have been allocated to supporting schools through the challenges posed by COVID-19. CCMS has also been able to utilise its human resources effectively in conjunction with digital technologies such that remote and home working has supplemented a skeleton staff presence based in the Lisburn HQ.

- *Risk 002: "Improvements in educational standards and access to the full curriculum in Catholic maintained schools are not achieved resulting in lower standards".*

The pressure on this risk remained static during this financial year due to the impact of COVID-19. Whilst CCMS welcomes the Pay and Workload Agreement reached in April 2020, the out-workings of the agreement will not be felt until the 2021/22 business plan period. There were no additional schools placed in the Formal Intervention Process during this year. CCMS Officers continued to support all schools in their self-evaluation of Safeguarding Procedures using the ETI Safeguarding Proforma. Schools reporting safeguarding issues are signposted to the Child Protection Support Services (CPSS) at all times. The three multidisciplinary locality teams have identified schools requiring support and prioritised resources appropriately. All first-time principals continue to be supported by the Locality Teams

even with the additional challenges presented by COVID-19. CCMS also continues to work with DE and EA to develop planning school support and strategic interventions.

- **Risk 003:** *“Education provision is not planned and implemented resulting in failure to deliver desired educational outcomes”.*
This risk encompasses the planning of education provision. The risk pressure increased as the impact of Covid-19 resulted in a pause in area planning activities in the Department of Education from April to October to enable DE and education sector staff to be redeployed to support the education restart work. Throughout the year, the periods of closure of schools as a result of Covid-19 restrictions; managing remote learning and supervision of key workers children; managing restart, PHA guidance and pupil and staff isolation; and, the range of pressures faced by schools in managing the pandemic meant area planning proposals could not be progressed as scheduled. Challenges remain in terms of resources to progress area planning priorities in a timely manner. CCMS officers participate at all levels in the area planning structures, working alongside education sector colleagues. The CCMS multi-disciplinary locality teams support the prioritisation of schools facing challenges in the provision of education in line with Department of Education policies and priorities. Financial pressures also remain in relation to capital investment in schools. CCMS officers work closely with the Department of Education and the Education Authority to support schools in relation to the maintenance of and investment in the schools’ estate.
- **Risk 004:** *“The DE target to reduce teacher absence levels is not met in the Catholic maintained sector impacting on pupils”.*
This risk remained static during this financial year albeit that CCMS continues to make positive attempts to effect a change in management culture. CCMS continues to review HR strategies to ensure that attendance is prioritised. A suitably experienced officer leads on the consistent and robust implementation of the Attendance Policy across all schools. CCMS officers are also proactively engaging with DE and the other education partners to develop new intervention strategies aimed at reducing the levels and duration of teacher absences.
- **Risk 005:** *“There are ineffective policies and procedures to process, manage and protect CCMS’s information from either accidental loss or malicious activities”.*
CCMS continues to follow best practice guidance. IT security is managed under the current IT Service Level Agreement with the EA. An Information Officer has corporate responsibility for developing organisational compliance with General Data Protection Regulation (GDPR), data usage, management and storage. Most staff have received GDPR training.
- **Risk 006:** *“Uncertainty around Public Sector constraints on budgets which could result in CCMS failing to deliver a balanced resource budget”.*
The advent of the pandemic has meant that budgets have had to be managed carefully to ensure that where appropriate, finances that could not be committed would be returned through the quarterly monitoring rounds. The FPC continues to scrutinise budget plans in order to ensure a balanced budget. The Council will

continue to liaise closely with DE in its decision making around staffing and service delivery.

- *Risk 007: “There is an ineffective framework to ensure the safety of children and young people and to ensure that all CCMS staff follow appropriate safeguarding procedures”.*

CCMS Education Advisers encourage all schools to complete annually the ETI Safeguarding Proforma as part of their self-evaluation process. They have supported schools where they sought to improve areas of safeguarding policy or practice. Refresher training for all staff on Safeguarding will be delivered as soon as conditions allow.

- *Risk 008: “There are ineffective arrangements in place to maintain business continuity in the midst of the Covid-19 pandemic – both internally and in support of schools and other stakeholders”.*

CCMS has placed a strong emphasis on ensuring business continuity throughout the past 12 months. CCMS developed a revised staffing contingency model to accommodate any changes in lockdown and any longer-term requirement for maintaining social distancing and other measures as a result of COVID-19. CCMS continues to support schools in managing the challenges of Covid-19 in respect of staffing and learning and a number of proposals are in development for virtual school leader engagement and associated training programmes to support this.

- *Risk 009: “There are ineffective arrangements in place to maintain business continuity when ensuring the timely renewal of the current office lease and/or a possible relocation of the CCMS business in Feb 2023”.*

This was an area of increasing risk throughout the period until the final arrangements were agreed to extend the lease of the premises in Lisburn for a two-year period until February 2023. The risk pressure has now reduced; however the emphasis next year will be in making preparations for the period beyond February 2023. This will include an assessment of the continuing impact of COVID-19 upon the requirement for a future office size and location (taking cognisance of the developments in remote and home working not only within CCMS, but across the wider public sector).

CCMS continues to adopt a cautious risk appetite, ensuring that internal controls in place are proportional to the risk. CCMS is currently undertaking a review of the Corporate Risk Management Strategy, including an alignment exercise with the DE strategy. As noted above, the loss of personnel and the ongoing issue of vacant posts has been identified in our Risk Register as a major risk to the ‘quality of service’ delivery. COVID-19 continues to influence our approach to risk and will continue to have an impact throughout the 2021/22 period.

INFORMATION RISK AND COMPLIANCE WITH GDPR

During this last financial year there were no major data loss incidents. All data and information is managed by CCMS in accordance with a Service Level Agreement in place with EA. All servers are backed up on a daily basis and staff adhere to information management policies and procedures. Throughout the period of the pandemic, the majority

of staff have worked from home. This continues to be managed via the safeguards and protocols under the Service Level Agreement and policies and procedures.

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

FRAUD RISK

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

CCMS continues to participate in the National Fraud Initiative (NFI). During the most recent exercise for 2020/21 the Finance department uploaded the required information in October '20 to the NFI. At the date of this report there was one data match which was fully investigated and appropriate action taken.

WHISTLEBLOWING

There were no disclosure made through the Whistleblowing policy.

LAPSES OF SECURITY

There were no lapses of security during this financial period.

HEALTH AND SAFETY

It is a legal requirement that all places of work have a health and safety policy, which staff should be made aware of and adhere to. I am satisfied that a fit-for-purpose health and safety policy is in place and is reviewed regularly. Provision has also been made to support staff working from home during the pandemic e.g., providing laptops, printers and office chairs. CCMS also manages access to its headquarters in Lisburn to ensure all COVID regulations are adhered to. I am also satisfied that the organisation has complied with all of its duties under health and safety legislation.

THE CONTROL REGIME: REVIEW OF EFFECTIVENESS

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

evaluate the relevant aspects of the Corporate and Business Plans. Final approval in all areas does, however, remain with the Council and, thereafter, DE.

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

The Internal Audit Unit of the EA was commissioned to provide an Internal Audit service to CCMS. In the year 2020/21 it was contracted to carry out 18 days operational work. The work was carried out in accordance with an Internal Audit Strategy Plan prioritised according to risk assessments. The audit plan was agreed by the ARAC as part of an agreed two year audit strategy approved in November 2020.

The Audit Opinion was based on a three-tiered system of opinion [Satisfactory – Limited – Unacceptable], in line with the Government Internal Audit Standards, which was devised in order to promote consistency across the public sector. On the basis of the review carried out it was the opinion of the Internal Auditors that a '**satisfactory**' assurance could be given in respect of CCMS.

SIGNIFICANT INTERNAL CONTROL ISSUES

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

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

The Council has become used to operating in a flexible and responsive manner to discharging its roles and responsibilities in an environment of structural uncertainty and budget reductions. The officer team, fully supported by the Council, has, however, succeeded in delivering the CCMS Business Plan and increasing its profile within schools, particularly those experiencing significant challenges. The re-organised service delivery and the effectiveness of multi-disciplinary structures and working practices has supported CCMS to continue to deliver a high-quality service aimed at raising standards within Catholic maintained schools.

The most significant challenge facing CCMS throughout the period relates to COVID-19. The onset of the pandemic in March 2020 led to major changes in how CCMS conducted its business. The majority of staff decanted from the headquarters in Lisburn to work remotely from home. A small staff presence has remained in situ since that period. CCMS invested in mobile technology to support staff in working remotely and organisational procedures and protocols were updated and aligned to the new paradigm. The transition to revised working practices went smoothly and I want to acknowledge the support and dedication of staff and stakeholders for their patience and resolve in making this happen.

COVID-19 has impacted on every aspect of our business, whether that be in how officers engage with and support schools to holding meetings and seminars remotely. Staff have adapted remarkably well to the “new ways of working” although I would add some caution to this in that senior officers and I are taking an active interest in the health and well-being of staff to monitor potential “burn-out”. CCMS as an organisation has always valued its people who have a strong track record of going the extra mile in duty and service. Working practices have changed at a phenomenal pace over the past 12 months and it is important that welfare, well-being and support mechanisms are robust and in place to mitigate against any potential adverse impacts resulting from any such changes.

Looking forward, I anticipate the time when not only CCMS, but society as a whole, will be able to move forward progressively, living with the impact of COVID-19, but not being held back by the virus in how we go about our work and our daily lives.

Following the United Kingdom’s (UK) decision in 2016 to leave the European Union (EU), DE continued to be fully involved at both a strategic and operational level in the Northern Ireland Civil Service cross departmental European Union Future Relations Programme (EUFRP) led by the Executive Office. The UK officially left the EU on 31 January 2020 and CCMS, as an Arm’s Length Body of DE, continues to keep a watching brief on BREXIT developments so that it can continue to deliver its statutory functions in a seamless manner going forward.

CCMS operates at a time of highly significant change and challenge. The new draft Programme for Government and opportunities arising from other strategic discussions and reviews provides an opportunity for CCMS to articulate its voice and share its vision for a just society. A society in which the dignity of all people is recognised and where our young people can shape the world in which they live and contribute to the Common Good. I am, however, confident that the Council members and officers regard change as an opportunity more than a challenge. It is with that optimism that we acknowledge but manage the risks to ensure that the services provided by CCMS will help our schools educate our children and young people to be as well prepared as is possible to positively contribute to society and the economy.

Signature of Accounting Officer



Gerard Campbell

16 June 2021

Date of Signature

REMUNERATION AND STAFF REPORT

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

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

The current Members of the Chairpersons' Committee are:

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

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

CONTRACTS

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

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

SINGLE TOTAL FIGURE OF REMUNERATION (AUDITED)

Single total figure of remuneration								
Officers	Salary Including Performance Related Pay (PRP) £000		PRP up to 2019/20		Pension Benefits ** to the nearest £k		Total (to nearest £1000)	
	2020-21	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21	2019-20
Gerard Campbell Chief Executive	75 - 80	75 - 80	0 - 5	0 - 5	26	25	100 - 105	100 - 105
Majella Corrigan Director of Planning and School Provision	60 - 65	55 - 60	0 - 5	0 - 5	27	18	90 - 95	75 - 80
*Gillian McGrath Director of Education	50 – 55 (60 – 65)	60 - 65	0 - 5	0 - 5	0	16	50 - 55	75 - 80
Eugene O’Neill Director of Workforce Planning and Governance	60 - 65	60 - 65	0 - 5	0 - 5	33	23	95 - 100	85 - 90

* Gillian McGrath left the pension scheme on 31 December 2019, therefore a pro rata has been applied to the real increase figure for 19/20, and she resigned as a director on 31 January 2021

** 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 increase due to inflation and any increase or decrease due to a transfer of pension rights.

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 2020/21 for each senior post holder are provided in the table above. These PRP accruals are for the 2020/21 financial year and refer to performances during the period 2019/20. No actual payments are made until approval has been received from the Department of Finance (DoF) through a pay remit process. PRP is not a bonus but assists progression up the pay scale for the individual as determined by their performance.

BONUSES

Bonuses are not currently paid to CCMS directors.

BENEFITS IN KIND

There were no benefits in kind paid during the period

PAY MULTIPLES

Pay Multiples disclosure (audited)		
	2020/21	2019/20
Band of Highest Paid Director's Total Remuneration	75k – 80k	75k – 80k
Median Total Remuneration	33,782	34,788
Ratio	2.28	2.21
Range	17.8k – 77.1k	17.3k – 76.7k

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.

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 2020/21 was £75 - 80k. (2019-20, £75 - £80k) This was 2.28 times (2019-20 2.21) the median remuneration of the workforce, which was £33,782 (2019-20, £34,788). Salary ranges were based upon NJC scale points 1 to 56.

PENSIONS OF SENIOR MANAGEMENT (AUDITED)

Officer	Total accrued pension at 31/3/21 and related lump sum (£k)	Real Increase in pension and related lump sum at 31/03/21 (£k)	CETV at 31/03/21 (nearest £k)	CETV at 31/03/20 (nearest £k)	Real increase in CETV (nearest £k)
Gerard Campbell Chief Executive	5 - 10 Lump Sum £0	0 - 2.5 Plus £0	69	48	14
Eugene O'Neill Director of Workforce Planning & Governance	30 - 35 Lump Sum 45 - 50	0 - 2.5 Plus 0 - 2.5	576	532	36
Gillian McGrath Director of Education [Resigned from scheme 31/12/19]	n/a Lump Sum n/a	n/a Plus n/a	n/a	59	n/a
Majella Corrigan Director of Planning and School Provision	15 - 20 Lump Sum 35 - 40	0 - 2.5 Plus 0 - 2.5	331	302	29

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, [the CPI increase for September '20 was 0.5%] contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period. However, the real increase calculation uses common actuarial

factors at the start and end of the period so that it disregards the effect of any changes in factors and focuses only on the increase that is funded by the employer

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

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

NORTHERN IRELAND LOCAL GOVERNMENT SUPERANNUATION SCHEME (NILGOSC)

Pension Benefits are provided through and administered by the Northern Ireland Local Government Superannuation Scheme (NILGOSC). Employee contributions for 2020/21 are variable, depending on salary, ranging from 5.5% to 10.5% of pensionable earnings. As part of the March 2019 fund valuation the actuary certified the employer's contribution rates at 19.5% of the employee's pensionable pay. Benefits accrue at the rate of 1/49th of pensionable salary for each year of service. In addition, members can choose to commute some of their pension to provide a tax free lump sum of up to 25% of the capital value of their pension assets.

Northern Ireland Teachers' Pension Scheme

The Teachers Superannuation Scheme is an unfunded, defined benefit scheme to which teachers and their employers contribute. Employee contributions for 2020/21 are variable, depending on salary, ranging from 7.4% to 11.7% of pensionable earnings. The GAD completed the valuation of the scheme as at 31 March 2016 which resulted in an increase in the employer contribution rate in April 2019 from 17.7% to 25.1% of the employee's pensionable salary. The Department determines the contribution rates for employees after a consultation exercise. The contribution partially fund payments made by the scheme, the balance of funding being provided by the Northern Ireland Assembly through the annual Supply Estimates process. Benefits accrue to new entrants (from 1 April 2007) at the rate of 1/60th of pensionable salary for each year of service. In addition, members can choose to commute some of their pension to provide a tax free lump sum of up to 25% of the 'fund value' after commutation.

STAFF REPORT

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

	2020/21	2019/20
	£	£
STAFF COSTS [Audited]		
STAFF COSTS COMPRISE		
Wages and Salaries	2,121,863	2,066,732
Voluntary Exit Scheme	0	90,671
Social Security Costs	226,138	219,546
Other Pension Costs	728,121	795,158
Agency Staff Costs	3,696	27,046
Sub Total	3,079,818	3,199,153
Less recoveries in respect of outward secondments	(6,651)	(30,313)
Total Net Costs	3,073,167	3,168,840

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

AVERAGE NUMBER OF PERSONS EMPLOYED (Audited)	2020/21			2019/20		
	O	P	Total	O	P	Total
Average Number of whole time equivalent persons employed (including senior management) during the period was as follows:						
Management	0	32	32	0	31	31
Administration Staff	0	28	28	0	29	29
Manual Staff	0	0	0	0	0	0
Agency Staff	0	0	0	0	1	1
	0	60	60	0	61	61

O = Other

P = Permanent Staff

Staff Composition by gender	Male	Female	Total	Male	Female	Total
The number of persons of each sex who were Directors and Employees was:						
Director	2	1	3	2	2	4
Management	8	18	26	9	19	28
Administration Staff	5	26	31	5	23	28
Manual Staff	0	0	0	0	0	0
Agency Staff	0	0	0	1	0	1
	15	45	60	17	44	61

CCMS Staff Absence

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Total working days	13,162	13,705	14,713	13,798	14,660	14,793
Number of days absence due to illness	383	542	336	611	716	228
Average number of days absence per employee	6.6	9.2	5.8	11.37	12.79	4.04
Percentage of working days lost due to illness	2.91%	3.95%	2.28%	4.43%*	4.88% *	1.54%*

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

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

On an examination of the 20/21 figures, there were three staff members absent on long term illness. Excluding these individuals, the percentage of working days lost to illness would be 0.52%

Staff Policies and Other Employee Matters 2020/21

CCMS applied a number of policies throughout the 2020/21 year:

1. Flexible Working including Family Friendly Working Practices;
2. Working from Home;
3. Attendance Management, Occupational Health Referral and Return to Work;
4. Recruitment and Selection Procedures where two new staff were recruited from outside the organisation;
5. Policy on the Declaration of Interests
6. Staffing Contingency Plan in response to Covid-19

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

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

Staff Turnover

CCMS employee turnover rate is set out in the table below.

	April 2020 to March 2021		April 2019 to March 2020	
	Number of leavers	% of headcount	Number of leavers	% of headcount
Grand total	4	0.07%	8	0.13%

Expenditure on Consultancy

There was no expenditure on consultancy during the 2020/21 financial year (2019/20: nil).

Off-Payroll Engagements

There were no 'off-payroll' engagements in place during the 2020/21 financial year (2019/20: nil).

Exit Packages (Audited)

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

Comparative data for the previous year is shown in brackets.

Redundancy and other departure costs have been paid in accordance with the provisions of the Department of Education's Voluntary Severance Scheme, a statutory scheme made

under the Superannuation Act 1972. Exit costs are accounted for in full in the year the departure is agreed. Where the Department has agreed early retirements, the additional costs are met by the department and not by the NILGOSC pension scheme. Ill-health retirement costs are met by the pension scheme and are not included in the table.

AUDITED COUNCIL MEMBERS' AND CHAIRPERSON'S EMOLUMENTS

The total emoluments of the Council Members were:

		2020/21 £	2019/20 £
Chairperson	Attendance Fees	4,878	4,878
	Taxable Benefits	0	0
Vice-Chair	Attendance Fees	Nil	Nil
	Taxable Benefits	Nil	Nil
Other Council Members	Attendance Fees	5,082	8,763
	Taxable Benefits	1,661	8,431
Totals		11,621	22,072

Note:

Fees – Attendance Allowance for attending a Council or Committee meeting.
Taxable Benefits – travel allowance.

Attendance rates are paid as follows:

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

Mileage rates are paid @ £0.45 per mile.

ASSEMBLY ACCOUNTABILITY DISCLOSURES

Regularity of expenditure (Audited Information)

i. Losses and special payments (Audited)

There were no losses for the period

Losses Statement

	2020/21	2019/20
	£000	£000
Total number of losses	Nil	Nil
Total value of losses (£000)	Nil	Nil
Details of losses over £300,000	Nil	Nil

Special Payments

There were no special payments for the period.

	2020/21	2019/20
	£000	£000
Total number of special payments	Nil	Nil
Total value of special payments (£000)	Nil	Nil
Details of special payments over £300,000	Nil	Nil

Other Notes

There were no gifts or other significant payments

ii. Fees and Charges (Audited)

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

iii. Remote Contingent Liabilities (Audited)

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



Gerard Campbell
Accounting Officer

16 June 2021

Date

COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS

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

Opinion on financial statements

I certify that I have audited the financial statements of the Council for Catholic Maintained Schools for the year ended 31 March 2021 under Schedule 8 of the Education Reform (Northern Ireland) Order 1989. The financial statements comprise: the Statement of Comprehensive Net Expenditure, the Statement of Financial Position, the Statement of Cash Flows, the Statement of Changes in Taxpayers' Equity; and the related notes including significant accounting policies. These financial statements have been prepared under the accounting policies set out within them.

The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards as adopted by the European Union and interpreted by the Government Financial Reporting Manual.

I have also audited the information in the Accountability Report that is described in that report as having been audited.

In my opinion the financial statements:

- give a true and fair view of the state of the Council for Catholic Maintained Schools' affairs as at 31 March 2021 and of the Council for Catholic Maintained Schools' net expenditure for the year then ended; and
- have been properly prepared in accordance with Schedule 8 of the Education Reform (Northern Ireland) Order 1989 and the Department of Education directions issued thereunder.

Opinion on regularity

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

Basis for opinions

I conducted my audit in accordance with International Standards on Auditing (ISAs) (UK), applicable law and Practice Note 10 'Audit of Financial Statements of Public Sector Entities in the United Kingdom'. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of this certificate.

My staff and I are independent of the Council for Catholic Maintained Schools in accordance with the ethical requirements of the Financial Reporting Council's Revised Ethical Standard 2019 and have fulfilled our other ethical responsibilities in accordance with these requirements.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my opinions.

Conclusions relating to going concern

In auditing the financial statements, I have concluded that the Council for Catholic Maintained School's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Council for Catholic Maintained School's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

The going concern basis of accounting for the Council for Catholic Maintained Schools is adopted in consideration of the requirements set out in the Government Reporting Manual, which require entities to adopt the going concern basis of accounting in the preparation of the financial statements where it anticipated that the services which they provide will continue into the future.

My responsibilities and the responsibilities of the Council and the Accounting Officer with respect to going concern are described in the relevant sections of this report.

Other Information

The other information comprises the information included in the annual report other than the financial statements, the parts of the Accountability Report described in that report as having been audited, and my audit certificate and report. The Council and the Accounting Officer are responsible for the other information included in the annual report. My opinion on the financial statements does not cover the other information and except to the extent otherwise explicitly stated in my report, I do not express any form of assurance conclusion thereon.

My responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.

Opinion on other matters

In my opinion, based on the work undertaken in the course of the audit:

- the parts of the Accountability Report to be audited have been properly prepared in accordance with Department of Education's directions made under Schedule 8 of the Education Reform (Northern Ireland) Order 1989; and

- the information given in the Performance Report and Accountability Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which I report by exception

In the light of the knowledge and understanding of the Council for Catholic Maintained Schools and its environment obtained in the course of the audit, I have not identified material misstatements in the Performance Report and Accountability Report. I have nothing to report in respect of the following matters which I report to you if, in my opinion:

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

Responsibilities of the Council and Accounting Officer for the financial statements

As explained more fully in the Statement of Accounting Officer's Responsibilities the Council and the Accounting Officer are responsible for:

- the preparation of the financial statements in accordance with the applicable financial reporting framework and for being satisfied that they give a true and fair view;
- such internal controls as the Accounting Officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- assessing the Council for Catholic Maintained School's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Accounting Officer anticipates that the services provided by the Council for Catholic Maintained School will not continue to be provided in the future.

Auditor's responsibilities for the audit of the financial statements

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

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and to issue a certificate that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

I design procedures in line with my responsibilities, outlined above, to detect material misstatements in respect of non-compliance with laws and regulation, including fraud.

My procedures included:

- obtaining an understanding of the legal and regulatory framework applicable to the Council for Catholic Maintained School through discussion with management and application of extensive public sector accountability knowledge. The key laws and regulations I considered included Schedule 8 of the Education Reform (Northern Ireland) Order 1989;
- making enquires of management and those charged with governance on the Council for Catholic Maintained School's compliance with laws and regulations;
- making enquiries of internal audit, management and those charged with governance as to susceptibility to irregularity and fraud, their assessment of the risk of material misstatement due to fraud and irregularity, and their knowledge of actual, suspected and alleged fraud and irregularity;
- completing risk assessment procedures to assess the susceptibility of the Council for Catholic Maintained School's financial statements to material misstatement, including how fraud might occur. This included, but was not limited to, an engagement director led engagement team discussion on fraud to identify particular areas, transaction streams and business practices that may be susceptible to material misstatement due to fraud. As part of this discussion, I identified potential for fraud in the following areas: management override of controls relating to the posting of unusual journals and the use of estimates in the financial statements;
- engagement director oversight to ensure the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with the applicable legal and regulatory framework throughout the audit;
- documenting and evaluating the design and implementation of internal controls in place to mitigate risk of material misstatement due to fraud and non-compliance with laws and regulations;
- designing audit procedures to address specific laws and regulations which the engagement team considered to have a direct material effect on the financial statements in terms of misstatement and irregularity, including fraud. These audit procedures included, but were not limited to, reading Council and committee minutes, and agreeing financial statement disclosures to underlying supporting documentation and approvals as appropriate;
- addressing the risk of fraud as a result of management override of controls by:
 - performing analytical procedures to identify unusual or unexpected relationships or movements;
 - testing journal entries to identify potential anomalies, and inappropriate or unauthorised adjustments;
 - assessing whether judgements and other assumptions made in determining accounting estimates were indicative of potential bias; and
 - investigating significant or unusual transactions made outside of the normal course of business.

A further description of my responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms

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

Report

I have no observations to make on these financial statements.

A handwritten signature in black ink that reads "K J Donnelly". The signature is written in a cursive style with a long horizontal stroke at the end.

KJ Donnelly

The Comptroller and Auditor General
Northern Ireland Audit Office
1 Bradford Court
BELFAST
BT8 6RB

25 June 2021

FINANCIAL STATEMENTS

COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS

STATEMENT OF COMPREHENSIVE NET EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2021

		2020/21	2019/20
	Note	£	£
Expenditure			
Staff Costs	2	3,073,167	3,168,840
Other Operating Expenditure	3	761,109	851,662
Depreciation	5 / 6	56,611	57,919
Provision Expense	10	0	0
Total Expenditure		3,890,887	4,078,421
Income			
Other Operating Income	4	(0)	(7,740)
Total Income		(0)	(7,740)
Net Expenditure before financing		3,890,887	4,070,681
Net Return on Pension Finance	2	118,000	132,000
Net Expenditure after Financing		4,008,887	4,202,681
Other Comprehensive Expenditure			
Actuarial (gain)/loss in respect of pension liability	2	(2,000)	(890,000)
Net loss on revaluation of Property Plant and Equipment		0	0
Net loss on revaluation of Intangibles		0	0
Total Comprehensive Expenditure for the year ended 31 March 2021		4,006,887	3,312,681

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

The notes on pages 83 - 100 form part of these Financial Statements.

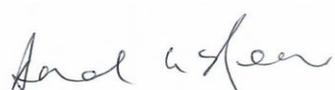
COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS

STATEMENT OF FINANCIAL POSITION

As at 31 March 2021

	Note	2020/21 £	2019/20 £
Non-current assets:			
Property, plant and equipment	5	33,452	49,245
Intangible Assets	6	894	1,805
		<u>34,346</u>	<u>51,050</u>
Current assets:			
Trade and other receivables	7	19,371	4,415
Cash and cash equivalents	8	276,226	128,609
Total current assets		<u>295,597</u>	<u>133,024</u>
Total Assets		<u>329,943</u>	<u>184,074</u>
Current liabilities:			
Trade and other payables	9	(409,277)	(240,521)
Provisions	10	0	0
Total current liabilities		<u>(409,277)</u>	<u>(240,521)</u>
Non-current assets plus/less net current assets /liabilities		<u>(79,334)</u>	<u>(56,447)</u>
Non-current liabilities			
Pension Liabilities	2	(5,740,000)	(5,305,000)
Provisions	10	0	0
Total non-current liabilities		<u>(5,740,000)</u>	<u>(5,305,000)</u>
Assets less liabilities		<u>(5,819,334)</u>	<u>(5,361,447)</u>
Taxpayers' Equity			
General Reserve		(5,819,334)	(5,361,447)
		<u>(5,819,334)</u>	<u>(5,361,447)</u>

The Financial Statements on pages 83 - 100 were approved on 16 June 2021 on behalf of the Council by



 Chairperson, Bishop Donal McKeown _____ Date _____



 Chief Executive, Gerard Campbell _____ Date _____

The notes on pages 83 - 100 form part of these Financial Statements.

COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2021

		2020/21	2019/20
	Note		
Cash flows from operating activities			
Net expenditure after financing		(4,008,887)	(4,202,681)
<u>Adjusted for:</u>			
Depreciation	5/6	56,611	57,919
Pension Costs	2	437,000	490,331
Provision Expense	10	0	0
(Increase)/Decrease in Trade and other receivables	7	(14,956)	(1,766)
Increase/(Decrease) in Trade and other payables	9	168,756	(373,741)
Net cash outflow from operating activities		(3,361,476)	(4,029,938)
Cash flows from investing activities			
Purchase of property, plant and equipment	5	(39,919)	(19,483)
Purchase of intangible assets	6	12	(2,708)
Net cash outflow from investing activities		(39,907)	(22,191)
Cash flows from financing activities			
Recurrent grants received		3,509,093	3,819,809
Capital grants received		39,907	22,191
Net financing		3,549,000	3,842,000
Net increase/(decrease) in cash and cash equivalents in the year		147,617	(210,129)
Cash and cash equivalents at 01 April 2020		128,609	338,738
Cash and cash equivalents at 31 March 2021		276,226	128,609

The notes on pages 83 - 100 form part of these Financial Statements.

COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS

STATEMENT OF CHANGES IN TAXPAYERS' EQUITY

FOR THE YEAR ENDED 31 MARCH 2021

	2020/21	2019/20	2018/19
	General Reserve	General Reserve	General Reserve
	£	£	£
Balance at 1 April 2020	(5,361,447)	(5,890,766)	(5,406,903)
Changes in Reserves:			
Net expenditure cost	(4,008,887)	(4,202,681)	(4,655,863)
Actuarial Gain/ (loss) in respect of pension liability	2,000	890,000	602,000
Recurrent funding from Sponsoring Department	3,509,093	3,819,809	3,560,186
Capital funding from Sponsoring Department	39,907	22,191	9,814
Balance at 31 March 2021	<u>(5,819,334)</u>	<u>(5,361,447)</u>	<u>(5,890,766)</u>

The notes on pages 83 - 100 form part of these Financial Statements.

1. NOTES TO THE FINANCIAL STATEMENTS

Statement of Accounting Policies

These financial statements have been prepared in accordance with the 2020/21 Government Financial Reporting Manual (FReM) issued by Treasury as directed by the Department of Finance. The accounting policies contained in the FReM apply International Financial Reporting Standards (IFRS) as adapted or interpreted for the public sector context. Where FReM permits a choice of accounting policy, the accounting policy which is judged to be the most appropriate to the particular circumstances of CCMS for the purpose of giving a true and fair view has been selected. The particular policies adopted by CCMS are described below. They have been applied consistently in dealing with items that are considered material to the accounts. Management has reviewed new accounting standards that have been issued but are not yet effective, nor adopted for these accounts. Management considers that these are unlikely to have a significant impact on the accounts in the period of initial application.

(a) *Accounting Convention*

The financial statements have been prepared in accordance with the historical cost convention. We have used the historical cost convention without modification on the basis that the revaluation of assets is not considered material to the accounts.

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

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

(c) *Property Plant and Equipment*

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

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

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

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

(d) *Depreciation*

Depreciation is provided for all items of property, plant and equipment having a finite useful life, by allocating the cost less estimated residual value of the assets as fairly as possible to the periods expected to benefit from their use. Useful lives are estimated on a realistic basis, reviewed annually and adjusted over the revised remaining economic life where appropriate.

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

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

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

(e) *Intangible Assets*

Intangible assets comprise software and software licences.

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

An intangible is capitalised if:

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

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

(f) *Amortisation*

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

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

Asset Class	Asset Sub-Class	Asset Life
Intangible Assets	Software Licences	3 years

(g) *Pensions*

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

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

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

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

The Northern Ireland Teachers' Pension Scheme (NITPS) is a contracted out, unfunded, defined benefit pay-as-you-go occupational pension scheme operated by the Department of Education on behalf of the members. There are currently four members of staff (including one director) who are members of this scheme and do not participate in the funded pension scheme operated by NILGOSC.

(h) Provisions

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

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

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

(i) Employee Benefits

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

(j) Operating Leases

Operating lease rentals are charged to the Statement of Comprehensive Net Expenditure in equal annual amounts over the lease term.

(k) Cash & Cash Equivalents

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

(l) VAT

The activities of CCMS are outside the scope of VAT.

(m) Going Concern

The Statement of Financial Position shows a net liability as at 31 March 2021. The bulk of this is accounted for by the Pension Liability. The remainder is due to timing differences between accruals made and the drawdown from the Department of matching income which is not recognised in the current year as a result of the accounting requirements under FReM.

In accordance with FReM, the Council is not able to accrue funding from the Department of Education to match current liabilities recorded within the Statement of Financial Position. Under International Accounting Standard (IAS) 1 (revised), Presentation of Financial Statements, such a closing financial position which shows a surplus of liabilities over assets requires the Accounting Officer to make an assessment of the viability of the Council as a going concern. However, no material uncertainties affecting the Council's ability to continue as a going concern have been assessed and these accounts have therefore been prepared under the going concern principle.

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

- IAS1 Presentation of Financial Statements – going concern – no impact
- IAS2 Inventories – N/A
- IAS 7 Statement of cash flows – no impact
- IAS 8 Accounting policies, Changes in Accounting Estimates, and Errors – no impact
- IAS 10 Events after the reporting period – [adjusting and non-adjusting events] – no impact
- IAS 16 PPE – no impact
- IAS 20 Accounting for government grants – no impact
- IAS 21 Effects of Changes in Foreign Exchange Rates – N/A
- IAS 36 Impairment of Assets – N/A
- IAS 37 Provisions, Contingent liabilities and Contingent – no impact
- IFRS 7 and IFRS 9 Financial instruments/Disclosure – N/A
- IFRS 13 Fair Value Measurement – N/A
- IFRS 15 Revenue from Contracts with Customers – N/A
- IFRS 16 Leases replaces IAS17 Leases and is effective with EU adoption from 1 January 2019. In line with the requirement of the FReM, IFRS 16 will be implemented, as interpreted and adapted for the public sector, with effect from 1 April 2022
- IFRS 17 Insurance Contracts will replace IFRS 4 Insurance Contracts and is effective for accounting periods beginning on or after 1 January 2023. In line with the requirements of the FReM, IFRS 17 will be implemented, as interpreted and adapted for the public sector, with effect from 1 April 2023

	2020/21	2019/20
	£	£
2. STAFF COSTS		
(a) STAFF COSTS COMPRISE		
Wages and Salaries	2,121,863	2,066,732
Voluntary Exit Scheme	0	90,671
Social Security Costs	226,138	219,546
Other Pension Costs	728,121	795,158
Agency Staff Costs	3,696	27,046
SUB TOTAL	3,079,818	3,199,153
Less recoveries in respect of outward secondments	(6,651)	(30,313)
TOTAL NET COSTS	3,073,167	3,168,840

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

(b) PENSIONS

Defined Benefit Scheme

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

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

The LGPS is a funded defined benefit plan with benefits earned up to 31 March 2015 being linked to final salary. Benefits after 31 March 2015 are based on a Career Average Revalued Earnings scheme. Details of the benefits earned over the period covered by this disclosure are set out in 'LGPS Regulations (Northern Ireland) 2014' (as amended) and 'the LGPS (Transitional Provisions, Savings and Amendment) Regulations (Northern Ireland) 2014' (as amended).

The funded nature of the LGPS requires participating employers and their employees to pay contributions into the Fund, calculated at a level intended to balance the pension liabilities with investment assets. Information on the framework for calculating contributions to be paid is set out in LGPS Regulations (Northern Ireland) 2014 and the Fund's Funding Strategy Statement. The last actuarial valuation was at 31 March 2019 and the contributions to be paid until 31 March 2023 resulting from that valuation are set out in the funds rates and adjustment certificate.

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

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

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

The liabilities used for accounting purposes are calculated using a discount rate set with reference to corporate bond yields at the accounting date. If assets underperform this yield this will create a deficit in the accounts. The Fund holds a significant proportion of growth

assets which, while expected to outperform corporate bonds in the long term, creates volatility and risk in the short term in relation to the accounting figures.

A decrease in corporate bond yields will increase the value placed on the liabilities for accounting purposes although this will be marginally offset by the increase in the assets as a result. (to the extent the Fund invests in corporate bonds)

The majority of the pension liabilities are linked to either pay or price inflation. Higher inflation expectations will lead to a higher liability value. The assets are not perfectly correlated with inflation meaning that an increase in inflation will increase the deficit.

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

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

The Actuaries had previously made an allowance for the impact of the Mc Cloud judgement and the cost management exercise on the projected current service cost. The Mc Cloud underpin liability was reflected as a past service cost in the previous year up to 31 March 2020 in the results shown below. The current service cost includes an allowance for an accruing Mc Cloud underpin liability over the full accounting period

The major assumptions used by the actuary were:

	<i>At 31 March 2021</i>	<i>At 31 March 2020</i>
Rate of increase in salaries	4.20%	3.50%
Rate of increase in pensions	2.70%	2.00%
Discount rate	2.10%	2.30%
CPI assumption	2.70%	2.00%
Pension Accounts Revaluation Rate	2.70%	2.00%

Assets (Employer)	Assets at 31 Mar 2021 £(000)	Assets at 31 Mar 2020 £(000)
Equities	11,484	8,664
Bonds	8,854	7,871
Property	2,207	2,034
Cash	<u>2,257</u>	<u>1,769</u>
Total	<u>24,802</u>	<u>20,338</u>
	31 Mar 2021 p.a.	31 Mar 2020 p.a.
Net Pension Asset /(Liability)		
Estimated Employer Assets (A)	<u>24,802</u>	<u>20,338</u>
Present Value of Scheme Liabilities	(30,542)	(25,643)
Present Value of Unfunded Liabilities	0	0
Total Value of Liabilities (B)	<u>(30,542)</u>	<u>(25,643)</u>
Net Pension Asset/(Liability) (A-B)	<u>(5,740)</u>	<u>(5,305)</u>
Provision	<u>0</u>	<u>(0)</u>
	<u>(5,740)</u>	<u>(5,305)</u>

REVENUE ACCOUNTS

Amount Charged to SoCNE	Year to 31 March 2021 £(000)	Year to 31 March 2020 £(000)
Current Service Cost	641	746
Past Service Cost	13	48
Curtailed and Settlements	0	0
Decrease in irrecoverable Surplus	0	0
Other Superannuation	0	0
Total Operating Charge (A)	<u>654</u>	<u>794</u>
	Year to 31 March 2021 £(000)	Year to 31 March 2020 £(000)
Net Return on Pension Finance (credited to finance costs in SoCNE)		
Expected Return on Employer Assets	463	529
Interest on Pension Scheme Liabilities	(581)	(661)
Net Return (B)	<u>(118)</u>	<u>(132)</u>
Net Revenue Account Cost (A) – (B)	<u>772</u>	<u>926</u>

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

	Year to 31 Mar 2021 £(000)	Year to 31 Mar 2020 £(000)
Actual Return Less Expected Return on Pension Scheme Assets	(4,451)	2,059
Actuarial Losses/(Gains) due to changes in financial assumptions	4,738	(535)
Actuarial Losses/(Gains) due to liability experience	(289)	(1,439)
Actuarial losses/(Gains) due to changes in demographic assumptions	<u>0</u>	<u>(975)</u>
Actuarial (Loss)/Gain in Pension Plan	<u>(2)</u>	<u>(890)</u>
Actuarial (Loss)/Gain Recognised in SOCNE	<u>(2)</u>	<u>(890)</u>

MOVEMENT IN DEFICIT DURING THE YEAR

	Year to 31 Mar 2021 £(000)	Year to 31 Mar 2020 £(000)
(Deficit) at Beginning of the Year	(5,305)	(5,705)
Operating Cost	(654)	(794)
Employer Contributions	335	436
Net return on assets – financing costs	(118)	(132)
Actuarial (loss)/gains	<u>2</u>	<u>890</u>
(Deficit) at end of year	<u>(5,740)</u>	<u>(5,305)</u>

HISTORY OF GAINS AND LOSSES

Amounts for the current and previous accounting periods

	Year to 31 Mar 21	Year to 31 Mar 20	Year to 31 Mar 19	Year to 31 Mar 18	Year to 31 Mar 17
Fair value of Employer Assets	24,802	20,338	22,189	20,684	19,623
Present value of defined Benefit Obligators	(30,542)	(25,643)	(27,894)	(26,112)	(25,086)
Pension Liability/Provision	(5,740)	(5,305)	(5,705)	(5,428)	(5,463)
Experience (Losses)/Gains on Assets	4,451	(2,059)	957	517	3,251
Experience results on Liabilities	0	0	0	0	0
Actuarial (Losses)/Gains on Assets	4,451	(2,059)	957	517	3,251
Actuarial Gains/(losses) on Liabilities	(4,449)	2,949	(355)	(96)	(5,286)
Actuarial gains/(losses) recognised in SoCNE	(2)	(890)	602	421	(2,035)

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 2021 are set out below:

Discount rate assumption

Adjustment to discount rate	+0.1% p.a.	Base Figure	-0.1% p.a.
Present value of total obligation £(000)	29,992	30,542	31,092
% change in present value of total obligation	(1.8%)		1.8%
Projected service cost £(000)	862	890	918
Approximate % change in projected service cost	(3.1%)		3.2%

Rate of general increase in salaries

Adjustment to salary increase rate	+0.1% p.a.	Base Figure	-0.1% p.a.
Present value of total obligation £(000)	30,603	30,542	30,481
% change in present value of total obligation	0.2%		(0.2%)
Projected service cost £(000)	890	890	890
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)	31,000	30,542	30,084
% change in present value of total obligation	1.5%		(1.5%)
Projected service cost £(000)	918	890	862
Approximate % change in projected service cost	3.2%		(3.1%)

Post retirement mortality assumption

Adjustment to mortality age rating assumption	-1 year	Base Figure	+1 year
Present value of total obligation £(000)	31,642	30,542	29,442
% change in present value of total obligation	3.6%		(3.6%)
Projected service cost £(000)	926	890	854
Approximate % change in projected service cost	4.1%		(4.1%)

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

Comment on Mortality Assumptions

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

	Males	Females
Post retirement mortality (retirement in normal health)	21.9 years	25.1 years
Future pensioners	23.3 years	26.5 years

3. OTHER OPERATING COSTS	2020/21	2019/20
	£	£
Professional and legal Services	292,995	263,553
Rent and Rates	169,000	168,818
Computer Support	77,062	72,280
Travel & Subsistence	26,954	112,398
Cleaning	22,457	21,526
Printing and Stationery	18,301	25,518
Repairs and Maintenance – Buildings/Grounds	18,006	22,630
Conferences/Courses - Others	15,999	5,988
Recruitment and Advertising	15,597	2,946
Heating and Lighting	14,291	16,759
Conferences, Room Hire & Training	14,045	10,867
External Audit Fees	14,010	12,425
Miscellaneous Expenses	13,730	14,524
Attendance Allowance	9,961	13,641
Telephones	8,389	8,125
Internal Audit Fees	8,100	8,100
IT/Sundry Equipment	5,959	233
Assessors' Fees	4,417	19,070
Insurance	3,618	3,198
Travel and Subsistence (Non Staff)	2,778	21,465
Access NI	2,244	7,623
Hospitality	1,327	11,822
Library Services	1,267	1,727
Repairs and Maintenance of Equipment	306	1,273
Postage	296	5,113
Bank Fees	0	40
Total	761,109	851,662

Disclosure note

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

National Fraud Initiative	1,250	0
	1,250	0

4. OTHER INCOME

	<u>2020/21</u>	<u>2019/20</u>
	£	£
Bank Interest Receivable	0	0
Other Income	0	7,740
	0	7,740

5. PROPERTY PLANT AND EQUIPMENT

	Leasehold Improvements	General and Others	Repro- graphics	Hardware and Software	Total
	£	£	£	£	£
<u>Cost</u>					
1 April 2020	150,429	7,956	14,565	121,520	294,470
Additions	0	0	0	39,919	39,919
Disposals	0	0	0	0	0
31 March 2021	150,429	7,956	14,565	161,439	334,389
<u>Accumulated Depreciation</u>					
1 April 2020	116,295	7,555	12,844	108,531	245,225
Charge for the year	34,134	57	1,721	19,800	55,712
Disposals	0	0	0	0	0
31 March 2021	150,429	7,612	14,565	128,331	300,937
Carrying amount at 31 March 2020	34,134	401	1,721	12,989	49,245
Carrying amount at 31 March 2021	0	344	0	33,108	33,452
<u>Cost</u>					
1 April 2019	150,429	7,956	14,565	102,037	274,987
Additions	0	0	0	19,483	19,483
Disposals	0	0	0	0	0
31 March 2020	150,429	7,956	14,565	121,520	294,470
<u>Accumulated Depreciation</u>					
1 April 2019	75,334	7,498	11,130	94,247	188,209
Charge for the year	40,961	57	1,714	14,284	57,016
Disposals	0	0	0	0	0
31 March 2020	116,295	7,555	12,844	108,531	245,225
Carrying amount at 31 March 2019	75,095	458	3,435	7,790	86,778
Carrying amount at 31 March 2020	34,134	401	1,721	12,989	49,245

All Assets shown above at 31 March 2021 were owned by CCMS. There was no outstanding Finance in the form of loans or leases.

6. INTANGIBLE NON CURRENT ASSETS

	Software Licences
<u>Cost</u>	£
1 April 2020	26,332
Additions	0
Disposals	12
31 March 2021	<u>26,320</u>
<u>Accumulated Amortisation</u>	
1st April 2020	24,527
Charge for Year	899
Disposals	0
31st March 2021	<u>25,426</u>
Carrying amount at 31 March 2020	<u>1,805</u>
Carrying amount at 31 March 2021	<u>894</u>

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

All Assets shown above at 31 March 2021 were owned by CCMS. There was no outstanding Finance in the form of loans or leases.

7. TRADE AND OTHER RECEIVABLES

	As at 31 March 2021	As at 31 March 2020
	£	£
Amounts falling due within one year		
Trade Receivables	8,220	1,343
Prepayments and accrued income	11,151	3,072
	19,371	4,415

There were no amounts falling due after more than one year

8. CASH AND CASH EQUIVALENTS

	As at 31 March 2021	As at 31 March 2020
	£	£
Balance at 1 April	128,609	338,738
Net change in cash and cash equivalent balances	147,617	(210,129)
Balance at 31 March	276,226	128,609

The following balances at 31 March were held at:

Commercial banks and cash in hand	276,226	128,609
Balance at 31 March	276,226	128,609

9. TRADE AND OTHER PAYABLES

	As at 31 March 2021	As at 31 March 2020
	£	£
Amounts falling due within one year		
Accruals and Deferred Income	231,586	180,158
Trade Payables	177,691	60,363
	409,277	240,521

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

10. PROVISIONS

	2020/21	2019/20
	£	£
Balance at 1 April 2020	0	485,669
Provided in the year	0	0
Provisions not required written back	0	0
Provisions utilised in the year	0	485,669
Balance at 31 March 2021	0	0
Analysis of expected timing of discounted flows	2021	2020
Not later than one year	0	0
Later than one year and not later than five years	0	0
Later than five years	0	0
Balance at 31 March 2021	0	0

There are no provisions at 31 March 2021. The provisions utilised in the 2019/20 year relates to the Mc Cloud judgement provision which had been included within the pension liabilities figures for 2019/20.

The total provision at 31 March 2020 was £nil.

The estimate provision at 1 April '19 was to offset the following pension liability, the estimated provision for CCMS against the increased pension liability due to the Mc Cloud judgement was £403,445. The estimated provision for CCMS for the equalisation of the effect of unequal Guaranteed Minimum Pension (GMP) indexation was £82,224

11. RELATED PARTIES

The Council for Catholic Maintained Schools is a non-departmental public body sponsored by the Department of Education (DE). DE is regarded as a related party. During the year the Council has had a number of material transactions with DE. CCMS also has service level agreements with EA for internal audit services and IT support.

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

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

12. EVENTS AFTER THE REPORTING PERIOD

There were no material post balance sheet events.

13. CONTINGENT LIABILITIES

There were no contingent liabilities.

14. COMMITMENT UNDER LEASES

(a) Operating Leases

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

	2020/21	2019/20
	£(000)	£(000)
Buildings:		
Not later than one year	156	113
Later than one year and not later than five years	135	0
Later than five years	0	0
	<hr/> 291	<hr/> 113

(b) Finance Leases

At 31 March 2020 and 31 March 2021 there were no finance leases.

15. FINANCIAL INSTRUMENTS

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

DATE AUTHORISED FOR ISSUE

The Accounting Officer authorised these financial statements for issue on 25 June 2021.