



**NOTRE DAME HIGH SCHOOL NORWICH**  
(A company limited by guarantee)

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 AUGUST 2013**



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Company Registration No 7913261  
Office Notre Dame High School,  
Surrey Street, Norwich NR1 3PB

## **NOTRE DAME HIGH SCHOOL NORWICH**

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## **NOTRE DAME HIGH SCHOOL NORWICH**

### **Reference and Administrative Details**

<b>Governors</b>	Ms M Mustoe-Arthur Mr G Aldus Mr S Belderbos Mrs J Brazell Mrs C Carter Mr B Conway Mrs P Cox Mr S Fox Mr P Harrison Mrs A Jackson Mr B Keane Mrs M T Malley Mrs C Miller Mrs N O'Donnell Mrs F Rowe Mr R White Mrs L Williamson	(Foundation Governor and Chair) (Governor) (Foundation Governor) (Governor) (Foundation Governor) (Head teacher) (Foundation Governor) (Foundation Governor) (Staff Governor) (Foundation Governor) (Foundation Governor) (Parent Governor) (Staff Governor) (Parent Governor) (Parent Governor) (Foundation Governor) (Foundation Governor)
<b>Company Secretary</b>	Mr J Eady	
<b>Leadership Team</b>	Mr B Conway Mr N Cully Mrs J Hammersley Mr K McNally Mr A Savage Mrs J Shanahan Mr P Short Mrs S Lucas Mrs L Bennett	(Head teacher) (Deputy Head teacher) (Assistant Head teacher) (Assistant Head teacher) (Assistant Head teacher) (Assistant Head teacher) (Assistant Head teacher) (Business Manager to June 2013) (Business Manager from June 2013)
<b>Registered office</b>	Surrey Street Norwich Norfolk NR1 3PB	
<b>Company registration number</b>	7913261	
<b>Independent Auditor</b>	Lovewell Blake LLP Chartered Accountants and Statutory Auditor Bankside 300 Peachman Way Broadland Business Park Norwich NR7 0LB	
<b>Bankers</b>	Lloyds TSB Bank plc 16 Gentlemans Walk Norwich Norfolk NR2 1LZ	
<b>Diocese</b>	Roman Catholic Diocese of East Anglia	
<b>Solicitors</b>	NP Law Limited 7 St Andrews Street Blackburn Lancashire BB1 8AE	

## **NOTRE DAME HIGH SCHOOL NORWICH**

### **GOVERNORS' REPORT for the year ended 31 August 2013**

The Governors present their annual report together with the financial statements and auditor's reports of the charitable company for the year ended 31 August 2013. The comparatives represent the results for the period 1 March 2012 to 31 August 2012.

#### **Structure, governance and management**

##### **Constitution**

The Academy is a company limited by guarantee and an exempt charity. The charitable company's Memorandum and Articles of Association are the primary governing documents of the Academy Trust.

The Governors of Notre Dame High School Norwich are also the directors of the charitable company for the purposes of company law. The charitable company is known as Notre Dame High School Norwich (also known as Notre Dame High School).

Details of the Governors who served during the year except as noted are included in the Reference and Administrative Details on page 1.

Mrs M T Malley	(Parent Governor)	Appointed 23 October 2012
Mr S J Belderbos	(Foundation Governor)	Appointed 12 February 2013
Mr S Fox	(Foundation Governor)	Appointed 5 September 2013
Mrs A Jackson	(Foundation Governor)	Appointed 21 September 2013
Mrs J Brazell	(Governor)	Appointed 26 November 2013
Father T McSweeney	(Foundation Governor)	Resigned 6 February 2013
Father J Walsh	(Foundation Governor)	Resigned 11 February 2013
Mrs L Bennett	(Foundation Governor and Chair)	Resigned 23 June 2013
Mrs C Greef	(Foundation Governor)	Resigned 31 August 2013
Mr D MacInnes	(Foundation Governor)	Resigned 31 August 2013
Mrs F Fairbairn-Harvey	(Parent Governor)	Resigned 6 September 2013
Mr C Daly	(Foundation Governor)	Resigned 12 November 2013

##### **Members' liability**

Each member of the charitable company undertakes to contribute to the assets of the charitable company in the event of it being wound up while they are a member, or within one year after they cease to be a member, such amount as may be required, not exceeding £10, for the debts and liabilities contracted before they ceased to be a member.

##### **Governors' indemnities**

Subject to the provisions of the Companies Act, every Governor or other officer or auditor of the School shall be indemnified out of the assets of the School against any liability incurred by them in that capacity in defending any proceedings, whether civil or criminal, in which judgement is given in favour or in which they are acquitted or in connection with any application in which relief is granted to them by the court from liability for negligence, default, breach of duty or breach of trust in relation to affairs of the School. As explained in Note 15 to the Financial Statements the limit of this indemnity is £2,000,000.

## **NOTRE DAME HIGH SCHOOL NORWICH**

### **GOVERNORS' REPORT for the year ended 31 August 2013**

#### **Structure, governance and management (continued)**

##### **Method of Recruitment and Appointment or Election of Governors**

The processes for appointing or electing the various types of Governor at Notre Dame High School are as follows

- A Foundation Governors – The Roman Catholic Diocese of East Anglia has the right to appoint eleven Foundation Governors, a majority on the Governing Body, to ensure adherence to the Object. Such appointments are usually made following consultation between the Diocese and the Governors of the School.
- B Parent Governors – The Articles of Association require that there shall be four Parent Governors. Parents, including carers, of registered pupils at the School are eligible to stand as individuals for election as a Parent Governor. They are elected by other parents at the School as individuals who are representative of the parental body. Suitable procedures have been put in place for the conduct of Parent Governor elections.

If insufficient parents stand for election, the Governing Body must appoint Parent Governors to bring their number up to that required by the Articles of Association. Such appointed Parent Governors would preferentially be parents or carers of registered pupils at the School. If, however, no such parents are willing to undertake the role then the Governing Body can appoint any person who is the parent or carer of one or more school-age children.

- C Staff Governors – Up to three Staff Governors are elected by the School staff as individuals, representative of the staff of the School. Both teaching and support staff paid to work at the School are eligible for staff governorship.

At Notre Dame High School one Governor place is reserved *ex officio* for the Head teacher. The second Staff Governor place is reserved for a teacher at the school. If however, no teacher stands for election a member of the support staff can be elected to take that place.

The third Staff Governor place is reserved for a member of the School's support staff, but if no member of the support staff stands for election then a teacher can be elected to take that place. Suitable procedures have been put in place for the conduct of Staff Governor elections.

- D Governors – Up to two Governors can be appointed by the Governing Body, provided that the total number of Governors, Staff Governors, Parent Governors and Co-opted Governors does not exceed the number of Foundation Governors plus two.
- E Co-opted Governors – Co-opted Governors may be appointed by the Governing Body because they have experience and/or expertise of particular benefit to the school, provided that the total number of Governors, Staff Governors, Parent Governors and Co-opted Governors does not exceed the number of Foundation Governors plus two. Following an identification of specific needs suitable candidates are identified by the Governing Body and approached accordingly.

A "Co-opted Governor" means a person who is appointed to be a Governor by being co-opted by Governors who have not themselves been so appointed. In addition, the Governors may not appoint an employee of Notre Dame High School as a Co-opted Governor if the number of Governors who are employed by the School (including the Head teacher) would thereby exceed one third of the total number of Governors.

## **NOTRE DAME HIGH SCHOOL NORWICH**

### **GOVERNORS' REPORT for the year ended 31 August 2013**

#### **Structure, governance and management (continued)**

##### **Policies and Procedures Adopted for the Induction and Training of Governors**

Notre Dame High School Norwich holds a Service Level Agreement with Governors' Services operated by Norfolk County Council. This provides an accredited training programme accessible to all governors appointed at the school. A record of training is maintained and occasional whole governing body training is organised at the site. The Company Secretary issues a governor induction pack to all new governors to support their understanding of the role.

##### **Organisational structure**

###### **Members**

There are three members of the Academy Trust who are specified in the Articles of Association:

- a The Bishop of East Anglia
- b The Diocesan Trustees (a corporate member)
- c The current elected chair of the Governing Body

###### **Governors**

The directors / trustees / governors are referred to as 'governors' and together form the 'Governing Body'. There are different classes of governors as described within Reference and Administrative details.

###### **Governance**

The Members meet at least once each year to hold an Annual General Meeting. This meeting is planned to be held after a Governing Body Meeting. Members may hold other general meetings if necessary.

The Governing Body meets at least termly with committees meeting half termly.

The governors are responsible for the strategic development of the Academy, adopting an annual School Development Plan and budget, monitoring the Academy by the use of budgets and management accounts and making major decisions about the direction of the Academy, capital expenditure and senior staff appointments.

To ensure an efficient and effective committee structure with the Academy's School Development Plan at its core, there are governor committees responsible for Staffing, Finance, Premises, Admissions, Pastoral and Teaching, Learning and Curriculum. Governors have decided to reorganise the committee structure from 1 September 2013 so that there will be a Resources Committee (covering finance, staffing and premises), a Pastoral and Admissions Committee, a Teaching, Learning and Curriculum Committee and an Audit Committee.

## **NOTRE DAME HIGH SCHOOL NORWICH**

### **GOVERNORS' REPORT for the year ended 31 August 2013**

#### **Structure, governance and management (continued)**

##### **Organisational structure (continued)**

###### **Minutes**

Meetings are minuted by the Company Secretary and circulated to all Governors. Minutes of the Full Governing Body are available for inspection in the Company Secretary's Office. The Head teacher (who is a governor and the Accounting Officer) and Deputy Head teacher are fully involved in the work of all these committees and act in partnership with the Governors.

A unified leadership structure operates to help improve the way the Academy is run. The structure consists of the Governors and the School Leadership Team. The aim of the management structure is to devolve responsibility and encourage decision making at all levels.

The School Leadership Team consists of the Head teacher (Accounting Officer), one Deputy Head teacher, five Assistant Head teachers and the Business Manager. These leaders direct the Academy at an executive level implementing the policies laid down by the governors and reporting back to them. The Leadership Team are responsible for the authorisation of spending within agreed budgets and the appointment of staff, though appointment boards for posts in the School Leadership Team always contain a governor. Some spending control is devolved to members of the School Leadership Team, with limits above which the Head teacher must countersign. Approval levels are detailed within the school Finance Policy.

The School Management Team assists the School Leadership Team with strategic monitoring and decision making. This group consists of core whole school curriculum leaders and senior non-teaching staff.

Heads of Department are responsible for the day to day operation of curriculum subject areas and accordingly organise their teaching staff, capital resources, facilities and students.

###### **Risk Management**

The governors have responsibility to assess the strategic risks to which the Academy is exposed and have completed a risk management register.

Chief risks identified include

- Deficit in the Local Authority Pension Scheme, possible increase in employer's contribution rates
- Year on year reductions in the per capita funding for students at the school, following national changes to funding arrangements

The governors continue to implement a number of systems to assess risks that the Academy faces, especially in the strategic risks areas and in relation to the control of finance. They have introduced systems, including operational procedures and internal financial controls in order to minimise risk. The Academy has an effective system of internal financial controls and this is explained in more detail in this report.

###### **Connected organisations, including Related Party Relationships**

As part of its operation the Academy liaises with organisations such as the Local Authority, The National College of Teaching and Leadership, Teaching Agency and the Diocese of East Anglia, with other education providers and trainers such as local schools, further education institutions and universities.

## **NOTRE DAME HIGH SCHOOL NORWICH**

### **GOVERNORS' REPORT for the period ended 31 August 2013**

#### **Objectives and activities**

##### **Connected organisations, including Related Party Relationships (continued)**

The Academy operates within a recognised formal Catholic Cluster of schools from Norfolk and a wider pyramid of Catholic schools in both Norfolk and Suffolk

These links are maintained in the interests of supporting good practice and information sharing and consolidate well established mutually supportive associations and financial support

#### **Objects and Aims**

The Object of the Academy Trust Company is as follows *"The Academy Trust's object ("the Object") is specifically restricted to the following to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing a Catholic school designated as such ("the Academy") which shall offer a broad and balanced curriculum and shall be conducted in accordance with the principles, practices and tenets of the Catholic Church and all Catholic canon law applying thereto including any trust deed governing the use of land used by the Academy both generally and in particular in relation to arranging for religious education and daily acts of worship and having regard to any advice and following directives issued by the Diocesan Bishop"*

The Academy aims to enable each student to develop fully his or her potential, irrespective of academic ability or social background

The Academy offers a balanced and broadly based curriculum until the age of 16 and an 'A' Level curriculum from age 16 to 18. The Academy prepares children for external examination and subsequent entry to higher education in a very wide range of academic disciplines. Students are mainly drawn from the Norfolk area at age 11 and also from areas of Suffolk. As well as academic work, the school offers a successful programme of extra-curricular activities for students across the entire age range.

The Catholic tradition and ethos is central to the core values of the Academy.

#### **Mission Statement**

We are a Catholic High School where every person is a valued member of our community, invited to follow Christ's call to a life of Hope, Joy, Love, and Forgiveness.

We are committed to fostering high expectations and developing the full potential of each individual so that they may become compassionate, interdependent, lifelong learners, striving to create a better and more peaceful world.

*I have come so that they may have life and have it to the full (John 10:10)*

#### **Objectives, Strategies and Activities**

The Governing Body is minded to maintain the traditional ethos of a Catholic school and its values, standards and achievements, whilst continuing to work to fulfil medium and longer term development plans.



## **NOTRE DAME HIGH SCHOOL NORWICH**

### **GOVERNORS' REPORT for the period ended 31 August 2013**

#### **Objectives and activities (continued)**

##### ***Objectives, Strategies and Activities (continued)***

The curriculum is an expression of the Academy mission as a learning community. Underpinning this, the Academy commits to

- Provide a Christian environment with the opportunity for daily prayer
- Create a safe environment to enable our students to live a life of faith, freedom, hope, joy and love
- Provide a balanced curriculum
- Encourage a high standard of behaviour, presentation and achievement
- Encourage all our students to work hard to discover their own special talents
- Offer opportunities for our students to become involved in the life of the school
- Keep parents/carers informed about general school matters and about their child's progress
- Set, mark and monitor home learning tasks

The Academy aspires to be a leading and innovative school demonstrating excellence in all that it does. To this end activities provided include

- Tuition and learning opportunities for all students to attain the highest standard in academic qualifications
- Training and mentoring programmes for all staff to encourage them to be effective models of learning
- 'Even Better Teaching leads to Even Better Learning leads to Even Better Progress leads to Even Better Results'
- A programme of sporting and after-school leisure activities for all students to widen their experiences
- A system of after-school clubs to allow students to develop as learners
- Community wide activities to support others in the Norfolk area and communities abroad that may need our support and assistance

#### **Public Benefit**

The key public benefit delivered by Notre Dame High School Norwich is the maintenance and delivery of high quality education to the children of Norfolk and the surrounding areas and parishes. Ofsted has rated the school as providing 'outstanding value for money'.

The Governors confirm that they have had due regard to the Charity Commission's guidance on public benefit.

#### **Accommodation and resources for learning**

The programme for refurbishment of the entire Science Department facilities has been completed. Improvement of the facilities for ICT provision is on-going. The Pastoral Office has moved to a more accessible, central location and areas for music have been significantly improved. The school has invested in prominent signage to help those using the school's site and to raise its profile.

## NOTRE DAME HIGH SCHOOL NORWICH

### GOVERNORS' REPORT for the period ended 31 August 2013

#### Achievements and Performance

The academic year 2012/2013 built on previous improvements in standards and succeeded in achieving data-led internal targets for performance. In terms of examination performance the following results apply

#### **Academic and Attendance Achievements and Targets 2010-2014**

	Achieved				Target
	2010	2011	2012	2013	2014
Persistent Absence Rate % now based on <85% attendance			5.0	5.5	4.5
% Students with at least 5A*-C GCSEs	83	87	79	74	80
% Students with 5A*-C GCSEs incl Eng & Maths	70	80	59	62	70
% Students making 3 Levels Progress in English	78	78	54	67	75
% Students with 3 Levels Progress in Maths	81	80	83	74	80
% Pupil Premium Students - 3 Levels Progress in English	NA	38	42	50	65
% Pupil Premium Students - 3 Levels Progress in Maths	NA	75	62	64	75
% A-C in Year 13 A2	84	86	88	87	88

*Our targets are simply to achieve the individual and collective best outcomes in all that we do*

#### **Academic and Attendance Achievements and Targets 2009-2013 (continued)**

Following the grade boundary changes in English in 2012, the tightening of grades in both Maths and Science have seen 5 A\* - C GCSE grades as expected. A level grades continue to be extremely good with students showing significant value added at both AS and A2 levels.

Ofsted judged us to be an Outstanding school (September 2011). We aspire to Teaching School status and are currently part of a Teaching School Alliance. The school has superb facilities and are in a financially secure position. It is clear that we have some challenges over the next year, but we must not forget how good we are, and how happy and successful our students have been with their individual results.

#### **Going concern**

After making appropriate enquiries, the governing body has a reasonable expectation that the academy trust has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements.

Further details regarding the adoption of the going concern basis can be found in the Statement of Accounting Policies.

## NOTRE DAME HIGH SCHOOL NORWICH

### GOVERNORS' REPORT for the year ended 31 August 2013

#### Key Financial Performance Indicators

Key performance indicators provide the school with a measure of performance and effectiveness. They are a tool to assist in the understanding of the quality and quantity of the performance of the academy in meeting its core aims and objectives. The following KPIs have been set and will be compared year on year to demonstrate financial performance and impact. These cover not only financial information but also staffing ratios and academic performance to demonstrate that the school is giving good value for money.

	2013	2012
Number of students		
Years 7-11 (Autumn 12)	1022	1017
(PAN 200 per year group)		
6 <sup>th</sup> Form (Autumn 12)	374	361
% Retention in 6 <sup>th</sup> form		
Year 12	74.6%	72.1%
(including leavers at end of year 12)		
Year 13	98%	99%
Total % staff pay to GAG	81%	76%
Total teachers' pay to GAG	69%	65%
Revenue income per student (excluding capital)	£5,467	£5,683
Teacher / student ratio	1:15.9	1:15.2
KS4 %5A*-C (including English and Maths)	62%	59%
KS5 %A*-C	87%	88%
Total reserves		
Restricted funds (excluding pension fund)	£270,289	£81,752
Pension fund	(£847,000)	(£810,000)
Unrestricted funds (including inherited funds)	£2,423,820	£1,913,500
Capital Funds	£9,874	£35,079

The academy's core funding (GAG) is based on pupil numbers and as such is a KPI. Notre Dame High School Norwich is consistently oversubscribed with applications for places in year 7 and therefore numbers across the main school are stable. Numbers often exceed the Published Admission Number for each year group due to successful appeals. Applications to 6<sup>th</sup> form also remain high and are likely to increase with the raising of the school leaving age.

Exam results continue to be good at KS5 with the school being the highest ranked non fee paying school in the county with excellent value added scores. KS4 are good within the context of the tightening of grade marking across subjects.

Reserves remain substantial but recruitment of additional members of the teaching staff in English, Maths and Science to support smaller group sizes and to boost achievement will increase staff costs from September 2013. In addition it is anticipated that the Leadership Team of the school will be strengthened by the addition of a second Deputy Head post. This increased capacity at strategic level will be used to intensify the existing focus on teaching and learning. There are also a number of capital projects within the school's Site Development Plan that will be partly supported from Reserves.

## **NOTRE DAME HIGH SCHOOL NORWICH**

### **GOVERNORS' REPORT for the year ended 31 August 2013**

Student voice is an important part of the life of the school. Results of a questionnaire issued in summer term 2013 show that all or most of the time

81% of students are happy to come to school  
87% state that they feel safe at school  
88% understand their lesson  
82% feel teaching at the school is good

However only 62% feel that they know how well they are doing which links to the SIDP aim on teaching and learning that includes a continuing focus on feedback and marking

#### **Financial review**

Most of the Academy's income is obtained from the Department of Education via the Education Funding Agency in the form of recurrent grants, the use of which is restricted to particular purposes. The grants received from the EFA during the period ended 31st August 2013 and the associated expenditure are shown as restricted funds in the Statement of Financial Activities

During the period ended 31 August 2013, total expenditure of £7,133,967 was covered by recurrent grant funding together with other incoming resources. The excess of income over expenditure for the period has been a strategic plan by the governing body to support the additional programme of building work to improve the educational site for the students and staff and to militate against future cuts in recurrent grant levels

At the year end the Pension fund deficit had increased from £810,000 to £847,000 due to current year costs being in excess of contributions made and gains on the revaluation of £36,000

#### **Principal Risks and Uncertainties**

The move towards a national funding formula still presents some uncertainty as does the changes to sixth form funding although the school's reserves will be able to support stability over the next few years

The growth of Free Schools and post 16 providers will provide competition for students in the area and so although there is no evidence in a downturn in admissions to both the main school and post 16 at this time it is something that will need to be monitored

The deficit on the Local Government Pension Scheme still sits on the school's balance sheet and has increased in this year's accounts. Changes to the legislation which means that there is protection for scheme members if the school becomes insolvent is welcomed and consultation to allow academies to pool the financial risk with either other academies or Local Authority schemes is currently under way. If agreed this would mitigate the risk that all academies now face

#### **Reserves Policy**

The Governors' Finance Committee has reviewed reserve levels and believes that they should provide sufficient working capital to cover delays between spending and receipt of grants to allow for unexpected situations such as urgent maintenance work. In addition 3 new teaching posts have been created from September 2013 and the strengthening of the Leadership Team of the school by a second Deputy Headteacher will have an impact on the current reserves

## **NOTRE DAME HIGH SCHOOL NORWICH**

### **GOVERNORS' REPORT for the year ended 31 August 2013**

#### **Reserves Policy (continued)**

The Academy has also built reserves to fund capital projects identified within the School Site Development Plan, which is expected to be around £260,000 over the next 3 years

As at 31 August 2013 the Academy had free reserves of £1,183,944

#### **Investment Policy**

With the exception of cash held for the operation of the Academy, Notre Dame High School Norwich has no realisable investments as at 31 August 2013. The Governing Body has adopted a low risk strategy to cash holdings operating an interest bearing account with the Academy's bankers. It is the intention to invest any surplus funds in low risk short term bank deposits.

#### **Plans for future periods**

The main objectives for the next academic year are stated in the 2013-14 School Development Plan and Corner Stone Document. Notre Dame High School Norwich will continue to work to maintain and improve the performance of students at all levels.

<b>Main target area for development</b>	<b>Action required</b>
To develop and sustain outstanding achievement and standards across the school	<ul style="list-style-type: none"><li>• Achieve significantly positive value added overall across all subjects using the new core GCSE measures and in the VI Form—measured by progress within classes and evaluated in our PM meetings</li><li>• Increase the percentages of students achieving 3 and 4 levels of progress in English and Maths together with a focus on progress across all subject classes e.g. Key Stage 3 to 4</li><li>• Ensure that VI Form students are prepared for the new style of examinations and achieve continued excellent results e.g. through mock exams, good study skills, good use of the LRC etc</li></ul>
To improve the quality of teaching and learning	<ul style="list-style-type: none"><li>• Continue the focus on Feedback, Literacy, Numeracy and Marking – HODs will be tasked with monitoring more systematically and these three focus areas will inform a whole school PM objective based on all staff teaching consistently good and outstanding lessons</li><li>• Record all homework assignments on CMIS, to enable parents to better follow the work set and our new Progress Mentors to intervene effectively</li><li>• LSAs and teachers will work more closely on improving feedback and communication for better student engagement and progress</li></ul>

**NOTRE DAME HIGH SCHOOL NORWICH**

**GOVERNORS' REPORT for the year ended 31 August 2013**

**Plans for future periods (continued)**

<p>To strive for maximum value for money from our resources</p>	<ul style="list-style-type: none"> <li>• Improvements to site facilities for staff and students</li> <li>• Curriculum review</li> <li>• Seek opportunities for cost, CO<sub>2</sub> and waste reduction</li> <li>• Respond positively to requests from the Teaching School Alliance, Norfolk LA or the Diocese to support other schools</li> <li>• Review our curriculum at all Key Stages via a working party in addition to TLC/SMT/all staff</li> </ul>
<p>To develop and strengthen pastoral care, support and guidance and improve behaviour of students</p>	<ul style="list-style-type: none"> <li>• Development of house system for reward structure</li> <li>• Development of independent AG System</li> <li>• Tracing of FSM cohort and pupil premium opportunities</li> <li>• Develop a consistent rewards system within subjects and houses for exemplary effort, achievement and attainment which results in an increase in the number of LP credits issued and new awards</li> <li>• Students to use planners more effectively by ticking off when homework is done and using tally systems in KS3, checked by Form Tutors and Heads of Year</li> <li>• Using Pupil Premium funding to ensure effective targeted intervention for students, especially by the Progress Mentors</li> <li>• Developing the website to provide more advice, guidance and support for students and parents</li> </ul>
<p>To increase opportunities for all staff and students to participate leadership roles</p>	<ul style="list-style-type: none"> <li>• Development of Schools Direct places</li> <li>• Improvement of staff communication through hubs and technological improvements (e.g. Twitter)</li> <li>• Implementation of secondment to SMT and LT boards via temporary placements and projects</li> <li>• Increase the numbers of staff designated as Specialist Leaders in Education</li> <li>• Improve communication between staff and increase consultation with staff</li> </ul>

**NOTRE DAME HIGH SCHOOL NORWICH**

**GOVERNORS' REPORT for the year ended 31 August 2013**

**Plans for future periods (continued)**

To maintain, strengthen and develop our Catholic ethos	<ul style="list-style-type: none"><li>• Formalise link with St Mary's Gorleston, investigating joint CPD opportunities</li><li>• Increase awareness of Catholic cluster ethos</li><li>• Development of student voice and parental voice forums</li><li>• Chaplaincy roles within collective worship opportunities</li><li>• Strengthening our cluster work with more shared CPD and consider secondments within the Cluster</li><li>• Identify and use more opportunities to enable pupils to prepare and lead prayers during Form Time, Morning Prayer in the Chapel, Assemblies and Year group masses</li><li>• Continue to develop parental forum and student committees to inform future aims and self-evaluation</li><li>• Celebrating the 150 year anniversary of the Notre Dame Sisters founding this school in July 2014</li></ul>
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**Auditor**

In so far as the Governors are aware

- there is no relevant audit information for which the charitable company's auditors is unaware, and
- the Governor have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

Lovewell Blake LLP are deemed to be re-appointed under section 487(2) of the Companies Act 2006

The report of the Governors was approved by the Governors on 26.11.13 and signed on their behalf by

*Mary Mustoe-Arthur*  
**Ms M Mustoe-Arthur**  
Chair of Governors

## **NOTRE DAME HIGH SCHOOL NORWICH**

### **GOVERNANCE STATEMENT**

#### **Scope of responsibility**

As governors, we acknowledge we have overall responsibility for ensuring that Notre Dame High School Academy Trust has an effective and appropriate system of control, financial and otherwise. However such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives, and can provide only reasonable and not absolute assurance against material misstatement or loss.

The board of Governors has delegated the day-to-day responsibility to the head teacher, as Accounting Officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between Notre Dame High School Norwich and the Secretary of State for Education. They are also responsible for reporting to the board of Governors any material weaknesses or breakdowns in internal control.

#### **Governance**

The information on governance included here supplements that described in the Governors' report and in the statement of Governors' responsibilities. The board of Governors has formally met 5 times during the year. Attendance during the year at meetings of the board of Governors was as follows:

<b>Governor</b>	<b>Meetings attended</b>	<b>Out of a possible</b>
L Bennett (Chair until 23 June 2013)	4	4
M Mustoe-Arthur (Chair from 23 June 2013)	4	5
G Aldus	4	5
S Belderbos	2	3
C Carter	2	5
P Cox	4	5
C Daly	2	5
C Greef	1	5
B Keane	4	5
D MacInnes	2	5
T McSweeney	0	2
J Walsh	3	3
R White	3	5
L Williamson	4	5
N O'Donnell (parent governor)	1	5
F Fairbairn-Harvey (parent governor)	2	5
M Malley (parent governor)	3	4
F Rowe (parent governor)	4	5
P Harrison (staff governor)	3	5
C Miller (staff governor)	5	5
B Conway (principal and Accounting Officer)	5	5
J Brazell	-	-

There is currently one parent governor vacancy which is in the process of being filled. Changes in personnel on the Governing Body that have occurred in the period up to 31 August 2013 are detailed in the Organisational Structures section earlier in this report.

The main challenges that have arisen for the Governing Body in the year are the loss of a number of key Governors for different reasons and the appointment of new members. The change in School Business Manager has also presented its own challenges.

The finance committee is a committee of the main board of Governors. Its purpose is to review and plan the strategic financial planning and expenditure of the academy budget.



## **NOTRE DAME HIGH SCHOOL NORWICH**

### **GOVERNANCE STATEMENT (continued)**

Attendance at Finance Committee meetings in the year was as follows

<b>Governor</b>	<b>Meetings attended</b>	<b>Out of a possible</b>
D Macinnes	4	7
S Belderbos	3	3
L Bennett	4	6
B Conway	7	7
P Cox	5	7
F Rowe	3	5
J Walsh	3	4

The Audit Committee is also a committee of the main board of Governors. Its purpose is to review the school's internal and external financial statements to ensure they reflect best practice and to review the effectiveness of the school's internal control systems established to ensure that the aims, objectives and key performance targets of the academy are achieved in the most economic, effective and environmentally preferable manner.

Attendance at Audit Committee meetings in the year was as follows

<b>Governor</b>	<b>Meetings attended</b>	<b>Out of a possible</b>
M Mustoe-Arthur	2	2
S Belderbos	1	1
B Conway	1	2
B Keane	2	2
F Rowe	2	2
R White	2	2

#### **The Purpose of the System of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of academy trust policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in Notre Dame High School Academy Trust for the period 1 September 2012 to 31 August 2013 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the board of Governors.

#### **Capacity to Handle Risk**

The board of Governors has reviewed the key risks to which the academy trust is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The board of Governors is of the view that there is a formal on-going process for identifying, evaluating and managing the academy trust's significant risks that has been in place for the period 1 September 2012 to 31 August 2013 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the board of Governors. A risk assessment is completed and reviewed by the finance committee on an annual basis.

## NOTRE DAME HIGH SCHOOL NORWICH

### GOVERNANCE STATEMENT (continued)

#### The Risk and Control Framework

The academy trust's system of internal financial control is based on a framework of regular management information and administrative procedures including the segregation of duties and a system of delegation and accountability. In particular, it includes:

- Comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the board of Governors
- Regular reviews by the Finance Committee of reports which indicate financial performance against the forecasts and of major purchase plans, capital works and expenditure programmes
- Setting targets to measure financial and other performance
- Clearly defined purchasing (asset purchase or capital investment) guidelines
- Delegation of authority and segregation of duties
- Identification and management of risks

The governing body has considered the need for a specific internal audit function and has decided to establish an internal audit committee together with the appointment of Felicia Rowe, a governor and ACCA qualified accountant with external auditing experience, as Responsible Officer (RO). The RO's role includes giving advice on financial matters and performing a range of checks on the academy trust's financial systems. On a quarterly basis, the RO reports to the governing body on the operation of the systems of control and on the discharge of the governing body's financial responsibilities.

#### Review of effectiveness

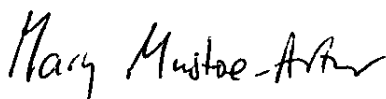
As Accounting Officer Mr B Conway has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

- The work of the audit committee
- The work of the external auditor
- The work of the executive managers within the academy trust who have responsibility for the development and maintenance of the internal control framework

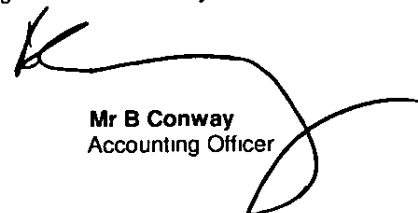
The Accounting Officer has been advised of the implications of the result of their review of the system of internal control by the Finance Committee and the board of Governors and a plan to address weaknesses and ensure continuous improvement of the system is in place.

26.11.13

Approved by order of the members of the board of Governors on xxxxxxxx and signed on its behalf by



**Ms M Mustoe-Arthur**  
Chair of Governors



**Mr B Conway**  
Accounting Officer

## **NOTRE DAME HIGH SCHOOL NORWICH**

### **Statement on regularity, propriety and compliance**

As Accounting Officer of Notre Dame High School Norwich Academy Trust I have considered my responsibility to notify the academy trust board of Governors and the Education Funding Agency (EFA) of material irregularity, impropriety and non-compliance with EFA terms and conditions of funding, under the funding agreement in place between the academy trust and the Secretary of State. As part of my consideration I have had due regard to the requirements of the academies financial handbook.

I confirm that I and the academy trust board of Governors are able to identify any material irregular or improper use of funds by the academy trust, or material non-compliance with the terms and conditions of funding under the academy trust's funding agreement and the academies financial handbook.

I confirm that no instances of material irregularity, impropriety or funding non-compliance have been discovered to date.

  
**Mr B Conway**  
Accounting Officer

26-11-13

## NOTRE DAME HIGH SCHOOL NORWICH

### STATEMENT OF GOVERNORS' RESPONSIBILITIES

The Governors (who are trustees of Notre Dame High School Norwich and are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Governors' Report and the financial statements in accordance with the Annual Accounts Direction issued by the Education Funding Agency, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations

Company law requires the Governors to prepare financial statements for each financial year. Under company law the Governors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Governors are required to

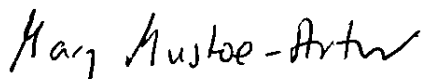
- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The Governors are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Governors are responsible for ensuring that in its conduct and operation the charitable company applies financial and other controls, which conform with the requirements both of propriety and of good financial management. They are also responsible for ensuring grants received from the EFA/DfE have been applied for the purposes intended.

The Governors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by order of the members of the board of Governors on 26 11 13 and signed on its behalf by



**Ms M Mustoe-Arthur**  
Chair of Governors

## **INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS TO THE BOARD OF GOVERNORS OF NOTRE DAME HIGH SCHOOL NORWICH**

We have audited the financial statements of Notre Dame High School Norwich for the year ended 31 August 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the Accounts Direction 2013 issued by the Education Funding Agency.

This report is made solely to the Academy trust's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Academy's trust members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the academy and its members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of Governors and auditor**

As explained more fully in the Statement of Governors' Responsibilities set out on page 19, the Governors (who are also the directors of the Academy trust for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

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

A description of the scope of an audit of financial statements is provided on the APB's website at [www.frc.org.uk/apb/scope/private.cfm](http://www.frc.org.uk/apb/scope/private.cfm).

### **Opinion on financial statements**

In our opinion the financial statements

- give a true and fair view of the state of the Academy's trust affairs as at 31 August 2013, and of its incoming resources and application of resources, including its income and expenditure, for the period then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Academies Accounts Direction 2013 issued by the Education Funding Agency.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Governors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS TO THE BOARD OF  
GOVERNORS OF NOTRE DAME HIGH SCHOOL NORWICH (continued)**

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of Governors' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit

MARK PROCTOR ACA DChA (Senior Statutory Auditor)  
For and on behalf of LOVEWELL BLAKE LLP, Statutory Auditor

Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB  
~~(date)~~

*17 December 2013*

## **INDEPENDENT REPORTING AUDITOR'S ASSURANCE REPORT ON REGULARITY TO NOTRE DAME HIGH SCHOOL NORWICH AND THE EDUCATION FUNDING AGENCY**

In accordance with the terms of our engagement letter dated 14 October 2013 and further to the requirements of the Education Funding Agency (EFA) as included in the Academies Accounts Direction 2013, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by Notre Dame High School Norwich during the period 1 September 2012 to 31 August 2013 have been applied to the purposes identified by Parliament and the financial transactions conform to the authorities which govern them

This report is made solely to Notre Dame High School Norwich and the EFA in accordance with our engagement letter. Our work has been undertaken so that we might state to Notre Dame High School Norwich and the EFA those matters we are required to state in a report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Notre Dame High School Norwich and the EFA, for our work, for this report, or for the conclusion we have formed

### **Respective responsibilities of Notre Dame High School Norwich accounting officer and the reporting auditor**

The accounting officer is responsible, under the requirements of Notre Dame High School Norwich's funding agreement with the Secretary of State for Education dated 1 March 2012 and the Academies Financial Handbook, extant from 1 September 2012, for ensuring that expenditure disbursed and income received is applied for the purposes intended by Parliament and the financial transactions conform to the authorities which govern them

Our responsibilities for this engagement are established in the United Kingdom by our profession's ethical guidance and are to obtain limited assurance and report in accordance with our engagement letter and the requirements of the Academies Accounts Direction 2013. We report to you whether anything has come to our attention in carrying out our work which suggests that in all material respects, expenditure disbursed and income received during the period 1 September 2012 to 31 August 2013 have not been applied to purposes intended by Parliament or that the financial transactions do not conform to the authorities which govern them

### **Approach**

We conducted our review in accordance with the Academies Accounts Direction 2013 issued by the EFA. We performed limited assurance engagement as defined in our engagement letter

The objective of a limited assurance engagement is to perform such procedures as to obtain information and explanations in order to provide us with sufficient appropriate evidence to express a negative conclusion on regularity

A limited assurance engagement is more limited in scope than a reasonable assurance engagement and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in a reasonable assurance engagement. Accordingly, we do not express a positive opinion

Our engagement includes examination, on a test basis, of evidence relevant to the regularity and propriety of the academy trust's income and expenditure

**INDEPENDENT REPORTING AUDITOR'S ASSURANCE REPORT ON REGULARITY TO NOTRE DAME  
HIGH SCHOOL NORWICH AND THE EDUCATION FUNDING AGENCY**

**Approach (continued)**

The work undertaken to draw our conclusion

- Review of minutes of the various committees and sub-committees, management accounts and discussions with key personnel
- Evaluation of the implementation of the internal control procedures, and detailed review of the control environment for any changes or weaknesses
- Review of expense claims and credit card expenditure, to ensure it adheres to internal control procedures and is not for personal benefit
- Review of financial transactions for any unusual transactions which may be improper
- Ensuring that all the activities of the academy are in keeping with the academy's framework and charitable objectives
- Ensuring that key staff and Governors have declared their interest in related parties and following up with discussions and testing
- Review of related party transactions to ensure that no favourable rates have been applied
- Ensuring expenditure does not contravene the funding agreement
- Ensuring extra-curricular payments for staff have been made in accordance with the Handbook
- Ensuring borrowing agreements, including leases, have been made in accordance with the Handbook
- Ensuring land and building transactions, especially disposals, are in line with the funding agreement and Handbook
- Ensuring write-offs over 1% of total income or £45,000 (whichever is smaller) have been approved in advance by the Secretary of State
- Ensuring procurement activity is in accordance with Annex 4.4 of Managing Public Money

**Conclusion**

In the course of our work, nothing has come to our attention which suggests that in all material respects the expenditure disbursed and income received during the period 1 September 2012 to 31 August 2013 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them

MARK PROCTOR ACA DChA (Senior Statutory Auditor)  
For and on behalf of LOVEWELL BLAKE LLP, Statutory Auditor

Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB

*17 December 2013*



**NOTRE DAME HIGH SCHOOL NORWICH**

**STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 August 2013**  
(including Income and expenditure account)

	Notes	Unrestricted Funds £	Restricted General Funds £	Restricted Fixed Asset Funds £	Total 2013 £	Total 2012 £
<b>Incoming resources</b>						
Incoming resources from generated funds						
Voluntary income	2	70	-	-	70	1,126,747
Activities for generating funds	3	169,096	-	-	169,096	50,280
Investment income	4	2,052	9	-	2,061	2,834
Incoming resources from charitable activities						
Funding for the Academy's educational operations	5	79,061	7,168,789	86,879	7,334,729	3,813,172
Other incoming resources	6	21,265	207,398	-	228,663	92,916
<b>Total incoming resources</b>		<b>271,544</b>	<b>7,376,196</b>	<b>86,879</b>	<b>7,734,619</b>	<b>5,085,949</b>
<b>Resources expended</b>						
Costs of generating funds	9	76,451	-	-	76,451	47,213
Charitable activities						
Academy's educational operations	10	166,137	6,560,300	238	6,726,675	3,606,741
Governance costs	11	-	128,321	-	128,321	58,881
Other resources expended	12	-	202,520	-	202,520	95,783
<b>Total resources expended</b>		<b>242,588</b>	<b>6,891,141</b>	<b>238</b>	<b>7,133,967</b>	<b>3,808,618</b>
<b>Net incoming resources before transfers</b>		<b>28,956</b>	<b>485,055</b>	<b>86,641</b>	<b>600,652</b>	<b>1,277,331</b>
<b>Transfers between funds</b>	19	<b>481,364</b>	<b>(369,280)</b>	<b>(112,084)</b>	<b>-</b>	<b>-</b>
<b>Net income for the year</b>		<b>510,320</b>	<b>115,775</b>	<b>(25,443)</b>	<b>600,652</b>	<b>1,277,331</b>
<b>Other recognised gains and losses</b>						
Actuarial gains / (losses) on defined benefit pension schemes		-	36,000	-	36,000	(57,000)
<b>Net movement in funds</b>	19	<b>510,320</b>	<b>151,775</b>	<b>(25,443)</b>	<b>636,652</b>	<b>1,220,331</b>
<b>Reconciliation of funds</b>						
Funds brought forward at 1 September 2012		1,913,500	(728,248)	35,079	1,220,331	-
<b>Funds carried forward at 31 August 2013</b>	19	<b>2,423,820</b>	<b>(576,473)</b>	<b>9,636</b>	<b>1,856,983</b>	<b>1,220,331</b>

All of the academy's activities derive from continuing operations during the above two financial periods

A Statement of Total Recognised Gains and Losses is not required as all gains and losses are included in the Statement of Financial Activities

**The notes on pages 27 to 42 form part of these financial statements**

**NOTRE DAME HIGH SCHOOL NORWICH**

Company No 07466353

**BALANCE SHEET at 31 August 2013**

	Note	2013 £	2012 £
<b>Fixed Assets</b>			
Tangible Assets	16	1,239,876	924,649
<b>Current Assets</b>			
Debtors	17	234,472	227,231
Cash at bank and in hand		<u>1,719,253</u>	<u>1,360,521</u>
		1,953,725	1,587,752
<b>Current liabilities</b>			
Creditors Amounts falling due within one year	18	<u>(489,618)</u>	<u>(482,070)</u>
<b>Net current assets</b>		<u>1,464,107</u>	<u>1,105,682</u>
<b>Net assets less current liabilities</b>		2,703,983	2,030,331
Pension scheme liability	28	<u>(847,000)</u>	<u>(810,000)</u>
<b>Net assets including pension liability</b>		<u>1,856,983</u>	<u>1,220,331</u>
<b>Funds of the academy trust</b>			
<b>Restricted income funds</b>			
Fixed asset fund	20	9,636	35,079
General funds	20	270,527	81,752
Pension reserve	20	<u>(847,000)</u>	<u>(810,000)</u>
<b>Total restricted funds</b>	20	<u>(566,837)</u>	<u>(693,169)</u>
<b>Unrestricted income funds</b>			
General fund	20	1,183,944	988,851
Fixed asset fund	20	<u>1,239,876</u>	<u>924,649</u>
<b>Total Funds</b>		<u>1,856,983</u>	<u>1,220,331</u>

The financial statements on pages 24 to 42 were approved by the Governors, and authorised for issue on xxxxxxx and are signed on their behalf by

26 11.13

Ms M Mustoe-Arthur  
Chairman of Governors

*Ms M Mustoe-Arthur*

The notes on pages 27 to 42 form part of these financial statements

**NOTRE DAME HIGH SCHOOL NORWICH**

**CASH FLOW STATEMENT  
for the year ended 31 August 2013**

	<b>Notes</b>	<b>2013 £</b>	<b>2012 £</b>
<b>Net cash inflow from operating activities</b>	22	735,451	446,489
Returns on investments and servicing of finance	23	2,061	2,834
Net Capital expenditure	24	<u>(378,780)</u>	<u>(389,560)</u>
<b>Increase in cash in the period</b>		358,732	59,763
<b>Reconciliation of net cash flow to movement in net funds</b>			
Net funds at 1 September 2012	25	1,360,521	-
Cash transferred from Notre Dame High School at 1 March 2012		-	1,300,758
<b>Net funds at 31 August 2013</b>	25	<u>1,719,253</u>	<u>1,360,521</u>

## **NOTRE DAME HIGH SCHOOL NORWICH**

### **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2013**

#### **1 Statement of accounting policies**

##### **a) Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom Accounting Standards, the Charity Commission "Statement of Recommended Practice Accounting and Reporting by Charities" (SORP 2005), the Annual Academies Accounts Direction issued by the EFA and the Companies Act 2006. A summary of the principal accounting policies, which have been applied consistently, except where noted, is set out below.

The comparatives represent the results for the period 1 March 2012 to 31 August 2012.

##### **b) Going concern**

The Governors assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the company to continue as a going concern. The Governors make this assessment in respect of a period of one year from the date of approval of the financial statements.

##### **c) Incoming resources**

All incoming resources are recognised when the academy trust has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

###### **• Grants receivable**

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of entitlement of receipt its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

GAG is recognised in full in the year for which it is receivable and any unspent amount is reflected as a balance in the restricted general fund.

Capital grants are recognised when receivable and are not deferred over the life of the asset on which they are expended. Unspent amounts of capital grant are reflected in the balance in the restricted fixed asset fund.

###### **• Donations**

Donations are recognised on a receivable basis where there is certainty of receipt and the amount can be reliably measured.

###### **• Donated services and gifts in kind**

The value of donated services and gifts in kind provided to the academy trust are recognised at their open market value in the period in which they are receivable as incoming resources, where the benefit to the academy trust can be reliably measured. An equivalent amount is included as expenditure under the relevant heading in the Statement of Financial Activities, except where the gift in kind was a fixed asset in which case the amount is included in the appropriate fixed asset category and depreciated over the useful economic life in accordance with academy trust's policies.

###### **• Interest receivable**

Interest receivable is included within the Statement of Financial Activities on an accruals basis.

###### **• Other income**

Other income, including the hire of facilities, is recognised in the period it is receivable and to the extent the goods have been provided or on completion of the service.

## **NOTRE DAME HIGH SCHOOL NORWICH**

### **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2013**

#### **1. Statement of accounting policies (continued)**

##### **d) Resources expended**

All expenditure is recognised in the period in which a liability is incurred and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charged allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

##### **• Costs of generating funds**

These are costs incurred relating to trading activities that raise funds.

##### **• Charitable activities**

These are costs incurred on the academy trust's educational operations.

##### **• Governance costs**

These include the costs attributable to the academy trust's compliance with constitutional and statutory requirements, including audit, strategic management and Governors' meetings and reimbursed expenses.

All resources expended are inclusive of irrecoverable VAT.

##### **e) Tangible fixed assets**

Assets costing £1,000 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any provision for impairment.

Where tangible fixed assets have been acquired with the aid of specific grants, either from the Government or from the private sector, they are included in the balance sheet at cost and depreciated over their expected useful economic life. The related grants are credited to a restricted fixed asset fund in the Statement of Financial Activities and carried forward in the balance sheet. Depreciation on such assets is charged to the fixed asset fund in the Statement of Financial Activities so as to reduce the fund over the useful economic life of the related asset on a basis consistent with the academy trust's depreciation policy.

The academy occupies land and property owned by the Roman Catholic Diocese of East Anglia, the value of which is not recognised within the financial statements due to the short term nature of the lease. The land and buildings were valued by DTZ on behalf of the EFA on the 1 March 2012 at £17,208,191.

##### **f) Depreciation**

Depreciation is provided on all tangible fixed assets other than freehold land, at rates calculated to write off the cost of each asset over its expected useful life, as follows:

Furniture and equipment	10% straight line
Computer equipment	25% straight line
Motor Vehicles	25% reducing balance

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities.

## **NOTRE DAME HIGH SCHOOL NORWICH**

### **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2013**

#### **1. Statement of accounting policies (continued)**

##### **g) Leased assets**

Rentals under operating leases are charged to the statement of financial activities on a straight line basis over the lease term

##### **h) Taxation**

The academy trust is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Academy trust is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes

##### **i) Pensions benefits**

Retirement benefits to employees of the academy trust are provided by the Teachers' Pension Scheme (TPS) and the Local Government Pension Scheme (LGPS). These are defined benefit schemes and the assets are held separately from those of the academy trust

The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the academy trust in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on the basis of quinquennial valuations using a prospective benefit method. As stated in note 28, the TPS is a multi-employer scheme and the academy trust is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis. The TPS is therefore treated as a defined contribution scheme and the contributions recognised as they are paid each year

##### **Local Government Pension Scheme**

The LGPS is a funded scheme and the assets are held separately from those of the academy trust in separate trustee administered funds. Pension Scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit method and discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least triennially and are updated at each balance sheet date. The amounts charged to operating surplus are the current service costs and gains and losses on settlements and curtailments. They are included as part of staff costs. Past service costs are recognised immediately in the Statement of Financial Activities if the benefits have vested. If the benefits have not vested immediately, the costs are recognised over the period until vesting occurs. The expected rate of return on assets and the interest cost are shown as a net finance amount of other finance costs or credits adjacent to interest. Actuarial gains and losses are recognised immediately in other gains and losses

##### **j) Fund accounting**

Unrestricted income funds represent those resources which may be used towards meeting any of the charitable objects of the academy trust at the discretion of the Governors

Restricted fixed asset funds are resources which are to be applied to specific capital purposes imposed by the Education Funding Agency (Department of Education) and other donors where the asset acquired or created is held for a specific purpose

Restricted general funds comprise all other restricted funds received and include grants from the Education Funding Agency (Department of Education) and other donors which are to be used for specific purposes

**NOTRE DAME HIGH SCHOOL NORWICH**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2013**

**2 VOLUNTARY INCOME**

	Unrestricted £	Restricted £	Total 2013 £	Total 2012 £
Assets transferred from Notre Dame High School on conversion	-	-	-	1,123,245
Other donations	70	-	70	3,502
	<u>70</u>	<u>-</u>	<u>70</u>	<u>1,126,747</u>

**3. ACTIVITIES FOR GENERATING FUNDS**

	Unrestricted £	Restricted £	Total 2013 £	Total 2012 £
Hire of facilities	36,148	-	36,148	15,799
Sales of goods and services	132,948	-	132,948	34,481
	<u>169,096</u>	<u>-</u>	<u>169,096</u>	<u>50,280</u>

**4 INVESTMENT INCOME**

	Unrestricted £	Restricted £	Total 2013 £	Total 2012 £
Bank Interest	2,052	9	2,061	2,834
	<u>2,052</u>	<u>9</u>	<u>2,061</u>	<u>2,834</u>

**NOTRE DAME HIGH SCHOOL NORWICH**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2013**

**5 FUNDING FOR THE ACADEMY'S EDUCATIONAL OPERATIONS**

	Unrestricted £	Restricted £	Total 2013 £	Total 2012 £
DfE/EFA grants				
• General Annual Grant (GAG)	-	6,715,483	6,715,483	3,554,391
• Capital Grants	15,705	86,879	102,584	46,844
• Other DfE/EFA Grants	-	441,125	441,125	161,378
	<u>15,705</u>	<u>7,243,487</u>	<u>7,259,192</u>	<u>3,762,613</u>
Other government grants				
• Open opportunities	-	12,181	12,181	47,464
• Other grants	63,356	-	63,356	3,095
	<u>63,356</u>	<u>12,181</u>	<u>75,537</u>	<u>50,559</u>
	<u>79,061</u>	<u>7,255,668</u>	<u>7,334,729</u>	<u>3,813,172</u>

**6 OTHER INCOMING RESOURCES**

	Unrestricted £	Restricted £	Total 2013 £	Total 2012 £
School trips and other income	21,265	207,398	228,663	92,916
	<u>21,265</u>	<u>207,398</u>	<u>228,663</u>	<u>92,916</u>

**7 RESOURCES EXPENDED**

	Staff costs £	Non Pay Expenditure		Total 2013 £	Total 2012 £
		Premises £	Other costs £		
Costs of activities for generating funds	3,088	-	73,363	76,451	47,213
Academy's educational operations					
• Direct costs	4,635,493	958	584,896	5,221,347	2,677,552
• Allocated support costs	716,461	326,258	389,609	1,432,328	895,189
• FRS17 pension costs	73,000	-	-	73,000	34,000
	<u>5,424,954</u>	<u>327,216</u>	<u>974,505</u>	<u>6,726,675</u>	<u>3,606,741</u>
Governance costs including allocated support costs	112,421	-	15,900	128,321	58,881
Other Costs	-	-	202,520	202,520	95,783
	<u>5,540,463</u>	<u>327,216</u>	<u>1,266,288</u>	<u>7,133,967</u>	<u>3,808,618</u>



**NOTRE DAME HIGH SCHOOL NORWICH**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2013**

<b>8 INCOMING RESOURCES FOR THE YEAR INCLUDE</b>		<b>Total 2013 £</b>	<b>Total 2012 £</b>
Operating leases		12,751	7,981
Fees payable to auditor			
Audit of financial statements		7,300	7,650
Other services		8,600	-
<b>9 COST OF GENERATING FUNDS</b>		<b>Total 2013 £</b>	<b>Total 2012 £</b>
	<b>Unrestricted £</b>	<b>Restricted £</b>	
Staff costs	3,088	-	3,088
Music services costs	59,071	-	59,071
Lettings costs	14,292	-	14,292
	<b>76,451</b>	<b>-</b>	<b>76,451</b>
			<b>47,213</b>
<b>10 CHARITABLE ACTIVITIES – ACADEMY'S EDUCATIONAL OPERATIONS</b>		<b>Total 2013 £</b>	<b>Total 2012 £</b>
	<b>Unrestricted £</b>	<b>Restricted £</b>	
<b>Direct Costs</b>			
Teaching and educational support staff costs	-	4,635,493	4,635,493
Depreciation	166,137	-	166,137
Educational supplies	-	234,835	234,835
Examination fees	-	134,584	134,584
Student support costs	-	50,298	50,298
	<b>166,137</b>	<b>5,055,210</b>	<b>5,221,347</b>
			<b>2,677,552</b>
<b>Allocated support costs</b>			
Support staff costs	-	716,461	716,461
Maintenance of premises and equipment	-	131,461	131,461
Cleaning and refuse	-	18,795	18,795
Rates	-	22,320	22,320
Light, heat and water	-	112,134	112,134
Insurance	-	32,633	32,633
Security	-	8,915	8,915
Transport	-	36,485	36,485
Catering	-	30,266	30,266
Technology costs and licences	-	64,991	64,991
Recruitment and training	-	88,254	88,254
Bank interest and charges	-	3,040	3,040
Other support costs	-	166,573	166,573
	-	<b>1,432,328</b>	<b>1,432,328</b>
			<b>895,189</b>
<b>FRS17 Pension costs</b>	-	<b>73,000</b>	<b>73,000</b>
			<b>34,000</b>
<b>Total charitable activities</b>	<b>166,137</b>	<b>6,560,538</b>	<b>6,726,675</b>
			<b>3,606,741</b>

**NOTRE DAME HIGH SCHOOL NORWICH**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2013**

**11 GOVERNANCE COSTS**

	Unrestricted £	Restricted £	Total 2013 £	Total 2012 £
Staff Costs	-	112,421	112,421	51,231
Auditor's remuneration	-	-	-	-
Audit of financial statements	-	7,300	7,300	7,650
Other services	-	8,600	8,600	-
	-	128,321	128,321	58,881

**12 OTHER COSTS**

	Unrestricted £	Restricted £	Total 2013 £	Total 2012 £
Trips	-	202,520	202,520	95,783
	-	202,520	202,520	95,783

**13 STAFF COSTS**

	2013 £	2012 £
Staff costs during the year were		
Wages and salaries	4,502,607	2,244,506
Social security costs	322,066	161,309
Pension costs	459,182	233,316
FRS17 pension costs	224,000	98,000
	<u>5,507,855</u>	<u>2,737,131</u>

The average number of persons (including senior management team) employed by the academy during the year expressed as full time equivalents was as follows

	2013 £	2012 £
<b>Charitable Activities</b>		
Teachers	83	73
Administration and support	60	60
Management	8	8
	<u>151</u>	<u>141</u>

The number of employees whose emoluments fell within the following bands was

	2013 £	2012 £
£60,001 - £70,000	1	1
£70,001 - £80,000	1	1

The above employees participated in the Teachers' Pension Scheme. During the year ended 31 August 2013, pension contributions for these staff members amounted to £19,682 (2012 £9,501)

# **NOTRE DAME HIGH SCHOOL NORWICH**

## **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2013**

### **14 RELATED PARTY TRANSACTIONS - GOVERNORS' REMUNERATION AND EXPENSES**

The Principal and staff Governors only receive remuneration in respect of services they provide undertaking the roles of Principal and staff and not in respect of their services as Governors. Other Governors did not receive any payments, other than expenses, from the academy trust in respect of their role as Governors. The value of Governors' remuneration was as follows:

Mr B Conway (Principal and Governor)	£75,000 - £80,000 (2012: £75,000 - £80,000)
Mr P Harrison (Staff Governor)	£45,000 - £50,000 (2012: £45,000 - £50,000)
Mrs C Miller (Staff Governor)	£10,000 - £15,000 (2012: £10,000 - £15,000)

During the year, travel, subsistence and out of pocket expenses totalling £51 (2012: £68) were reimbursed to the Governors.

### **15 GOVERNORS' AND OFFICERS' INSURANCE**

In accordance with normal commercial practice the School has purchased insurance to protect Governors and officers from claims arising from negligent acts, errors or omissions occurring whilst on academy business. The insurance provides maximum cover up to £2,000,000 and the cost for the year ended 31 August 2013 was £1,003 (2012: £1,004).

### **16 TANGIBLE FIXED ASSETS**

	Improvements to land and buildings £	Furniture and equipment £	Computer equipment £	Motor Vehicles £	Total 2013 £
<b>Cost or valuation</b>					
At 1 September 2012	-	625,696	352,195	-	977,891
Additions	91,713	325,955	42,276	21,420	481,364
At 31 August 2013	91,713	951,651	394,471	21,420	1,459,255
<b>Depreciation</b>					
At 1 September 2012	-	15,586	37,656	-	53,242
Charged in period	958	69,884	93,956	1,339	166,137
At 31 August	958	85,470	131,612	1,339	219,379
<b>Net book values</b>					
At 31 August 2013	90,755	866,181	262,859	20,081	1,239,876
At 1 September 2012	-	610,110	314,539	-	924,649

All assets are used for educational purposes.

### **17 DEBTORS**

	2013 £	2012 £
Trade debtors	16,577	52,275
Prepayments and accrued income	160,407	22,722
VAT recoverable	57,488	147,234
Other debtors	-	5,000
	<u>234,472</u>	<u>227,231</u>

**NOTRE DAME HIGH SCHOOL NORWICH**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2013**

**18 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2013 £	2012 £
Trade creditors	387,140	306,078
Other creditors	151	12,438
Accruals and deferred income	102,327	163,554
	<u>489,618</u>	<u>482,070</u>

**Deferred income**

	2013 £	2012 £
Deferred income at 1 September 2012	89,948	-
Resources deferred in the year	56,664	89,948
Amounts released from previous years	(89,948)	-
Deferred income at 31 August 2013	<u>56,664</u>	<u>89,948</u>

Deferred income represents government funding and student trip income received in the year ended 31 August 2013 which relates to the year ended 31 August 2014

**19 FUNDS**

	Balance at 1 September 2012 £	Incoming resources £	Resources expended £	Gains, losses and transfers £	Balance at 31 August 2013 £
<b>Restricted funds</b>					
General Annual Grant (GAG)	-	6,715,483	(6,215,633)	(369,280)	130,570
Other DfE/EFA grants	64,591	453,306	(399,988)	-	117,909
School fund	7,875	207,398	(202,520)	-	12,753
Sorensen fund	9,286	9	-	-	9,295
Pension reserve	(810,000)	-	(73,000)	36,000	(847,000)
	<u>(728,248)</u>	<u>7,376,196</u>	<u>(6,891,141)</u>	<u>(333,280)</u>	<u>(576,473)</u>
<b>Restricted fixed asset funds</b>					
DfE/EFA capital grants	35,079	86,879	(238)	(112,084)	9,636
	<u>35,079</u>	<u>86,879</u>	<u>(238)</u>	<u>(112,084)</u>	<u>9,636</u>
<b>Total restricted funds</b>	<u>(693,169)</u>	<u>7,463,075</u>	<u>(6,891,379)</u>	<u>(445,364)</u>	<u>(566,837)</u>
<b>Unrestricted funds</b>					
General fund	988,851	271,544	(76,451)	-	1,183,944
Fixed asset fund	924,649	-	(166,137)	481,364	1,239,876
<b>Total unrestricted funds</b>	<u>1,913,500</u>	<u>271,544</u>	<u>(242,588)</u>	<u>481,364</u>	<u>2,423,820</u>
<b>Total funds</b>	<u>1,220,331</u>	<u>7,734,619</u>	<u>(7,133,967)</u>	<u>36,000</u>	<u>1,856,983</u>

# **NOTRE DAME HIGH SCHOOL NORWICH**

## **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2013**

### **19 FUNDS (continued)**

The specific purposes for which the funds are to be applied are as follows

**GAG & other DfE/EFA grants** the restricted income fund is for the purpose of specific expenditure within the school's declared objectives. DfE grants relate to government funding for the provision of education by the school. Funding is repayable if the school does not meet all funding requirements.

Under the funding agreement with the Secretary of State, the academy trust was not subject to a limit on the amount of GAG that it could carry forward at 31 August 2013. The Governors intend to spend the carried forward GAG and other DfE/EFA grants in the forthcoming years on the recruitment of additional members of the teaching staff and strengthening the Leadership Team of the school.

**School fund:** represents funds received towards specific activities undertaken by pupils within the school.

**Sorenson fund** represents a past donation to the school to be used for funding a prize for female language students.

**Pension reserve** represents the school's liability relating to the local Government Pension Scheme.

**DfE/EFA capital grants** provided by the government for specific capital projects.

**Fixed asset fund** represents the value of fixed assets held by the school.

### **20 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

Fund balances at 31 August are represented by

	Unrestricted £	Restricted funds £	Pension Liability £	Restricted fixed asset funds £	Total 2013 £	Total 2012 £
Tangible fixed assets	1,239,876	-	-	-	1,239,876	924,649
Net current assets	1,183,944	270,527	-	9,636	1,464,107	1,105,682
Pension scheme liability	-	-	(847,000)	-	(847,000)	(810,000)
	<u>2,423,820</u>	<u>270,527</u>	<u>(847,000)</u>	<u>9,636</u>	<u>1,856,983</u>	<u>1,220,331</u>

### **21 FINANCIAL COMMITMENTS**

#### **Operating leases**

At 31 August 2013 the academy trust had annual commitments under non-cancellable operating leases as follows

	2013 £	2012 £
<b>Assets other than land and buildings</b>		
Operating leases which expire		
Within two to five years	<u>12,230</u>	<u>16,623</u>
	<u>12,230</u>	<u>16,623</u>

# **NOTRE DAME HIGH SCHOOL NORWICH**

## **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2013**

### **21 FINANCIAL COMMITMENTS (continued)**

#### **Land and buildings**

The academy occupies land and property owned by the Roman Catholic Diocese of East Anglia, the value of which is not recognised within the financial statements due to the short term nature of the lease. The land and buildings were valued by DTZ on behalf of the EFA on the 1 March 2012 at £17,208,191.

### **22 RECONCILIATION OF NET INCOME TO NET CASH INFLOW FROM OPERATING ACTIVITIES**

	2013 £	2012 £
Net surplus	600,652	154,086
Depreciation	166,137	53,242
Capital grants from DfE and other capital income	(102,584)	(46,844)
Interest receivable	(2,061)	(2,834)
FRS17 pension cost less contributions payable	46,000	22,000
FRS17 pension finance income	27,000	12,000
(Increase) in debtors	(7,241)	(227,231)
Increase in creditors	7,548	482,070
<b>Net cash inflow from operating activities</b>	<b>735,451</b>	<b>446,489</b>

### **23 RETURNS ON INVESTMENTS AND SERVICING OF FINANCE**

	2013 £	2012 £
Interest received	2,061	2,834
<b>Net cash inflow from returns on investment and servicing of finance</b>	<b>2,061</b>	<b>2,834</b>

### **24 CAPITAL EXPENDITURE AND FINANCIAL INVESTMENT**

	2013 £	2012 £
Capital grants from DfE/EFA	102,584	46,844
Purchase of tangible fixed assets	(481,364)	(436,404)
<b>Net cash outflow from capital expenditure and financial investment</b>	<b>(378,870)</b>	<b>(389,560)</b>

### **25. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1 September 2012 £	Cash flows £	At 31 August 2013 £
Cash in hand and at bank	1,360,521	358,732	1,719,253
	<u>1,360,521</u>	<u>358,732</u>	<u>1,719,253</u>

## **NOTRE DAME HIGH SCHOOL NORWICH**

### **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2013**

#### **26 CAPITAL COMMITMENTS**

There are no un-provided capital commitments or authorised commitments but not yet contracted at the year end

#### **27 MEMBERS' LIABILITY**

Each member of the academy trust undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £10 for the debts and liabilities contracted before he/she ceases to be a member

#### **28 PENSION AND SIMILAR OBLIGATIONS**

The academy's employees belong to two principal pension schemes the Teachers' Pension Scheme England and Wales (TPS) for academic and related staff, and the Local Government Pension Scheme (LGPS) for non-teaching staff, which is managed by Norfolk County Council Both are defined benefit schemes

The pension costs are assessed in accordance with the advice of independent qualified actuaries The latest actuarial valuation of the TPS was 31 March 2004 and of the LGPS 31 August 2013 There were no outstanding or prepaid contributions at the end of the financial period

##### **Teachers' Pension Scheme**

###### **Introduction**

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pensions Regulations (2010) These regulations apply to teachers in schools that are maintained by local authorities and other educational establishments, including academies, in England and Wales In addition teachers in many independent and voluntary-aided schools and teachers and lecturer in some establishments of further and higher education may be eligible for membership Membership is automatic for full-time teachers and lecturers and from 1 January 2007 automatic too for teachers and lecturers in part-time employment following appointment or a change of contract Teachers and lecturers are able to opt out of the TPS

###### **The Teachers' Pension Budgeting and Valuation Account**

Although members may be employed by various bodies, their retirement and other pension benefits are set out in regulations governed by the Superannuation Act (1972) and are paid by public funds provided by Parliament The TPS is an unfunded scheme and members contribute on a "pay-as-you-go" basis – these contributions along with those made by employers are credited to the Exchequer under arrangements governed by the above Act

The Teachers' Pension Regulations require an annual account, the Teachers' Pension Budgeting and Valuation Account, to be kept of receipts and expenditure (including the cost of pensions' increases) From 1 April 2011, the Account has been credited with a real rate of return which is equivalent to assuming that the balance in the Account is invested in notional investments that produce that real rate of return

## **NOTRE DAME HIGH SCHOOL NORWICH**

### **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2013**

#### **28 PENSION AND SIMILAR OBLIGATIONS (continued)**

##### **Valuation of the Teachers' Pension Scheme**

At the last valuation, the contribution rate to be paid into the TPS was assessed in two parts. First, a standard contribution rate (SCR) was determined. This is the contribution, expressed as a percentage of salaries of teachers and lecturers in service or entering service during the year over which the contribution rate applies, which if were paid over the entire active service of these teachers and lecturers would broadly defray the cost of benefits in respect of that service. Secondly a supplementary contribution is payable if, as a result of the actuarial review, it is found that accumulated liabilities of the Account for benefits to past and present teachers are not fully covered by standard contributions to be paid in future and by the notional fund built up from past contributions. The total contribution rate payable is the sum of the SCR and the supplementary contribution rate.

The last valuation of the TPS related to the period 1 April 2001 to 31 March 2004. The government actuary's report of October 2006 revealed that the total liabilities of the Scheme (pensions in payment and the estimated cost of future benefits) amounted to £166,500 million. The value of the assets (estimated future contributions together with the proceeds from the notional investments held at that valuation date) was £163,240 million. The assumed real rate of return was 3.5% in excess of prices and 2% in excess of earnings. The rate of real earnings growth was assumed to be 1.5%. The assumed gross rate of return was 6.5%. From 1 January 2007, the SCR was assessed at 19.75%, and the supplementary contribution rate was assessed to be 0.75% (to balance assets and liabilities as required by the regulations within 15 years). This resulted in a total contribution rate of 20.5%, which translated into an employee contribution rate of 6.4% and employer contribution rate of 14.1% payable.

Actuarial scheme valuations are dependent on assumptions about the value of future costs, the design of benefits and many other factors. Many of these assumptions are being considered as part of the work on the reformed TPS, as set out below. Scheme valuations therefore remain suspended. The Public Services Pensions Bill, which is being debated in the House of Commons, provides for future scheme valuations to be conducted in accordance with Treasury directions. The timing for the next valuation has still to be determined, but it is likely to be before the reformed schemes are introduced in 2015.

##### **Teachers' Pension Scheme Changes**

Lord Hutton published his final report in March 2011, and made recommendations about how pensions can be made sustainable and affordable, whilst remaining fair to the workforce and the taxpayer. The Government accepted Lord Hutton's recommendations as the basis for consultation and Ministers engaged in extensive discussions with trade unions and other representative bodies on the reform of the TPS. The discussions concluded on 9 March 2012 and the Department published a Proposed Final Agreement, setting out the design for a reformed TPS to be implemented from 1 April 2015.

The key provisions of the reformed scheme include a pension based on career average earnings, an accrual rate of  $\frac{1}{57}$ th, and a Normal Pension Age equal to State Pension Age. Importantly, pension benefits built up before 1 April 2015 will be fully protected.

In addition, the Proposed Final Agreement includes a Government commitment that those within 10 years of Normal Pension Age on 1 April 2012 will see no change to the age at which they can retire, and no decrease in the amount of pension they receive when they retire. There will also be future transitional protection, tapered over a three and a half year period, for people who would fall just outside of the 10 year protection.



# **NOTRE DAME HIGH SCHOOL NORWICH**

## **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2013**

### **28 PENSION AND SIMILAR OBLIGATIONS (CONTINUED)**

#### **Teachers' Pension Scheme Changes (continued)**

In his interim report of October 2010, Lord Hutton recommended that short-term savings were also required, and that the only realistic way of achieving these was to increase member contributions. At the Spending Review 2010 the Government announced an average increase of 3.2 percentage points on the contribution rates by 2014-15. The increases were to be phased in from April 2012 on a 40/80/100% basis.

Under the definitions set out in Financial Reporting Standard (FRS17) Retirement Benefits, the TPS is a multi-employer pension scheme. The School is unable to identify its share of the underlying assets and liabilities of the scheme. Accordingly the School has taken advantage of the exemption in FRS17 and accounted for its contributions to the scheme as if it were a defined contribution scheme. The School has set out above the information available on the scheme.

Parliament has agreed, at the request of the Secretary of State for Education, to a guarantee that, in the event of academy closure, outstanding local government pension scheme liabilities would be met by the Department for Education. This guarantee came into force on 18 July 2013.

#### **Local Government Pension Scheme**

The LGPS is a funded defined benefit scheme, with the assets held in separate trustee administered funds. The total contribution made for the period ended 31 August 2013 was £211,000 of which employer's contributions totalled £151,000 and employees' contributions totalled £60,000.

#### **Principal Actuarial Assumptions**

	<b>2013</b>	<b>2012</b>
	<b>%</b>	<b>%</b>
Pension increase rate	2.8	2.2
Salary increase rate	5.1	4.5
Expected return on assets	5.8	4.8
Discount rate	4.6	4.1

Life expectancy is based on the Fund's VitaCurves with improvements in line with the Medium Cohort and a 1% p.a. underpin from 2007. Based on these assumptions, the average future life expectancies at age 65 are:

	<b>2013</b>	<b>2012</b>
	<b>Years</b>	<b>Years</b>
<i>Current pensioners</i>		
Males	21.2	21.2
Females	23.4	23.4
<i>Future pensioners</i>		
Males	23.6	23.6
Females	25.8	25.8

**NOTRE DAME HIGH SCHOOL NORWICH**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2013**

**28 PENSION AND SIMILAR OBLIGATIONS (CONTINUED)**

The School's assets and liabilities in the scheme and the expected rates of return were

	<b>Expected return at 31 August 2013</b>	<b>Fair value at 31 August 2013</b>	<b>Expected return at 31 August 2012</b>	<b>Fair value at 31 August 2012</b>
	%	£	%	£
Equities	6.6	904,000	5.5	632,000
Bonds	4.1	270,000	3.6	207,000
Property	4.7	148,000	3.7	119,000
Cash	3.6	27,000	2.8	30,000
<b>Total market value of assets</b>		<b>1,349,000</b>		<b>988,000</b>
Present value of scheme liabilities – funded		<b>(2,196,000)</b>		<b>(1,798,000)</b>
<b>Deficit in the scheme</b>		<b>(847,000)</b>		<b>(810,000)</b>

The actual return on scheme assets was £98,000 (2012 loss £22,000)

<b>Amounts recognised in the Statement of Financial Activities</b>	<b>2013 £</b>	<b>2012 £</b>
Current service cost (net of employee contributions)	197,000	86,000
Total operating charge	197,000	86,000
<b>Analysis of pension finance income / (costs)</b>		
Expected return on scheme assets	52,000	26,000
Interest on pension liabilities	(79,000)	(38,000)
<b>Pension finance costs</b>	<b>(27,000)</b>	<b>(12,000)</b>

The actuarial gains and losses for the current period are recognised in the Statement of Financial Activities. The cumulative amount of actuarial gains and losses recognised in the Statement of Financial Activities since the adoption of FRS17 is a £21,000 loss (2012 £57,000 loss)

**Movements in the present value of defined benefit obligations were as follows:**

	<b>2013 £</b>	<b>2012 £</b>
At 1 September 2012	1,798,000	-
Transferred on conversion	-	1,614,000
Current service cost	197,000	86,000
Interest cost	79,000	38,000
Employee contributions	60,000	25,000
Actuarial loss	50,000	35,000
Losses on curtailments	12,000	-
<b>At 31 August 2013</b>	<b>2,196,000</b>	<b>1,798,000</b>

**NOTRE DAME HIGH SCHOOL NORWICH**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2013**

**28 PENSION AND SIMILAR OBLIGATIONS (CONTINUED)**

**Movements in the fair value of the Employer's assets**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
At 1 September 2012	988,000	-
Transferred on conversion	-	895,000
Expected return on assets	52,000	26,000
Actuarial gain/(loss)	98,000	(22,000)
Employer contributions	151,000	64,000
Employee contributions	60,000	25,000
	<hr/>	<hr/>
At 31 August 2103	1,349,000	988,000

The estimated value of employer contributions for the year ended 31 August 2014 is £143,000 (2013 £131,000)

**The two year history of experience adjustments is as follows**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Present value of defined benefit obligations	(2,196,000)	(1,798,000)
Fair value of share of scheme assets	<hr/> 1,349,000	<hr/> 988,000
Deficit in the scheme	<hr/> (847,000)	<hr/> (810,000)
	<hr/>	<hr/>
	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Experience gains/(losses) on assets	<hr/> 98,000	<hr/> (22,000)
Experience gains/(losses) on liabilities	<hr/> (50,000)	<hr/> (35,000)