

**Company Registration No. 08098354 (England and Wales)**

**NOTRE DAME HIGH SCHOOL**

**(A COMPANY LIMITED BY GUARANTEE)**

**GOVERNORS' REPORT AND AUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 AUGUST 2016**

# NOTRE DAME HIGH SCHOOL

## Mission Statement

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### **Each person is created by God to live with Him forever.**

*Aim: To promote Gospel values through liturgical and other curriculum experiences.*

To achieve this aim, the school will:

- celebrate the Eucharist as the central act of worship for the Christian church;
- ensure that Prayers are said daily;
- arrange for all students to experience Religious Education;
- provide the opportunity for all students to experience Gospel values in all aspects of school life.

### **All persons are formed, sustained and strengthened by the quality of relationships with others.**

*Aim: To build a caring community.*

To achieve this aim, the school will:

- actively promote good relationships based on mutual respect;
- recognise and celebrate all types of achievement and endeavour;
- ensure that students experience care, order and discipline;
- meet the needs of all new members of the school community.

### **We believe that everyone is unique and of equal value regardless of academic ability, class, creed, gender, race or wealth.**

*Aim: To enable all members of the School community to realise their potential.*

To achieve this aim, the school will

- develop a well resourced, broad and balanced curriculum to meet the needs of all students;
- promote excellence in all aspects of school life;
- invest in the training and development of staff.

### **We believe that education is a moral transaction from one generation to the next and takes place in the Home, the Parish, the School and the Community.**

*Aim: To develop links between Schools, the Parish, the Home, the local wider Community.*

To achieve this aim, the school will:

- promote understanding and communal activity;
- be welcoming and promote links with the wider community;
- work in partnership with parents;
- actively work towards developing communication and mutual support between the Parish and the School.

### **The Hallmarks of Notre Dame**

1. We proclaim by our lives even more than by our words that God is good
2. We honour the dignity and sacredness of each person
3. We educate for and on behalf of justice and peace in the world
4. We commit ourselves to community service
5. We embrace the gift of diversity
6. We create community among those with whom we work and with those we serve
7. We develop holistic learning communities which educate for life

*"In the schools teach whatever is necessary to equip the students for life."*

*- St. Julie Billiart, Founder of the Sisters of Notre Dame de Namur*

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# NOTRE DAME HIGH SCHOOL

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# NOTRE DAME HIGH SCHOOL

## REFERENCE AND ADMINISTRATIVE DETAILS

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### Governors

A H Cosens (Chair FPPyS)  
S Billingham (C)  
J C Cain (C)  
M P Colclough (CF)  
A Cook (F) (Resigned 17 March 2016)  
P J Cullen  
P Delamere (CF)  
A Donnelly (CS)  
K B Exell (FPyS)  
G C Gregory (C)  
P McGrath (PPyS)  
M S Shutt  
E M Smith (FPPyS) (Resigned 8 October 2016)  
J M Snowdon (C)  
G Uttley (C)  
C Waters (P) (Resigned 31 January 2016)  
E J Whittaker (P)  
J E Willis (Headteacher & Accounting Officer CFPPyS) (Resigned 31 August 2016)  
J D E Heyes (Resigned 7 October 2015)  
P J Treherne (Resigned 7 October 2015)  
N Bowler (CP) (Appointed 11 May 2016)  
J Cooke (P) (Appointed 2 December 2015)  
S Davies (Headteacher & Accounting Officer CFPPyS) (Appointed 1 September 2016)  
P Loftus (F) (Appointed 18 March 2016)

Curriculum and Student Welfare Committee C  
Finance and Premises Committee F  
Personnel Committee P  
Pay Committee Py  
Succession Planning S

### Members

Rt Rev Ralph Heskett, Bishop of Hallam  
Diocese of Hallam Trustee  
Dr A H Cosens, Chair of Governors

# NOTRE DAME HIGH SCHOOL

## REFERENCE AND ADMINISTRATIVE DETAILS

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### Senior management team

- Headteacher (to 31 August 2016)	J Willis
- Senior Deputy Head (to 31 August 2016)	S Davies
Headteacher (from 1 September 2016)	
- Deputy Head	D Cleary
- Deputy Head	S Pender
- Senior Assistant Head/Director of School Improvement	J Coats
- Assistant Head	M Birch
- Assistant Head	L Bullars
- Assistant Head	J Cain
- Assistant Head	R Nixon
- Assistant Head	S Scriven
- Director of Teaching School	P Haigh
- Director of Business	M Dooley
- Deputy Director of Business	H Hazleton
- SMT Secondment	M Roden
- SMT Secondment	S Woodward

**Company Secretary** A Wright

**Company registration number** 08098354 (England and Wales)

**Registered office** Fulwood Road  
Sheffield  
S10 3BT

**Independent auditor** UHY Hacker Young  
6 Broadfield Court  
Broadfield Way  
Sheffield  
S8 0XF

**Bankers** Yorkshire Bank  
Fargate  
Sheffield  
S1 1LL

**Solicitors** Taylor & Emmet LLP  
20 Arundel Gate  
Sheffield  
S1 2PP

# NOTRE DAME HIGH SCHOOL

## GOVERNORS' REPORT

*FOR THE YEAR ENDED 31 AUGUST 2016*

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The governors present their annual report together with the financial statements and independent auditor's report of the charitable company for the period 1 September 2015 to 31 August 2016. The annual report serves the purposes of both a trustees' report, and a directors' report under company law.

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

#### Constitution

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

The Governors are the trustees for the charitable activities of Notre Dame High School and also the directors of the charitable company for the purposes of company law. The charitable company is known as Notre Dame High School.

Details of the governors who served during the year are included in the Reference and Administrative Details on page 1.

#### 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

The academy trust has opted into the Department for Education's Risk Protection Arrangement (RPA), an alternative to insurance where UK government funds cover losses that arise. This scheme protects governors and officers from claims arising from negligent acts, errors or omissions occurring whilst on academy trust business, and provides cover up to £10,000,000. It is not possible to quantify the governors and officers indemnity element from the overall cost of the RPA scheme.

# NOTRE DAME HIGH SCHOOL

## GOVERNORS' REPORT (CONTINUED)

### *FOR THE YEAR ENDED 31 AUGUST 2016*

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#### Method of recruitment and appointment or election of governors

The Board of Governors is made up of: twelve Foundation Governors; three Staff Governors; three Parent Governors; one Community Governor; the Headteacher and up to two Co-opted Governors.

The Bishop of Hallam shall appoint the twelve Foundation Governors.

The Staff Governors shall be elected by staff employed by the Academy. A Staff Governor must have been employed by the Academy for at least one year and hold a permanent contract. The Governing Body makes all necessary arrangements for, and determines all other matters relating to, an election of Staff Governors. Any election of Staff Governors which is contested shall be held by secret ballot.

The Parent Governors shall be elected by parents of registered pupils at the Academy. A Parent Governor must be a parent of a pupil at the Academy at the time when they are elected. The Governing Body makes all necessary arrangements for, and determines all other matters relating to, an election of Parent Governors, including any question of whether a person is a parent of a registered pupil at the Academy. Any election of Parent Governors which is contested shall be held by secret ballot.

The Community Governor may be appointed by the Governing Body provided that the person who is appointed as a Community Governor is: a person who lives or works in the community served by the Academy; or a person who, in the opinion of the Governing Body is committed to the governance and success of the Academy.

The Headteacher shall be treated for all purposes as being an ex-officio governor.

The Governing Body may appoint up to two Co-opted Governors.

#### Policies and procedures adopted for the induction and training of governors

At Notre Dame High School, the Governing Body and Headteacher believe it is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. We are committed to ensure that the new governors are given the necessary information and support to fulfil their role with confidence. We see this as an investment, leading to more effective governance and retention of governors. We want to make new governors feel welcome to their governing body.

New governors will:

- Be welcomed to the governing body by the Chair
- Be invited by the Headteacher to visit the school to experience its atmosphere and understand its ethos
- Have the opportunity to tour the school and meet staff and children
- Receive an informal briefing on the school from the Headteacher to explain the partnership between the Headteacher, school and governing body
- Be encouraged to join the committee(s) of their choice
- Be given background material on the school and current issues
- Be encouraged to ask questions about their role and/or the school
- Be encouraged to access training including induction training for governors

# NOTRE DAME HIGH SCHOOL

## GOVERNORS' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2016*

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New governors will receive and be encouraged to read:

• The Department for Education's 'Governors' Handbook	School Prospectus & Sixth Form Prospectus
• Ofsted Report	Section 48 Report
• School External Advisor Report (most recent)	Last Headteacher's report to governors
• List of Staff, responsible areas and job titles (Head of Year, etc.)	List of governors' names and responsible areas (committee member, etc.)
• List of school term dates	Dates of forthcoming governing body meetings
• Governors' Allowance Policy	A History of Notre Dame booklet

Areas that the Headteacher will cover include:

- Background to the school
- Current issues facing the school
- Visiting the school
- The relationship between the Headteacher and governing body

### Organisational structure

The governing body's role in the Academy is, essentially, a strategic one. Acting on the advice of the Headteacher, the governing body sets aims and objectives for the school and policies and targets which will achieve these aims and objectives. It also monitors the progress of the school towards the achievement of the aims and objectives and in the light of that progress, reviews the strategic framework it has established.

To facilitate the working of the governing body, some of its functions are delegated to committees, the Headteacher and Senior Management Team. The committees are: Curriculum and Welfare; Finance and Premises; Personnel; Pay Committee; Succession Planning Committee.

The Curriculum and Welfare committee is responsible for matters relating to Admissions, attendance, behaviour, exclusions, extra-curricular, exam results, pupil progress, SEN, target setting and monitoring, teaching and learning, complaints. The committee meets three times a year.

The Finance and Premises committee is responsible for matters relating to income and expenditure, financial standards, premises issues including health and safety, reviewing the budget. The committee meets four times a year.

The Personnel committee is responsible for matters relating to staff discipline and dismissal, appeals against decisions relating to staff discipline and dismissal, staff capability, staffing numbers and vacancies, staffing structure, staff welfare. The committee meets three times a year.

# NOTRE DAME HIGH SCHOOL

## GOVERNORS' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2016*

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The Pay committee is responsible for reviewing and agreeing performance pay progressions for staff on behalf of the full governing body. The committee meets at least once a year.

The Succession Planning committee is responsible for determining, approving and keeping under review succession planning for members of the Senior Management Team, making recommendations to the governing body on the Senior Management Team staffing provision and ensuring that there are strategies and procedures in place for the replacement of members of the Senior Management Team.

The Headteacher is responsible for: monitoring monthly expenditure; miscellaneous financial decisions; appointment of staff; dismissal of staff; suspension of staff ; establishing and implementing the curriculum policy; standards of teaching; individual children's education; implementing the performance management policies; ensuring all pupils take part in a daily act of collective worship; ensuring that health and safety regulations are followed; ensuring the school meets for 195 days per school year; ensuring that the school lunch nutritional standards are met; school prospectus; ensuring the provision of free school meals for eligible students; additional needs services and acting as the Academy's Accounting Officer.

### Risk management

The Governors have assessed the major risks to which the academy is exposed, in particular those relating to the specific teaching, provision of facilities and other operational areas of the academy and its finances. This has resulted in a risk register which is fully updated each spring term and monitored on a regular basis during the year.

The Governors have implemented a number of systems to assess risks that the academy faces (e.g. in relation to teaching, health and safety, bullying and school trips) and in relation to the control of finance. They have introduced systems, including operational procedures (e.g. vetting of new staff and visitors and inspections by external experts) and internal financial controls (see below) in order to minimise risk. Where significant financial risk still remains they have ensured that they have adequate insurance cover. The academy has an effective system of internal financial controls and this is explained in more detail below.

### Arrangements for setting pay and remuneration of key management personnel

The pay and remuneration of key management personnel are set and reviewed annually by the Pay Committee. In doing this they consider:

- The group size of the academy
- The advice of our School Improvement Partner on the performance of the headteacher and also more generally
- The advice of the headteacher on other key management personnel having regard to the results of their performance management review
- The advice of our HR Manager as required
- The financial position of the academy

# NOTRE DAME HIGH SCHOOL

## GOVERNORS' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2016*

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### **Objectives and activities**

#### Objects and aims

#### Principal Activities

The Academy Trust's main objective is 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 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 an 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; and to promote for the benefit of individuals living in the area served by the Academy and the surrounding area who have need by reason of their age, infirmity or disability, financial hardship or social and economic circumstances or for the public at large the provision of facilities for recreation or other leisure time activities in the interests of social welfare and with the object of improving the condition of life of the said individuals.

#### Objectives, strategies and activities

Key influences on the Academy Trust's Development Plan for the period under review were the significant opportunities continuing to arise from becoming a Teaching School and the financial uncertainty with regard to reductions in public sector funding.

Key activities and targets have included the following: Developing the operation of the Teaching School particularly in the areas of

- School Centred Initial Teacher Training providing training to new entrants to the teaching profession
- South Yorkshire Maths Hub developing and promoting proven maths teaching techniques
- providing continuing professional development for serving teachers and other support services for schools
- Planning to remain financially sound during a period of funding reductions in the public sector.

#### Public benefit

The governors have complied with their duty to have due regard to the guidance on public benefit issued by the Charity Commission in exercising their powers and duties.

# NOTRE DAME HIGH SCHOOL

## GOVERNORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

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### Strategic report

#### Achievements and performance

Comparative information for 2012 is based on data from the previous Voluntary Aided Notre Dame High School.

#### GCSE (or equivalent) - key stage 4 results

Percentage of Pupils;	2016	2015	2014	2013	2012
5 or more A*-C grades	86.9	82.9	83.1	89.4	82.6
5 or more A*-C grades including English and Maths	74.8	77.6	77.8	80.2	73.6
5 or more A*-G grades	98.9	100.0	99.5	99.5	98.5
3 or more A* or A grades	43.2	47.3	43.5	39.6	48.8
Gaining a qualification (1 or more A*-G grades)	100.0	100.0	100.0	100.0	99.5
Gaining English Baccalaureate (GCSE in English, Maths, 2x Science, a humanity subject and a language subject)	40.7	43.9	40.6	40.1	37.8
Making expected progress in English	77.7	84.7	91.5	75	71
Making expected progress in Maths	83.8	88.6	88.1	96	93
Average total points per student	478.4	490.8	484.0	515.0	456.6
Average GCSE grade per entry	B/C	B/C	B/C	B/C	B/C
Number of students at end of Year 11	199	205	207	207	201
Girl/ Boy	50%/50%	48%/52%	47%/53%	51%/49%	58%/42%

# NOTRE DAME HIGH SCHOOL

## GOVERNORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

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### Post 16 – Key Stage 5 results (A-level or equivalent)

Percentage of pupils at A-level;	2016	2015	2014	2013	2012
Achieving A*-E grades	98.3	99.3	99.0	97.8	99.5
Achieving A*-B grades	49.3	51.2	57.5	54.2	53.2
Average total UCAS points per student	297.1	298.2	332.03	338.24	355.4
Average grade per A Level entry	D/C	B/C	B/C	B/C	C/B
Number of students at end of Year 13	165	181	158	176	177
Girl/ Boy	59%/41%	55%/45%	65%/35%	60%/40%	60%/40%

#### *Staff Development*

##### Initiatives 2015-16

- The changes to the GCSE exam system began to impact this year with some departments (English and Maths) starting to teach from the new specifications which will be graded 1-9 next year. Likewise the new A' level linear system began for some. We are currently in a state of 'mixed economy' between old and new specifications and assessment systems. In order to support staff throughout these changes all the Training days for 15-16 were assigned to departments for curriculum development.
- At KS3 'Levels of Assessment' were removed and SMT have been participating in training to plan for a new school approach to curriculum and assessment in light of the changing landscape. Training for teaching staff has focused on helping them to understand why levels have gone and what changes need to be made to the curriculum in order to prepare students for success at the end of their new GCSE courses.
- Two posts were advertised this summer for a temporary one year secondment to the senior management team. This initiative serves a dual purpose; firstly it gives staff experience of senior leadership in order to develop them, so that they are ready to take on permanent roles in the future if suitable opportunities arise here, or in another school. Secondly, their projects are tied into development work that needs to be done; one post holder is focusing on Curriculum and Assessment development and the other on Curriculum review.
- Non-teaching staff have been asked to use training time to produce handbooks and planning cycles in relation to their jobs where appropriate. This is because their jobs are often unique in school and it will help to ensure a smooth transition when needed to a new member of staff or to assist anyone covering for them.

# NOTRE DAME HIGH SCHOOL

## GOVERNORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

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### *Major Projects and Developments*

In the year we have continued to concentrate on major repairs and refurbishments. This year we have renewed older areas of our fire alarm system bringing it up to the latest standards.

During the year The Sheffield SCITT trained and awarded QTS to 39 teachers. 42 trainees were recruited to start training with the Sheffield SCITT in September 2016. In addition to this the training of a further 26 trainees will be accredited and quality assured by the Sheffield SCITT course at three local Teaching School Alliances.

The teaching school continued to deliver training courses for serving teachers. The plan for 2016/17 is to develop and trial new courses with a view to delivering them in 2017/18. During the year the Teaching School helped deliver Mastery in Mathematics training (under the South Yorkshire Maths Hub) to 990 primary school teachers in 87 different primary schools. The plans for 2016 /17 are to extend the Mastery network to other area's in South Yorkshire.

During the year the Teaching School managed a major research pilot project which will conclude with the publication of its findings in 2016/17.

### Key performance indicators

#### **Key Financial Performance Indicators**

Staffing Costs funded by General Annual Grant as a percentage of the grant

	2016	2015	2014	2013
Teaching Staff	62.9%	60.7%	58.7%	54.9%
Educational Support staff	12.3%	12.0%	11.9%	11.0%
Other Staff	8.0%	8.0%	8.2%	7.6%

### Student Numbers

	2016	2015	2014	2013
Sixth Form	403	385	364	371
Main school	1050	1041	1022	1022
	<b>1453</b>	<b>1426</b>	<b>1386</b>	<b>1393</b>

Main School Applications (intake 210 students, 2015 and prior 200 students)

2017 (to date)	2016	2015	2014	2013
470	567	514	481	466

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# NOTRE DAME HIGH SCHOOL

## GOVERNORS' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2016*

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### *Student Achievements and Activities*

A large number of students have participated in a very wide range of extra-curricular activities. These include:

- Fundraising for charities including Cafod, St Wilfrid's Centre for the Vulnerable, Breast Cancer, Good Shepherd, St Luke's Hospice, Bluebell Wood Hospice and Hallam caring Services.
- The Kielder Challenge – a national competition for able and disabled students, which they won.
- VI form volunteering across a number of spheres:- Africa, homes for the elderly, primary schools, support for struggling readers
- A vast array of sports teams – we have elite sportswomen in basketball, athletics, netball, rowing at the present time and in football for the boys.
- A wide range of activities in performing arts including; annual school production; Performing Arts Show Case including student produced film, student devised drama, music and dance; choirs, bands and orchestras who perform in events and competitions at school, in the local community and more widely
- Debating clubs/competitions
- Economics competitions
- Writing stories/poetry – some of which have been published
- Extended Project Qualification

### Review of investments

The Academy trust does not hold investments other than Cash at Bank included on page 30.

### Going concern

After making appropriate enquiries, the board of governors has a reasonable expectation that the academy trust has adequate resources to continue in operational existence for the foreseeable future. For this reason the board of governors 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.

### **Financial review**

During the period under review the principal sources of income have been General Annual Grant (GAG) and other grant related income from the Education Funding Agency. These funds have been applied in the academy's educational operations and in providing funds for the transition over the next few years to a significantly reduced level of public sector funding.

### Financial and Risk Management Objectives and Policies

The trust's activities expose it primarily to cash flow risk. The Governors monitor cash flow to ensure that the trust has sufficient funds available to meet liabilities as and when they fall due. The trust maintains significant cash reserves at all times.

The Governors acknowledge the defined benefit pension scheme as set out in note 18 to the annual report. They consider that the Academy Trust is able to meet its known contribution commitments for the foreseeable future.

# NOTRE DAME HIGH SCHOOL

## GOVERNORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

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### Reserves Policy

The Academy Trust aims to carry forward a prudent level of resources from the General Annual Grant, the non-GAG Restricted Fund and the Unrestricted Fund to:

- provide for major unforeseen contingencies and
- provide for the funding of a smooth and orderly transition to expected lower levels of public funding.

At the end of the period under review the balances held in these and other funds were:

		2016	2015
		£000's	£000's
<b>Funds available for the general purposes of the academy</b>			
	Unrestricted funds	1,528	1,370
	Restricted general funds - GAG	335	342
		<b>1,863</b>	<b>1,712</b>
<b>Funds not available for the general purposes of the academy</b>			
	Restricted Fixed Asset Fund	416	452
	Pension Reserve	(2,707)	(1,087)
		<b>(2,291)</b>	<b>(635)</b>
	<b>Total funds at the period end</b>	<b>(428)</b>	<b>1,077</b>
	<b>Total funds excluding pension reserve</b>	<b>2,279</b>	<b>2,164</b>

Governors are aware that levels of public sector funding are reducing. They have therefore approved a "Strategy for Managing Reduction in Funding" designed to meet this challenge by managing a smooth and orderly transition to lower funding levels so as to ensure the continuing high standard of education received by students in Notre Dame. They accept that this process will take several years and that during this there may be a need to run in year deficit budgets. They therefore have committed to funding such deficits from reserves.

Governors are also aware of the need to provide a contingency for unforeseen future difficulties including financial:

- The major financial risk to the academy is in the management of short term cash flow should funding be delayed. It is reasonable to estimate this at the value one month's running costs. Based on the current year this would equate to £700,000.
- Clearly it is not possible to predict either the nature or the financial cost of other major unforeseen difficulties.

Overall Governors feel that the academy is holding sufficient reserves to meet future challenges and that the level of reserves held is not unreasonably high.

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# NOTRE DAME HIGH SCHOOL

## GOVERNORS' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2016*

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### Investment policy and powers

Governors are firmly committed to ensuring that all funds under their control are administered in such a way as to maximise return while minimising risk. Governors do not consider the investment of surplus funds as a primary activity, but rather a requirement for the effective management of the various funds entrusted to the Governors.

Governors' management of cashflow should ensure that there are always sufficient funds in the main bank accounts to cover operational costs. Banks must be selected from the FSA Approved List included in the Financial Services Compensation Scheme (FSCS).

The approval of the Finance and Resources Committee is required before any investment is made. The following criteria should be used in selecting an appropriate investment:

- What level of risk does the investment represent? The governors' approach to risk is cautious – typical investments will include corporate bonds and fixed interest funds.
- The historical performance of the investment or fund
- The anticipated level of return
- Management fees and associated costs
- Any penalties e.g. for early redemption
- Ease of access should governors wish to realise the investment

### Principal risks and uncertainties

#### Safeguarding and Child Protection Risks

Governors continue to ensure that the highest standards are maintained in the selection and monitoring of staff, volunteers and contractors and the control of visitors. They give a high priority to the operation of child protection policies in school including training and support.

#### Significant Changes in Staff Risk

Governors have formed a Succession Planning Committee which oversees recruitment of new staff and the development of existing staff to minimise the risk resulting from major changes in key staff.

#### Governance and Management Risk

Governors continue to review and ensure that appropriate measures are in place.

#### Reputational Risk

The continuing success of the academy depends upon offering the best possible education to our students. Governors are clearly focused on monitoring and reviewing the achievement and success of students.

Governors have also given due consideration to the risks in other aspects of the academy's operations including health and safety, safeguarding and discipline.

# NOTRE DAME HIGH SCHOOL

## GOVERNORS' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2016*

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### **Plans for future periods**

The Academy plans to maintain a clear focus on learning and the teaching that promotes it, including continuing to raise achievement and student skills.

The continuing success of the academy depends upon our offering the best possible education to our students. Financial planning will therefore remain focused on offering the best possible provision in the context of diminishing public funding.

Specific Plans include

- Continuing Senior Leadership Team succession planning
- Ensuring Pupil Premium funding is used to the maximum benefit
- Continue enhancements to the academy's use of web technology
- Leading the academy through a critical financial period
- Maximising student performance through specialist staff and specialist support
- Ensuring high quality non-teaching staff support teachers to maximise the life chances of students

### **Auditor**

In so far as the governors are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the governors 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.

The board of Governors has considered the need for a specific internal audit function and has decided not to appoint an internal auditor. However the Governors have appointed UHY Hacker Young the external auditor to perform additional checks.

The auditor's role includes giving advice on financial matters and performing a range of checks on the Academy Trust's financial systems. In particular the checks carried out in the current period include the testing of:

- the payroll systems
- reconciliations of:
  - control accounts
  - suspense accounts and
  - bank accounts
- purchasing systems
- invoicing of income and
- Student trip systems

# NOTRE DAME HIGH SCHOOL

## GOVERNORS' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2016*

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The governors' report, incorporating a strategic report, was approved by order of the board of governors, as the company directors, on 07 December 2016 and signed on its behalf by:

A H Cosens

**Chair**

# NOTRE DAME HIGH SCHOOL

## GOVERNANCE STATEMENT

*FOR THE YEAR ENDED 31 AUGUST 2016*

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### **Scope of responsibility**

As governors we acknowledge we have overall responsibility for ensuring that Notre Dame High School 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 headteacher, 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 and the Secretary of State for Education. The Headteacher is also responsible for reporting to the board of governors any material weaknesses or breakdowns in internal control.

# NOTRE DAME HIGH SCHOOL

## GOVERNANCE STATEMENT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2016*

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### **Governance**

The information on governance included here supplements that described in the Governors' Report and in the Statement of Governors' Responsibilities.

#### *Board of Governors*

The Board of Governors has formally met 4 times during the period. Attendance during the period at meetings of the board of Governors was 74%.

#### *Curriculum and Welfare*

The Curriculum and Welfare committee is a sub-committee of the main board of governors and is responsible for matters relating to Admissions, attendance, behaviour, exclusions, extra-curricular, exam results, pupil progress, SEN, target setting and monitoring, teaching and learning, complaints. Attendance at meetings in the period was 77%.

#### *Finance and Premises*

The Finance and Premises committee is responsible for matters relating to income and expenditure, financial standards, premises issues including health and safety, reviewing the budget. Attendance at meetings in the period was 84%.

#### *Personnel*

The Personnel committee is responsible for matters relating to staff discipline and dismissal, appeals against decisions relating to staff discipline and dismissal, staff capability, staffing numbers and vacancies, staffing structure, staff welfare. Attendance at meetings in the period was 83%.

#### *Pay*

The Pay committee is responsible for reviewing and agreeing performance pay progressions for staff on behalf of the full governing body. The committee meets at least once a year. Attendance at meetings in the period was 83%.

#### *Succession Planning*

The Succession Planning committee is responsible for determining, approving and keeping under review succession planning for members of the Senior Management Team, making recommendations to the governing body on the Senior Management Team staffing provision and ensuring that there are strategies and procedures in place for the replacement of members of the Senior Management Team. Attendance at meetings in the period was 100%.

### **Review of value for money**

As accounting officer the headteacher has responsibility for ensuring that the academy trust delivers good value in the use of public resources. The accounting officer understands that value for money refers to the educational and wider societal outcomes achieved in return for the taxpayer resources received.

# NOTRE DAME HIGH SCHOOL

## GOVERNANCE STATEMENT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2016*

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The accounting officer considers how the academy trust's use of its resources has provided good value for money during each academic year, and reports to the board of governors where value for money can be improved, including the use of benchmarking data where available. The accounting officer for the academy trust has delivered improved value for money during the year by:

### **Improving Educational Results**

The Raise online data for 2015/16 shows Notre Dame with a 'Progress 8' figure of 0.32. This means that as an average, children at Notre Dame made one third of a grade per subject more progress than the national average during their time at secondary school. All groups of students continue to make significantly better progress than the corresponding groups nationally, which again confirms that the strategies that we have put in place are working.

We have continued our existing successful strategies:

- We have a Deputy Head responsible for overseeing achievement and progress,
- We have additional teaching staff in both Maths and English in order to ensure success in these 2 core subjects,
- We use bursaries to support staff to be innovative in driving up standards,
- We have support systems employing non-teaching staff who can support families not just the children so that we can ensure that each child gets the best deal. We have the highest attendance of all Sheffield schools.

As a Teaching School we provide high quality continuing professional development for teachers across the region from which our own teachers also benefit.

Teaching School also operates where allowed to provide services on a basis which produces a surplus to help fund our educational objectives

Under our umbrella trust we collaborate with our family of schools and are looking at whether we can do joint appointments.

### **Financial Governance and Oversight**

Financial governance and oversight is through three principal mechanisms;

- Full Board with particular responsibility for budget setting and approval of final accounts. Governors are committed to consideration of the educational effects in their decision making. Each term they now require a report on "progress towards targets by year group".
- Finance and Premises Committee with responsibility for
  - Review of budget proposals and recommendation to full board
  - Review of final accounts and recommendation to full board
  - Consideration of quarterly accounts with discussion and explanations of any variances and consider agreement of any proposed changes to the budget for the remainder of the year.
- Personnel and Resources Group of leadership team (including the Accounting Officer) meets weekly to consider and decide upon personnel matters and all significant decisions on resource availability and allocation.

# NOTRE DAME HIGH SCHOOL

## GOVERNANCE STATEMENT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2016*

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### **Better Purchasing**

- Where appropriate tendering has been used. This has been done against specification agreed with relevant professional opinion and properly conducted.
- There are clear requirements to demonstrate best value / competitive prices at different levels of expenditure. All budget holders are reminded of these when submitting an order and are required to confirm that they have complied. We have enhanced our monitoring of these procedures
- Budget Holders and their Line Managers have better information to manage their budgets by having on-line live access to their current spending (invoiced and commitments) against budget.
- As more of our family of schools become academies we are discussing ways in which we can work collaboratively to achieve better value / cost savings.

### **Personnel and Staffing Management**

Staffing and in particular teaching staffing is the biggest expense in the school. We review our staffing prior to the commencement of the academic year and continuously monitor changes and the need for change in weekly Personnel and Resources Group.

### **Better Income Generation**

- We are a Teaching School. This generates significant additional grant income and opens the opportunity to earned income in training courses and consultancy. We are working on developing this further.
- As a Teaching School we have now become a School Centre for Initial Teacher Training. This gives increased management control allowing us to plan to increase the volume of activity.
- We provide IT management services to other schools and will investigate further possibilities in the provision of paid services.

### **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 on-going 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 for the period 1 September 2015 to 31 August 2016 and up to the date of approval of the annual report and financial statements.

### **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 ongoing process for identifying, evaluating and managing the academy trust's significant risks that has been in place for the period 1 September 2015 to 31 August 2016 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the board of governors.

# NOTRE DAME HIGH SCHOOL

## GOVERNANCE STATEMENT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2016*

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### **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 and premises 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 board of Governors has considered the need for a specific internal audit function and has decided not to appoint an internal auditor. However the Governors have appointed UHY Hacker Young the external auditor to perform additional checks.

The auditor's role includes giving advice on financial matters and performing a range of checks on the Academy Trust's financial systems. In particular the checks carried out in the current period include the testing of:

- the payroll systems
- reconciliations of:
  - control accounts
  - suspense accounts and
  - bank accounts
- purchasing systems
- invoicing of income and
- Student trip systems

On a quarterly basis the auditor will report to the board of Governors on the operation of the systems of control and on the discharge of the board of Governors' financial responsibilities.

# NOTRE DAME HIGH SCHOOL

## GOVERNANCE STATEMENT (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2016*

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### **Review of effectiveness**

As accounting officer the Headteacher has responsibility for reviewing the effectiveness of the system of internal control. During the period in question the review has been informed by:

- the work of the external auditor;
- the financial management and governance self-assessment process;
- 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 and Premises Committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

Approved by order of the board of governors on 07 December 2016 and signed on its behalf by:

A H Cosens  
Chair

S Davies  
Accounting Officer

# NOTRE DAME HIGH SCHOOL

## STATEMENT OF REGULARITY, PROPRIETY AND COMPLIANCE

*FOR THE YEAR ENDED 31 AUGUST 2016*

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As accounting officer of Notre Dame High School I have considered my responsibility to notify the academy trust board of governors and the Education Funding Agency 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 for Education. As part of my consideration I have had due regard to the requirements of the Academies Financial Handbook 2015.

I confirm that I and the academy trust's 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 2015.

I confirm that no instances of material irregularity, impropriety or funding non-compliance have been discovered to date. If any instances are identified after the date of this statement, these will be notified to the board of governors and EFA.

S Davies  
**Accounting Officer**

07 December 2016

# NOTRE DAME HIGH SCHOOL

## STATEMENT OF GOVERNORS' RESPONSIBILITIES

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The governors (who act as trustees for Notre Dame High School and are also the directors of Notre Dame High School 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 2015 and the Academies Accounts Direction 2015 to 2016;
- make judgements and accounting 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 business.

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 that grants received from 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 board of governors on 07 December 2016 and signed on its behalf by:

A H Cosens  
**Chair**

# NOTRE DAME HIGH SCHOOL

## INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF NOTRE DAME HIGH SCHOOL

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We have audited the financial statements of Notre Dame High School for the year ended 31 August 2016 set out on pages 28 to 56. 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), including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Charities SORP 2015 and the Academies Accounts Direction 2015 to 2016 issued by the Education Funding Agency.

This report is made solely to the charitable company'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 charitable company's 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 charitable company 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 auditors**

As explained more fully in the Governors' Responsibilities Statement set out on page 23, the governors, who are also the directors of Notre Dame High School 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 Ethical Standards for Auditors.

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

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the governors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Governors' Report including the incorporated strategic report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006; and
- have been prepared in accordance with the Charities SORP 2015 and the Academies Accounts Direction 2015 to 2016.

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

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

# NOTRE DAME HIGH SCHOOL

## INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF NOTRE DAME HIGH SCHOOL (CONTINUED)

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### **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.

**Philip Eardley (Senior Statutory Auditor)**  
**for and on behalf of UHY Hacker Young**

**Chartered Accountants**

**Statutory Auditor**

6 Broadfield Court

Broadfield Way

Sheffield

S8 0XF

Dated: .....

# NOTRE DAME HIGH SCHOOL

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

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In accordance with the terms of our engagement letter dated 6 April 2016 and further to the requirements of the Education Funding Agency (EFA) as included in the Academies Accounts Direction 2015 to 2016, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by Notre Dame High School during the period 1 September 2015 to 31 August 2016 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 and EFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to the Notre Dame High School and 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 and EFA, for our work, for this report, or for the conclusion we have formed.

### **Respective responsibilities of Notre Dame High School's accounting officer and the reporting accountant**

The accounting officer is responsible, under the requirements of Notre Dame High School's funding agreement with the Secretary of State for Education dated 29 June 2012 and the Academies Financial Handbook, extant from 1 September 2015, 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 2015 to 2016. 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 2015 to 31 August 2016 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 engagement in accordance with the Academies Accounts Direction 2015 to 2016 issued by EFA. We performed a 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.

# NOTRE DAME HIGH SCHOOL

## INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO NOTRE DAME HIGH SCHOOL AND THE EDUCATION FUNDING AGENCY (CONTINUED)

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The work undertaken to draw to our conclusion includes:

- determining procurement and authorisation procedures
- testing compliance with financial and authorisation procedures
- reviewing the financial records for unusual transactions
- testing expenditure transactions were reasonable and appropriate
- obtaining formal representations from the board of trustees and accounting officer of their responsibilities
- reviewing the minutes of various committees for the period
- testing petty cash claims for authorisation and validity
- confirming a sample of credit card expenditure was appropriate and complied with internal control procedures

### **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 2015 to 31 August 2016 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

Philip Eardley  
**Reporting Accountant**  
UHY Hacker Young  
6 Broadfield Court  
Broadfield Way  
Sheffield  
S8 0XF

Dated: .....

# NOTRE DAME HIGH SCHOOL

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2016

	Notes	Unrestricted Funds £000	Restricted funds: General £000	Fixed asset £000	Total 2016 £000	Total 2015 £000
<b>Income and endowments from:</b>						
Donations and capital grants	2	2	20	30	52	134
Charitable activities:						
- Funding for educational operations	3	-	7,638	-	7,638	7,157
Other trading activities	4	560	246	-	806	795
Investments	5	6	-	-	6	5
<b>Total income and endowments</b>		<u>568</u>	<u>7,904</u>	<u>30</u>	<u>8,502</u>	<u>8,091</u>
<b>Expenditure on:</b>						
Raising funds	6	361	1,178	-	1,539	809
Charitable activities:						
- Educational operations	7	49	6,828	74	6,951	7,036
<b>Total expenditure</b>	<b>6</b>	<u>410</u>	<u>8,006</u>	<u>74</u>	<u>8,490</u>	<u>7,845</u>
<b>Net income/(expenditure)</b>		158	(102)	(44)	12	246
Transfers between funds		-	(8)	8	-	-
<b>Other recognised gains and losses</b>						
Actuarial gains/(losses) on defined benefit pension schemes	18	-	(1,517)	-	(1,517)	(140)
<b>Net movement in funds</b>		<u>158</u>	<u>(1,627)</u>	<u>(36)</u>	<u>(1,505)</u>	<u>106</u>
<b>Reconciliation of funds</b>						
Total funds brought forward		1,370	(745)	452	1,077	971
Total funds carried forward		<u>1,528</u>	<u>(2,372)</u>	<u>416</u>	<u>(428)</u>	<u>1,077</u>

# NOTRE DAME HIGH SCHOOL

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2016

Comparative year information		Unrestricted	Restricted funds:		Total
Year ended 31 August 2015		Funds	General	Fixed asset	2015
	Notes	£000	£000	£000	£000
<b>Income and endowments from:</b>					
Donations and capital grants	2	-	74	60	134
Charitable activities:					
- Funding for educational operations	3	-	7,157	-	7,157
Other trading activities	4	544	251	-	795
Investments	5	5	-	-	5
		—	—	—	—
<b>Total income and endowments</b>		549	7,482	60	8,091
		====	====	====	====
<b>Expenditure on:</b>					
Raising funds	6	234	575	-	809
Charitable activities:					
- Educational operations	7	49	6,922	65	7,036
		—	—	—	—
<b>Total expenditure</b>	6	283	7,497	65	7,845
		====	====	====	====
<b>Net income/(expenditure)</b>		266	(15)	(5)	246
<b>Other recognised gains and losses</b>					
Actuarial gains/(losses) on defined benefit pension schemes	18	-	(140)	-	(140)
		—	—	—	—
<b>Net movement in funds</b>		266	(155)	(5)	106
<b>Reconciliation of funds</b>					
Total funds brought forward		1,104	(590)	457	971
		—	—	—	—
Total funds carried forward		1,370	(745)	452	1,077
		====	====	====	====

# NOTRE DAME HIGH SCHOOL

## BALANCE SHEET

AS AT 31 AUGUST 2016

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		2016		2015	
	Notes	£000	£000	£000	£000
<b>Fixed assets</b>					
Intangible assets	11		34		40
Tangible assets	12		382		412
			<u>416</u>		<u>452</u>
<b>Current assets</b>					
Debtors	13	147		171	
Cash at bank and in hand		2,278		2,088	
		<u>2,425</u>		<u>2,259</u>	
<b>Current liabilities</b>					
Creditors: amounts falling due within one year	14	(562)		(547)	
		<u></u>		<u></u>	
<b>Net current assets</b>			1,863		1,712
			<u></u>		<u></u>
<b>Net assets excluding pension liability</b>			2,279		2,164
			<u></u>		<u></u>
Defined benefit pension liability	18		(2,707)		(1,087)
			<u></u>		<u></u>
<b>Net assets</b>			(428)		1,077
			<u></u>		<u></u>
<b>Funds of the academy trust:</b>					
<b>Restricted funds</b>	16				
- Fixed asset funds			416		452
- Restricted income funds			335		342
- Pension reserve			(2,707)		(1,087)
			<u></u>		<u></u>
<b>Total restricted funds</b>			(1,956)		(293)
			<u></u>		<u></u>
<b>Unrestricted income funds</b>	16		1,528		1,370
			<u></u>		<u></u>
<b>Total funds</b>			(428)		1,077
			<u></u>		<u></u>

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# NOTRE DAME HIGH SCHOOL

## BALANCE SHEET (CONTINUED)

*AS AT 31 AUGUST 2016*

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The financial statements set out on pages 28 to 56 were approved by the board of governors and authorised for issue on 07 December 2016 and are signed on its behalf by:

A H Cosens  
Chair

Company Number 08098354

# NOTRE DAME HIGH SCHOOL

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 AUGUST 2016

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	Notes	2016 £000	2015 £000
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities	19		665
<b>Cash flows from investing activities</b>			
Dividends, interest and rents from investments		6	5
Capital grants from DfE and EFA		30	29
Payments to acquire intangible fixed assets		(12)	(27)
Payments to acquire tangible fixed assets		(41)	(30)
		<hr/>	<hr/>
		(17)	(23)
		<hr/>	<hr/>
<b>Change in cash and cash equivalents in the reporting period</b>		190	642
Cash and cash equivalents at 1 September 2015		2,088	1,446
		<hr/>	<hr/>
<b>Cash and cash equivalents at 31 August 2016</b>		2,278	2,088
		<hr/> <hr/>	<hr/> <hr/>

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 AUGUST 2016

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#### 1 Accounting policies

A summary of the principal accounting policies adopted (which have been applied consistently, except where noted), judgements and key sources of estimation uncertainty, is set out below.

##### 1.1 Basis of preparation

The financial statements of the academy trust, which is a public benefit entity under FRS 102, have been prepared under the historical cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102), the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Academies Accounts Direction 2015 to 2016 issued by EFA, the Charities Act 2011 and the Companies Act 2006.

Notre Dame High School meets the definition of a public benefit entity under FRS 102.

These financial statements for the year ended 31 August 2016 are the first financial statements of Notre Dame High School prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 September 2014. An explanation of how transition to FRS 102 has affected the reported financial position and financial performance is given in note 23.

##### 1.2 Going concern

The governors assess whether the use of going concern is appropriate, ie whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charitable company to continue as a going concern. The governors make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the academy trust has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the academy trust's ability to continue as a going concern. Thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Income

All incoming resources are recognised when the academy trust has entitlement to the funds, the receipt is probable and the amount can be measured reliably.

##### 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 meeting any performance-related conditions there is not unconditional entitlement to the income and its recognition is deferred and included in creditors as deferred income until the performance-related conditions are met. Where entitlement occurs before income is received, the income is accrued.

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

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### 1 Accounting policies

(Continued)

General Annual Grant is recognised in full in the statement of financial activities in the period for which it is receivable, and any abatement in respect of the period is deducted from income and recognised as a liability.

Capital grants are recognised when there is entitlement 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 are no performance-related conditions) where the receipt is probable and the amount can be reliably measured.

#### Other income

Other income, including the hire of facilities, is recognised in the period it is receivable and to the extent the academy trust has provided the goods or services.

#### Donated goods, facilities and services

The value of donated services and gifts in kind provided to the Academy are recognised at their open market value in the period in which they are receivable as incoming resources, where the benefit to the Academy 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's policies.

The Academy does not have goods donated for resale.

#### **Investment income**

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

#### **Activities for generating funds**

Income is received from the activities as a teaching school providing training services to other schools and to individual external students. This 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

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

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### 1 Accounting policies

(Continued)

#### 1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

##### Expenditure on raising funds

This includes all expenditure incurred by the academy trust to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

##### Charitable activities

These are costs incurred on the academy trust's educational operations, including support costs and costs relating to the governance of the academy trust apportioned to charitable activities.

##### Governance costs

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

#### 1.5 Intangible fixed assets and amortisation

Intangible assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably. Intangible assets are initially recognised at cost and are subsequently measured at cost net of amortisation and any provision for impairment. Amortisation is provided on intangible fixed assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life, as follows:

- Purchased computer software 3 years

#### 1.6 Tangible fixed assets and depreciation

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 restricted 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.

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

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### 1 Accounting policies

(Continued)

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life. The academy trust does not own or otherwise have any legal interest in the land and buildings occupied by the academy trust. The principal annual rates for fixed assets are:

Improvements to buildings	20 years
Computer equipment	4 years
Fixtures, fittings & equipment	5 years
Motor vehicles	4 years

Assets in the course of construction are included at cost. Depreciation on these assets is not charged until they are brought into use.

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.

#### 1.7 Liabilities

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the academy trust anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods of services it must provide.

#### 1.8 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

#### 1.9 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.

#### 1.10 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.

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

---

### 1 Accounting policies

(Continued)

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 quadrennial valuations using a prospective unit credit method. As stated in note 18, the TPS is a multi-employer scheme and there is insufficient information available to use defined benefit accounting. The TPS is therefore treated as a defined contribution scheme for accounting purposes and the contributions are recognised in the period to which they relate.

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 credit 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 the costs of scheme introductions, benefit changes, settlements and curtailments. They are included as part of staff costs as incurred. Net interest on the net defined benefit liability/asset is also recognised in the statement of financial activities and comprises the interest cost on the defined benefit obligation and interest income on the scheme assets, calculated by multiplying the fair value of the scheme assets at the beginning of the period by the rate used to discount the benefit obligations. The difference between the interest income on the scheme assets and the actual return on the scheme assets is recognised in other recognised gains and losses.

Actuarial gains and losses are recognised immediately in other recognised gains and losses.

#### 1.11 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 funders where the asset acquired or created is held for a specific purpose.

Restricted general funds comprise all other restricted funds received with restrictions imposed by the funder/donor and include grants from the Education Funding Agency.

#### 1.12 Provisions

Provisions are recognised when the academy has an obligation at the reporting date as a result of a past event which it is probable will result in the transfer of economic benefits and the obligation can be estimated reliably.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

### 1 Accounting policies

(Continued)

#### 1.13 Critical accounting estimates and areas of judgement

Accounting estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

##### Critical accounting estimates and assumptions

The academy trust makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

The present value of the Local Government Pension Scheme defined benefit liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost or income for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 18, will impact the carrying amount of the pension liability. Furthermore a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2013 has been used by the actuary in valuing the pensions liability at 31 August 2016. Any differences between the figures derived from the roll forward approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

### 2 Donations and capital grants

	Unrestricted funds £000	Restricted funds £000	Total 2016 £000	Total 2015 £000
Donated fixed assets	-	-	-	31
Capital grants	-	30	30	29
Other donations	2	20	22	74
	<u>2</u>	<u>50</u>	<u>52</u>	<u>134</u>
	<u><u>2</u></u>	<u><u>50</u></u>	<u><u>52</u></u>	<u><u>134</u></u>

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

### 3 Funding for the academy trust's educational operations

	Unrestricted funds £000	Restricted funds £000	Total 2016 £000	Total 2015 £000
<b>DfE / EFA grants</b>				
General annual grant (GAG)	-	6,618	6,618	6,725
Other DfE / EFA grants	-	99	99	96
	—	—	—	—
	-	6,717	6,717	6,821
	==	==	==	==
<b>Other government grants</b>				
Local authority grants	-	26	26	23
Teaching school grants	-	895	895	313
	—	—	—	—
	-	921	921	336
	==	==	==	==
<b>Total funding</b>	-	7,638	7,638	7,157
	==	==	==	==

### 4 Other trading activities

	Unrestricted funds £000	Restricted funds £000	Total 2016 £000	Total 2015 £000
Fundraising income	8	-	8	6
Music tuition	41	-	41	35
Parental contributions	-	244	244	251
Teaching school income	415	-	415	290
Other income	96	2	98	213
	—	—	—	—
	560	246	806	795
	==	==	==	==

### 5 Investment income

	Unrestricted funds £000	Restricted funds £000	Total 2016 £000	Total 2015 £000
Short term deposits	6	-	6	5
	==	==	==	==

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

### 6 Expenditure

	Staff costs £000	Premises costs £000	Other costs £000	Total 2016 £000	Total 2015 £000
<b>Academy's educational operations</b>					
- Direct costs	5,110	-	470	5,580	5,582
- Allocated support costs	640	388	343	1,371	1,454
	=====	=====	=====	=====	=====
	5,750	388	813	6,951	7,036
	=====	=====	=====	=====	=====
<b>Other expenditure</b>					
Raising funds	470	-	1,069	1,539	809
	=====	=====	=====	=====	=====
<b>Total expenditure</b>	6,220	388	1,882	8,490	7,845
	=====	=====	=====	=====	=====

### Net income/(expenditure) for the year includes:

	2016 £000	2015 £000
Fees payable to auditor for:		
- Audit	4	4
- Other services	6	6
Depreciation of tangible fixed assets	74	65
	=====	=====

### 7 Charitable activities

	Unrestricted funds £000	Restricted funds £000	Total 2016 £000	Total 2015 £000
Direct costs - educational operations	49	5,531	5,580	5,582
Support costs - educational operations	-	1,371	1,371	1,454
	=====	=====	=====	=====
	49	6,902	6,951	7,036
	=====	=====	=====	=====

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

<b>7</b>	<b>Charitable activities</b>	<b>(Continued)</b>	
		<b>2016</b>	<b>2015</b>
		<b>£000</b>	<b>£000</b>
	<b>Analysis of support costs</b>		
	Support staff costs	628	588
	Depreciation and amortisation	57	4
	Technology costs	22	-
	Premises costs	388	604
	Other support costs	251	232
	Governance costs	25	26
		-----	-----
		1,371	1,454
		=====	=====

<b>8</b>	<b>Staff costs</b>		
		<b>2016</b>	<b>2015</b>
		<b>£000</b>	<b>£000</b>
	Wages and salaries	4,852	4,716
	Social security costs	428	367
	Operating costs of defined benefit pension schemes	805	683
		-----	-----
	Staff costs	6,085	5,766
	Supply staff costs	84	71
	Staff restructuring costs	24	-
	Staff development and other staff costs	27	30
		-----	-----
	Total staff expenditure	6,220	5,867
		=====	=====

### Staff numbers

The average number of persons employed by the academy trust during the year was as follows:

	<b>2016</b>	<b>2016</b>	<b>2015</b>	<b>2015</b>
	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>
	<b>Headcount</b>	<b>Full Time</b>	<b>Headcount</b>	<b>Full Time</b>
		<b>Equivalent</b>		<b>Equivalent</b>
Teachers	94	75	91	73
Administration and support	87	49	92	48
Management	13	13	12	12
	-----	-----	-----	-----
	194	137	195	133
	=====	=====	=====	=====

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

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### 8 Staff costs

(Continued)

#### Higher paid staff

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2016 Number	2015 Number
£60,001-£70,000	3	4
£70,001-£80,000	1	1
£80,001-£90,000	1	1
£100,001-£110,000	1	1
	====	====

#### Key management personnel

The key management personnel of the academy trust comprise the governors and the senior management team as listed on page 1. The total amount of employee benefits (including employer pension contributions) received by key management personnel for their services to the academy trust was £1,080,000 (2015: £1,007,000).

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

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### 9 Governors' remuneration and expenses

One or more of the governors has been paid remuneration or has received other benefits from an employment with the academy trust. The headteacher and other staff governors only receive remuneration in respect of services they provide undertaking the roles of headteacher and staff members under their contracts of employment, and not in respect of their services as governors.

The value of governors' remuneration and other benefits was as follows:

J E Willis (headteacher):

- Remuneration £105,000 - £110,000 (2015: £100,000-£105,000)
- Employer's pension contributions £15,000 - £20,000 (2015: £15,000-£20,000)

A Cook (staff governor):

- Remuneration £45,000 - £50,000 (2015: £45,000-£50,000)
- Employer's pension contributions £5,000 - £10,000 (2015: £5,000-£10,000)

J M Snowdon (staff governor):

- Remuneration £35,000 - £40,000 (2015: £35,000-£40,000)
- Employer's pension contributions £5,000 - £10,000 (2015: £5,000-£10,000)

S Billingham (staff governor):

- Remuneration £25,000 - £30,000 (2015: £25,000-£30,000)
- Employer's pension contributions £0 - £5,000 (2015: £0-£5,000)

P Loftus (staff governor):

- Remuneration £30,000 - £35,000 (2015: n/a)
- Employer's pension contributions £5,000 - £10,000 (2015: n/a)

During the year, no travel and subsistence payments were reimbursed or paid directly to the governors (2015: none).

Other related party transactions involving the governors are set out within the related parties note.

### 10 Governors and officers insurance

The academy trust has opted into the Department for Education's Risk Protection Arrangement (RPA), an alternative to insurance where UK government funds cover losses that arise. This scheme protects governors and officers from claims arising from negligent acts, errors or omissions occurring whilst on academy trust business, and provides cover up to £10,000,000. It is not possible to quantify the governors and officers indemnity element from the overall cost of the RPA scheme.

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

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### 11 Intangible fixed assets

	<b>Computer software</b>
	<b>£000</b>
<b>Cost</b>	
At 1 September 2015	50
Additions	12
	—
At 31 August 2016	62
	—
<b>Amortisation</b>	
At 1 September 2015	10
Charge for year	18
	—
At 31 August 2016	28
	—
<b>Net book value</b>	
At 31 August 2016	34
	—
At 31 August 2015	40
	—

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

### 12 Tangible fixed assets

	Improvements to buildings £000	Computer equipment £000	Fixtures, fittings & equipment £000	Motor vehicles £000	Total £000
<b>Cost</b>					
At 1 September 2015	341	135	47	28	551
Additions	-	23	3	-	26
At 31 August 2016	341	158	50	28	577
<b>Depreciation</b>					
At 1 September 2015	33	86	8	12	139
Charge for the year	17	23	10	6	56
At 31 August 2016	50	109	18	18	195
<b>Net book value</b>					
At 31 August 2016	291	49	32	10	382
At 31 August 2015	308	49	39	16	412

### 13 Debtors

	2016 £000	2015 £000
Trade debtors	11	21
Other debtors	33	34
Prepayments and accrued income	103	116
	147	171

### 14 Creditors: amounts falling due within one year

	2016 £000	2015 £000
Trade creditors	107	191
Other taxation and social security	125	109
Accruals and deferred income	330	247
	562	547

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

15	Deferred income	2016 £000	2015 £000
	Deferred income is included within:		
	Creditors due within one year	277	168
		=====	=====
	Deferred income at 1 September 2015	168	15
	Released from previous years	(168)	(15)
	Amounts deferred in the year	277	168
		-----	-----
	<b>Deferred income at 31 August 2016</b>	<b>277</b>	<b>168</b>
		=====	=====

At the balance sheet date the academy trust was holding funds received in advance for school trips to take place in the following academic year, teaching school grants received in advance, rates grant in relation to future expenditure and Sheffield City Council Funding received in advance.

16	Funds	Balance at 1 September 2015 £000	Incoming resources £000	Resources expended £000	Gains, losses & transfers £000	Balance at 31 August 2016 £000
	<b>Restricted general funds</b>					
	General Annual Grant	342	6,618	(6,587)	(38)	335
	Other DfE / EFA grants	-	99	(129)	30	-
	Other government grants	-	921	(921)	-	-
	Other restricted funds	-	266	(266)	-	-
		-----	-----	-----	-----	-----
	Funds excluding pensions	342	7,904	(7,903)	(8)	335
	Pension reserve	(1,087)	-	(103)	(1,517)	(2,707)
		-----	-----	-----	-----	-----
		(745)	7,904	(8,006)	(1,525)	(2,372)
		=====	=====	=====	=====	=====

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

16 Funds	(Continued)				
<b>Restricted fixed asset funds</b>					
DfE / EFA capital grants	194	30	(10)	(30)	184
Inherited funds	181	-	(40)	-	141
Capital expenditure from GAG	35	-	(19)	38	54
Other restricted fixed asset fund	42	-	(5)	-	37
	<u>452</u>	<u>30</u>	<u>(74)</u>	<u>8</u>	<u>416</u>
	<u><u>452</u></u>	<u><u>30</u></u>	<u><u>(74)</u></u>	<u><u>8</u></u>	<u><u>416</u></u>
<b>Total restricted funds</b>	<b>(293)</b>	<b>7,934</b>	<b>(8,080)</b>	<b>(1,517)</b>	<b>(1,956)</b>
	<u><u>(293)</u></u>	<u><u>7,934</u></u>	<u><u>(8,080)</u></u>	<u><u>(1,517)</u></u>	<u><u>(1,956)</u></u>
<b>Unrestricted funds</b>					
General funds	1,370	568	(410)	-	1,528
	<u>1,370</u>	<u>568</u>	<u>(410)</u>	<u>-</u>	<u>1,528</u>
	<u><u>1,370</u></u>	<u><u>568</u></u>	<u><u>(410)</u></u>	<u><u>-</u></u>	<u><u>1,528</u></u>
<b>Total funds</b>	<b>1,077</b>	<b>8,502</b>	<b>(8,490)</b>	<b>(1,517)</b>	<b>(428)</b>
	<u><u>1,077</u></u>	<u><u>8,502</u></u>	<u><u>(8,490)</u></u>	<u><u>(1,517)</u></u>	<u><u>(428)</u></u>

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

Restricted general funds are those resources that have been designated restricted by the grant or other income provider in meeting the objectives of the academy trust.

Restricted fixed asset funds are those funds relating to the long term assets of the academy trust used in delivering the objectives of the academy trust.

Unrestricted funds are funds which the governing body may use in the pursuance of the academy trust's objectives and are expendable at the discretion of the governors.

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 2016.

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

### 17 Analysis of net assets between funds

	Unrestricted	Restricted funds:		Total
	Funds	General	Fixed asset	2016
	£000	£000	£000	£000
<b>Fund balances at 31 August 2016 are represented by:</b>				
Intangible fixed assets	-	-	34	34
Tangible fixed assets	-	-	382	382
Current assets	1,528	897	-	2,425
Creditors falling due within one year	-	(562)	-	(562)
Defined benefit pension liability	-	(2,707)	-	(2,707)
	<u>1,528</u>	<u>(2,372)</u>	<u>416</u>	<u>(428)</u>
	<u><u>1,528</u></u>	<u><u>(2,372)</u></u>	<u><u>416</u></u>	<u><u>(428)</u></u>

### 18 Pensions and similar obligations

The academy trust'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 South Yorkshire Pension Fund. Both are multi-employer defined benefit schemes.

The pension costs are assessed in accordance with the advice of independent qualified actuaries. The latest actuarial valuation of the TPS related to the period ended 31 March 2012 and that of the LGPS related to the period ended 31 March 2013.

There were no outstanding or prepaid contributions at either the beginning or the end of the financial year.

#### Teachers' Pension Scheme

##### Introduction

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pensions Regulations (2010) and, from 1 April 2014, by the Teachers' Pension Scheme Regulations 2014. Membership is automatic for full-time teachers in academies and, from 1 January 2007, automatic for teachers in part-time employment following appointment or a change of contract, although they are able to opt out.

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. Retirement and other pension benefits are paid by public funds provided by Parliament.

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

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### 18 Pensions and similar obligations

(Continued)

#### Valuation of the Teachers' Pension Scheme

Not less than every four years the Government Actuary, using normal actuarial principles, conducts a formal actuarial review of the TPS in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014 published by HM Treasury. The aim of the review is to specify the level of future contributions. Actuarial scheme valuations are dependent on assumptions about the value of future costs, design of benefits and many other factors. The latest actuarial valuation of the TPS was carried out as at 31 March 2012 and in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014. The valuation report was published by the Department for Education on 9 June 2014.

The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 16.48% of pensionable pay (including a 0.08% employer administration charge (currently 14.1%))
- total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £191,500 million, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £176,600 million giving a notional past service deficit of £14,900 million
- an employer cost cap of 10.9% of pensionable pay will be applied to future valuations
- the assumed real rate of return is 3.0% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 2.75%. The assumed nominal rate of return is 5.06%

During the previous year the employer contribution rate was 14.1%. The TPS valuation for 2012 determined an employer rate of 16.4%, which was payable from September 2015. The next valuation of the TPS will be as at March 2016, whereupon the employer contribution rate is expected to be reassessed and will be payable from 1 April 2019.

The employer's pension costs paid to the TPS in the period amounted to £569,000 (2015: £476,000).

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website.

Under the definitions set out in FRS 102, the TPS is a multi-employer pension scheme. The trust has accounted for its contributions to the scheme as if it were a defined contribution scheme. The trust has set out above the information available on the scheme.

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

### 18 Pensions and similar obligations

(Continued)

#### Local Government Pension Scheme

The LGPS is a funded defined-benefit scheme, with the assets held in separate trustee-administered funds. The total contributions are as noted below. The agreed contribution rates for future years are 13.4% for employers and 5.5 to 10.5% for employees. The estimated value of employer contributions for the forthcoming year is £181,000.

The scheme is in deficit and Notre Dame High School has entered into an agreement with the trustees to make additional contributions in addition to normal funding levels. The amount agreed for 2016-2017 is £26,000 and this is assessed each year. It is anticipated that the additional contributions will be paid over many years.

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. The guarantee came into force on 18 July 2013.

<b>Total contributions made</b>	<b>2016</b>	<b>2015</b>
	<b>£000</b>	<b>£000</b>
Employer's contributions	176	161
Employees' contributions	73	66
	—	—
Total contributions	249	227
	==	==
<b>Principal actuarial assumptions</b>	<b>2016</b>	<b>2015</b>
	<b>%</b>	<b>%</b>
Rate of increases in salaries	3.55	4.05
Rate of increase for pensions in payment	1.9	2.3
Discount rate	2.1	4.0
Inflation assumption (CPI)	1.8	2.3
	==	==

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

### 18 Pensions and similar obligations

(Continued)

#### Sensitivity Analysis as at 31 August 2016

	Central	Sensitivity	Sensitivity	Sensitivity
		1	2	3
		+0.1% p.a.	+0.1%p.a.	1 year
		discount	inflation	increase in
		rate		life
				expectancy
	£000	£000	£000	£000
Liabilities	7,251	7,085	7,422	7,384
Assets	(4,544)	(4,544)	(4,544)	(4,544)
Deficit/(Surplus)	2,707	2,541	2,878	2,840
Projected service cost for next year	369	358	380	377
Projected interest cost for next year	55	54	59	58

The current mortality assumptions include sufficient allowance for future improvements in mortality rates. The assumed life expectations on retirement age 65 are:

	2016	2015
	Years	Years
Retiring today		
- Males	23	23
- Females	25.7	25.6
Retiring in 20 years		
- Males	25.4	25.3
- Females	28.5	28.4
	=====	=====

#### The academy trust's share of the assets in the scheme

	2016	2015
	Fair value	Fair value
	£000	£000
Equities	2,653	2,151
Government bonds	682	518
Other bonds	282	214
Cash/liquidity	77	65
Property	500	417
Other assets	350	257
	=====	=====
Total market value of assets	4,544	3,622
	=====	=====
Actual return on scheme assets - gain/(loss)	733	(100)

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

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18 Pensions and similar obligations	(Continued)	
	2016	2015
	£000	£000
<b>Amounts recognised in the statement of financial activities</b>		
Current service cost (net of employee contributions)	236	206
Net interest cost	43	35
	=====	=====
<b>Changes in the present value of defined benefit obligations</b>		<b>2016</b>
		<b>£000</b>
Obligations at 1 September 2015		4,709
Current service cost		236
Interest cost		188
Employee contributions		73
Actuarial loss		2,105
Benefits paid		(60)
		-----
At 31 August 2016		7,251
		=====
<b>Changes in the fair value of the academy trust's share of scheme assets</b>		<b>2016</b>
		<b>£000</b>
Assets at 1 September 2015		3,622
Interest income		145
Return on plan assets (excluding amounts included in net interest):		
Actuarial gain		588
Employer contributions		176
Employee contributions		73
Benefits paid		(60)
		-----
At 31 August 2016		4,544
		=====

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# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

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### 19 Reconciliation of net income to net cash flows from operating activities

	2016	2015
	£000	£000
Net income for the reporting period	12	246
Adjusted for:		
Capital grants from DfE/EFA and other capital income	(30)	(60)
Investment income	(6)	(5)
Defined benefit pension costs less contributions payable	60	45
Defined benefit pension net finance cost/(income)	43	35
Depreciation of fixed assets	74	65
(Increase)/decrease in debtors	24	(25)
Increase/(decrease) in creditors	30	364
	—	—
<b>Net cash provided by operating activities</b>	<b>207</b>	<b>665</b>
	==	==

### 20 Commitments under operating leases

At 31 August 2016 the total future minimum lease payments under non-cancellable operating leases were as follows:

	2016	2015
	£000	£000
Amounts due within one year	2	2
Amounts due in two and five years	6	9
	—	—
	8	11
	==	==

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2016*

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### **21 Related party transactions**

Owing to the nature of the academy trust's operations and the composition of the board of governors being drawn from local public and private sector organisations, transactions may take place with organisations in which the academy trust has an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the academy trust's financial regulations and normal procurement procedures. The following related party transactions took place in the period of account.

Notre Dame High School operates on a rent free basis from properties owned by the Roman Catholic Diocese of Hallam Trust. There is a legal agreement under which the trustees of the Diocese makes available the land and buildings for the use of the academy trust. There is no formal lease and the Governors consider that the academy trust does not have substantially all the risks and rewards associated with ownership of the land and buildings. The Governors also consider that due to the nature of the land and buildings it is not possible to make a reliable estimate of the notional market rent to charge for the use of the land and buildings.

The academy trust is a member of a Diocesan Partnership Agreement with the Bishop of Hallam, the Diocese of Hallam Schools' Partnership, the Roman Catholic Diocese of Hallam Trust and several other schools in the Diocese. Under this agreement, Notre Dame High School has incurred costs of £21,165 (2015: £20,805) to the Diocese of Hallam Schools' Partnership as a contribution to the support fund.

Notre Dame High School has also been invoiced for £21,360 for costs for the year commencing 1 September 2016 (2015: £21,165) . This is included in prepayments at the year end.

The academy trust has incurred a cost of £nil (2015: £8,466) with the Diocese of Hallam Schools Partnership in the year. This contribution is to help safeguard, consolidate, and develop the distinctive nature of Catholic Education in the Diocese of Hallam.

Notre Dame High School has also bought services from the Diocese of Hallam in the year amounting to £14,376 (2015: £21,390) and sold services amounting to £18,284 (2015: £7,475).

The Bishop of Hallam appoints the majority of Governors to the Board.

### **22 Members' liability**

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

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2016

### 23 Reconciliations on adoption of FRS 102

The transition to FRS 102 affected the figures reported for the comparative period under previous UK GAAP for funds and net income or expenditure, as follows:

#### Reconciliation of funds for the previous financial period

		1 September 2014 £000	31 August 2015 £000
	Notes		
Funds as reported under previous UK GAAP		948	1,034
Adjustments arising from transition to FRS 102:			
Intangible assets	1	22	40
Holiday pay prepayment	2	1	8
Computer equipment	3	-	(5)
		<u>971</u>	<u>1,077</u>

#### Reconciliation of net income for the previous financial period

		2015 £000
	Notes	
Net income as reported under previous UK GAAP		86
Adjustments arising from transition to FRS 102:		
Intangible assets	1	13
Holiday pay prepayment	2	7
Computer equipment	3	-
		<u>106</u>

#### Notes to reconciliations on adoption of FRS 102

##### Intangible assets

Computer software is now included in the financial statements as an intangible asset. Previously, this was either expensed or included as part of the capitalised computer equipment

##### Holiday pay prepayment

The accrual or prepayment resulting from holiday entitlement due at the year end is now included in the accounts. No adjustment was previously made for this.

# NOTRE DAME HIGH SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2016*

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**23 Reconciliations on adoption of FRS 102**

**(Continued)**

**Computer equipment**

As in note 1, computer software is now split out and recorded as an intangible asset.