



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

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2015



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

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NOTRE DAME HIGH SCHOOL NORWICH

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NOTRE DAME HIGH SCHOOL NORWICH

Reference and Administrative Details

Members:	Bishop Alan Hopes Mgr. Anthony Rogers (Representative of the Diocesan Trustees (a corporate member)) Mr J McLean (current Chair of Governors)
Trustees (Governors):	Mr G Batchelor* (Parent Governor)
Member of the Resources Committee	Mr S Belderbos# (Foundation Governor)
#Member of the Audit Committee	Mrs J Block (Staff Governor)
	Mrs J Brazell (Governor)
	Mr J Brown* (Parent Governor)
	Mr B Conway* (Head teacher)
	Mrs P Cox* (Foundation Governor)
	Mrs A Foglia*# (Parent Governor)
	Mr S Fox* (Foundation Governor)
	Mr M Graham*# (Foundation Governor)
	Mr P Godfrey# (Foundation Governor)
	Mrs J Hammersley (Foundation Governor)
	Mr P Hedges (Staff Governor)
	Mrs A Jackson (Foundation Governor)
	Mr B Keane# (Foundation Governor)
	Mrs M T Malley (Parent Governor)
	Mr J McLean* (Foundation Governor)
	Rev D Paul* (Foundation Governor)
	Mrs J Warr (Foundation Governor)
Company Secretary:	Mr J Eady
Leadership Team:	Mr B Conway (Headteacher)
	Mr N Cully (Deputy Headteacher)
	Mr P Short (Acting Deputy Headteacher)
	Mr R Higgins (Acting Assistant Headteacher)
	Mr J McKay (Acting Assistant Headteacher)
	Mr K McNally (Assistant Headteacher)
	Mr A Savage (Assistant Headteacher)
	Dr S Stevenson (Assistant Headteacher)
	Mrs L Bennett (Business Manager)
Company Name:	Notre Dame High School Norwich
Principal and Registered office:	Surrey Street Norwich Norfolk NR1 3PB
Company registration number:	7913261
Independent Auditor:	Lovewell Blake LLP Chartered Accountants and Statutory Auditor Bankside 300 Peachman Way Broadland Business Park Norwich NR7 0LB

NOTRE DAME HIGH SCHOOL NORWICH

Reference and Administrative Details (continued)

Bankers:	Lloyds Bank plc 16 Gentlemans Walk Norwich Norfolk NR2 1LZ
Diocese	Roman Catholic Diocese of East Anglia
Solicitors:	NP Law Limited County Hall Martineau Lane Norwich Norfolk NR1 2DH

NOTRE DAME HIGH SCHOOL NORWICH

TRUSTEES' REPORT (incorporating Strategic Report) for the year ended 31 August 2015

The Trustees present their annual report together with the financial statements and auditor's reports of the charitable company for the period 1 September 2014 to 31 August 2015. The annual report serves the purposes of both a trustees' report, and a directors' report under company law.

The trust operates an academy for pupils aged 11 to 18 serving a catchment covering Norfolk and north Suffolk. It has a net capacity of between 1293 and 1437 pupils, and had a roll of 1391 in the school census on 1 October 2015.

Structure, governance and management

Constitution

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

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

Details of the Trustees who served during the year are included in the Reference and Administrative Details on page 2.

Mr S Hankinson	(Staff Governor)	Appointed 24 October 2014 and resigned 31 August 2015
Mrs L Thompson	(Staff Governor)	Appointed 24 October 2014 and resigned 31 August 2015
Mrs A Foglia	(Parent Governor)	Appointed 27 November 2014
Mr G Batchelor	(Parent Governor)	Appointed 27 November 2014
Mrs J Hammersley	(Foundation Governor)	Appointed 1 September 2015
Rev David Paul	(Foundation Governor)	Appointed 1 September 2015
Mrs J Block	(Staff Governor)	Appointed 2 October 2015
Mr P Hedges	(Staff Governor)	Appointed 2 October 2015
Ms M Mustoe-Arthur	(Foundation Governor)	Resigned 31 August 2015

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.

Trustees' Indemnities

Subject to the provisions of the Companies Act, every Trustee or other officer or auditor of the School shall be indemnified out of the assets of the School against any liability incurred by them in that capacity in defending any proceedings, whether civil or criminal, in which judgement is given in favour or in which they are acquitted or in connection with any application in which relief is granted to them by the court from liability for negligence, default breach of duty or breach of trust in relation to affairs of the School. As explained in Note 14 to the Financial Statements the limit of this indemnity is £2,000,000.

NOTRE DAME HIGH SCHOOL NORWICH

TRUSTEES' REPORT (incorporating Strategic Report) for the year ended 31 August 2015

Structure, governance and management (continued)

Method of Recruitment and Appointment or Election of Trustees

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

- A. Foundation Trustees – The Roman Catholic Diocese of East Anglia has the right to appoint eleven Foundation Trustees, a majority on the Board of Trustees, to ensure adherence to the Object. Such appointments are made following consultation between the Diocese and the Trustees of the School.
- B. Parent Trustees – The Articles of Association require that there shall be minimum of two and a maximum four Parent Trustees. Parents, including carers, of registered pupils at the School are eligible to stand as individuals for election as a Parent Trustee. They are elected by other parents at the School as individuals who are representative of the parental body.

Where a vacancy for a Parent Trustee is required to be filled by election, the Board of Trustees shall take such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the Academy is informed of the vacancy and that it is required to be filled by election, informed that they are entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.

Any election of a Parent Trustee which is contested shall be held by secret ballot.

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

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

At Notre Dame High School one Staff Trustee place is reserved *ex officio* for the Head teacher.

Staff Trustees are elected by a secret ballot of all staff employed under a contract of employment or a contract for services or otherwise engaged to provide services to the Academy (excluding the Head Teacher). All arrangements for the calling and the conduct of the election and resolution of questions as to whether any person is an eligible candidate shall be determined by the Trustees. If a Staff Trustee ceases to work at the Academy then they shall be deemed to have resigned and shall cease to be a Trustee automatically on termination of their work at the Academy.

Any election of a Staff Trustee which is contested shall be held by secret ballot.

- D. Trustees – Up to two Trustees can be appointed by the Board of Trustees, provided that the total number of Trustees, Staff Trustees, Parent Trustees and Co-opted Trustees does not exceed the number of Foundation Trustees plus two, and that the number of Trustees who are employed by the School (including the Head teacher) does not exceed one third of the total number of Trustees.

NOTRE DAME HIGH SCHOOL NORWICH

TRUSTEES' REPORT (incorporating Strategic Report) for the year ended 31 August 2015

Structure, governance and management (continued)

Method of Recruitment and Appointment or Election of Governors (continued)

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

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

Policies and Procedures Adopted for the Induction and Training of Trustees

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

Organisational Structure

Members

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

- a. Bishop Alan Hopes (The Roman Catholic Bishop of East Anglia)
- b. Mgr. Tony Rogers (representative of the Diocesan Trustees (a corporate member))
- c. the current elected chair of the Governing Body. For the period until 10th September 2015 this was Ms Mary Mustoe-Arthur. On 10th September 2015 John McLean became the Chair of Governors.

The Bishop appoints the Foundation Trustees of the academy. In conjunction with the Secretary of State for Education the members have the power to amend the academy's Articles of Association, and the power to determine significant constitutional changes, such as consideration of whether the academy becomes part of a Multi-Academy Trust or other governance arrangement.

In accordance with Article 94 the Members have delegated responsibility for the management of the academy to the Trustees (Trustees).

The Members meet annually (or more often as required) to receive the audited accounts of the academy, to approve any Governor (Trustee) appointments and re-appointments, to consider the admissions arrangements of the academy and to review the overall operation of the academy.

Trustees

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

NOTRE DAME HIGH SCHOOL NORWICH

TRUSTEES' REPORT (incorporating Strategic Report) for the year ended 31 August 2015

Structure, governance and management (continued)

Organisational structure (continued)

Governance

The Members meet at least once each year to hold an Annual General Meeting; this meeting is planned to be held after a Board of Trustees' Meeting. Members may hold other general meetings if necessary.

The Board of Trustees meets at least termly with committees meeting half termly.

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

The Headteacher is the Accounting Officer of the academy.

To ensure an efficient and effective committee structure with the Academy's School Development Plan at its core, the trustee committee structure is organised such that there are a Resources Committee (covering finance, staffing and premises), a Pastoral and Admissions Committee, a Teaching, Learning and Curriculum Committee and an Audit Committee.

Minutes

Meetings are minuted by the Company Secretary and circulated to all Trustees. Minutes of the Board of Trustees are available for inspection in the Company Secretary's Office. Prior to meetings, papers are circulated to Trustees and are made available on GovernorHub, which acts as a repository of documents considered by the Trustees. The Head teacher (who is a Trustee and the Accounting Officer) and Deputy Headteachers are fully involved in the work of all these committees and act in partnership with the Trustees.

Leadership

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

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

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

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

NOTRE DAME HIGH SCHOOL NORWICH

TRUSTEES' REPORT (incorporating Strategic Report) for the year ended 31 August 2015

Related Parties and other Connected Charities and Organisations

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

The Academy operates within a recognised formal Catholic Cluster of schools from Norfolk consisting of Notre Dame High School Norwich, St Francis of Assisi Catholic Primary School (Norwich), St Augustine's Catholic Primary School (Costessey) and St Mary and St Peter's Catholic Primary School (Gorleston), as well as a wider pyramid of Catholic schools in both Norfolk and Suffolk.

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

The Academy has just entered into a Service Level Agreement with the Mancroft Advice Project (MAP) as part of an Early Action Project offering emotional and social wellbeing support to young people. This is a fully funded project with the aim to improve outcomes for young people's social and emotional wellbeing including reducing the number of young people becoming NEET (not in education, employment or training).

Objectives and Activities

Objects and Aims

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

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

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

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

Mission Statement

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

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

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

NOTRE DAME HIGH SCHOOL NORWICH

TRUSTEES' REPORT (incorporating Strategic Report) for the year ended 31 August 2015

Objectives, Strategies and Activities

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

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

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

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

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

Public Benefit

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

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

NOTRE DAME HIGH SCHOOL NORWICH

TRUSTEES' REPORT (incorporating Strategic Report) for the year ended 31 August 2015

Strategic Report

Achievements and Performance

The academic year 2014/5 built on previous improvements in standards and succeeded in achieving data-led internal targets for performance. In terms of examination performance the following results apply:

Academic and Attendance Achievements and Targets 2013-2016				
	Achieved			Target
	2013	2014	2015	2016
Persistent Absence Rate based on <85% attendance	5.5%	4.8%	4.2%	8.0%*
% Students with at least 5A*-C GCSEs	74%	79%	78%	N/A
% Students with 5A*-C GCSEs incl Eng & Maths	62%	69%	68%	72%
% Pupil Premium Students with 5A*-C in E&M	36%	49%	55%	72%
% Students making 3 Levels Progress in English	67%	85%	69%	86%
% Students with 3 Levels Progress in Maths	74%	80%	81%	86%
% Pupil Premium Students – 3 Levels Progress in English	50%	75%	67%	86%
% Pupil Premium Students - 3 Levels Progress in Maths	64%	60%	74%	86%
% A-C in Year 13 A2	87%	88%	91%	90%
Progress 8 measure			0.14	0.4

* The threshold for the definition of persistent absence has increased from less than 85% attendance to less than 90% and therefore this is reflected in the target percentage for 2016.

Once again this year the school has achieved very good GCSE and superb A Level results. This is testament to the hard work of our students, staff and the wider collective spirit of our community at Notre Dame. While these results are pleasing trustees are aware that curriculum changes in the coming years and the removal of AS level exams will bring challenges. New styles of exams will need careful preparation and students must be confident in exam technique demonstrating the skills and knowledge to flourish with these new qualifications.

Staff also need to be confident in tracking student progress in the new education landscape after levels. Considerable Continuing Professional Development and staff meeting time has been devoted to ensure staff have the ability to access this information and interpret it securely for the benefit of students.

Key Financial Performance Indicators

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

	2015	2014
Number of students		
Years 7-11 (Autumn 14)	1,004	1,006
(PAN 200 per year group)		
6 th Form (Autumn 14)	389	389
% Retention in 6 th form		
Year 12	63%	69.4%
(including leavers at end of year 12)		
Year 13	99%	99%
Total % staff costs to GAG	95%	85%
Total teachers' pay to GAG	70%	61%

NOTRE DAME HIGH SCHOOL NORWICH

TRUSTEES' REPORT (incorporating Strategic Report) for the year ended 31 August 2015

Strategic Report (continued)

Key Financial Performance Indicators (continued)

	2015	2014
Revenue income per student (excluding capital)	£5,450	£5,534
Teacher / student ratio	1:16	1:17.7
KS4 %5A* - C (including English and Maths)	68%	69%
KS5 %A* - C	91%	88%
Total reserves		
Restricted funds (excluding pension fund)	£151,207	£217,967
Pension fund	(£1,348,000)	(£1,164,000)
Unrestricted funds (including inherited funds)	£1,043,377	£1,354,860
Capital Funds	£1,072,245	£1,269,049

The academy's core funding (General Annual Grant) is based on pupil numbers and as such is a KPI. Notre Dame High School Norwich is consistently oversubscribed with applications for places in year 7 and therefore numbers across the main school are stable. Numbers often exceed the Published Admission Number for each year group due to successful appeals. Applications to 6th form also remain high and are likely to increase with the raising of the school leaving age. However in an ever competitive market trustees recognise the need for effective marketing in order to ensure pupil numbers remain constant.

Exam results continue to be superb at KS5 with the school being the highest ranked non fee paying school in the county again this year with excellent value added scores. KS4 results are very good and it is anticipated that the new 'progress 8' performance measures will demonstrate further the school's constant focus on pupil achievement.

Reserves are still healthy but recruitment of additional members of the teaching staff to support in the core subjects of English and Maths allowing for smaller group sizes in order to boost achievement has reduced financial balances. Predicted cash flat education funding rounds mean a reduction in income in real terms and trustees recognise the need for careful management of funds to minimise the impact of this fall on teaching and learning.

The appointment of Progress Tutors to support Pupil Premium children has continued to prove successful and so a further post will be added in the coming year funded from the Pupil Premium budget.

All staff directly employed by the school whose current salary point is below the Living Wage receive a supplement to bring their hourly rate up to the 2014-15 rate i.e. £7.85 per hour. This will be reviewed annually as the Living Wage increases and, subject to budgetary constraints and Trustee approval, will rise accordingly. This does mean that the impact of the new government Living Wage should be felt less keenly than it could have been.

Student voice is an important part of the life of the school. Results of a questionnaire issued in summer term 2014/15 show that all or most of the time:

- 83% of students are happy to come to school (84% in 2014)
- 86% state that they feel safe at school (89% 2014)
- 83% understand their lesson (89% in 2014)
- 80% feel teaching at the school is good. (87% in 2014)

NOTRE DAME HIGH SCHOOL NORWICH

TRUSTEES' REPORT (incorporating Strategic Report) for the year ended 31 August 2015

Strategic Report (continued)

Key Financial Performance Indicators (continued)

75% of students surveyed felt that they knew how well they are doing at school. This is a slight fall from 77% in 2014 and has emphasised the need to focus on feedback and marking which continues to be an action point for the coming year.

Although percentages have fallen slightly across the board it is still clear that over 80% of the students that responded to the survey feel that Notre Dame offers them a positive educational experience.

Going concern

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

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

Financial review

Most of the Academy's income is obtained from the Department of Education via the Education Funding Agency in the form of recurrent grants, the use of which is restricted to particular purposes. The grants received from the EFA during the period ended 31st August 2015 and the associated expenditure are shown as restricted funds in the Statement of Financial Activities.

During the period ended 31 August 2015, total expenditure of £8,327,361 was covered by recurrent grant funding together with other incoming resources. The excess of expenditure over income for the period has been covered by reserves held from previous years

At the year end the Pension fund deficit had increased from £1,164,000 to £1,348,000 due to current year costs being in excess of contributions made.

Reserves Policy

The Trustees' Finance Committee has reviewed reserve levels and believes that they should provide sufficient working capital to cover delays between spending and receipt of grants to allow for unexpected situations such as urgent maintenance work.

As at 31 August 2015 the Academy had free reserves of £1,043,377 (2014: £1,354,860).

Investment Policy

With the exception of cash held for the operation of the Academy, Notre Dame High School Norwich has no realisable investments as at 31 August 2015. The Governing Body has adopted a low risk strategy to cash holdings operating an interest bearing account with the Academy's bankers. It is the intention to invest any surplus funds in low risk short term bank deposits.

NOTRE DAME HIGH SCHOOL NORWICH

TRUSTEES' REPORT (incorporating Strategic Report) for the year ended 31 August 2015

Strategic Report (continued)

Principal Risks and Uncertainties

The Trustees have responsibility to assess the strategic risks to which the Academy is exposed and have a risk management register which is updated annually.

Principal risks identified include:

- Deficit in the Local Authority Pension Scheme
- Managing increase in employer's contribution rates for teachers pensions
- Cash flat grant funding which is a reduction in funding year-on-year in real terms

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

The growth of Free Schools and post 16 providers will provide competition for students in the area but there is no evidence in a downturn in admissions to both the main school and post 16 at this time. However it has been noted that both academy trusts and maintained schools are running high profile campaigns in their bid to attract students and trustees recognise that Notre Dame needs to ensure that marketing strategies reflect the unique educational offer and excellent academic standards offered to all students.

Managing the increase in employer's contribution to the teacher's pension scheme that came into effect in September 2015 has been challenging given the pressures on future funding. This together with the removal of the employer's national insurance rebate will bring financial challenges in the coming years but Trustees are aware, are monitoring the situation and will take appropriate action to ensure a balanced budget as required.

Plans for future periods

The main objectives for the next academic year are stated in the 2015-16 School Development Plan and Cornerstone Document. Notre Dame High School Norwich will continue to work to maintain and improve the performance of students at all levels.

Main target area for development	Action required
Our A Level exam results are outstanding and the GCSEs are very good. The challenges we face in the next year are the new Progress 8 measure (all subjects will now share more evenly the need to gain excellent results) and the A Level reforms. GCSE reforms increase the need to prepare for examinations, with regular testing of students to be ready for their final assessments and to inform our tracking beyond levels.	<ul style="list-style-type: none">• Achieve excellent results in Progress 8, ensuring our Y7-11 curriculum fits this new measure• Measure progress effectively without Levels using Grades 1-9 with accurate assessment-backed tracking• Move rapidly towards eliminating the 'gap' of our Pupil Premium students• Ensure there is good retention and students make excellent progress with the new A levels• Increase the number of students making more than expected progress, including the more able

NOTRE DAME HIGH SCHOOL NORWICH

TRUSTEES' REPORT (incorporating Strategic Report) for the year ended 31 August 2015

Strategic Report (continued)

Plans for future periods (continued)

<p>Classroom practice drives learning - the most important aspect of our work in this school. Each lesson is valuable and we need the quality of teaching to be consistently good. We will no longer routinely grade individual lessons. We will look for wider evidence of good progress, purposeful lessons with good assessment, marking, feedback and tracking and full participation by students when we monitor and support teaching. We need to effectively capture student voice to help improve teaching and learning. The best CPD is still to see each other teach and the Peer Learning Reviews give an excellent opportunity for reflective learning. We also will restate and enforce simple non-negotiable rules and expectations with regard to marking.</p>	<ul style="list-style-type: none"> • Consistent use of Assessment for Learning, challenge and differentiation in lessons • Effective Subject Assessment systems for formal assessments feeding the new 1-9 measures • Improve our marking and feedback practice—using the Marking 4 features • Encourage initiative and independence amongst students in the classroom to avoid excessive intervention e.g. developing strategies to encourage resilience and better behaviours for learning • Enhance CPD by guiding staff to bespoke training opportunities, esp. moderation of assessments in an open culture of work scrutiny and collecting constructive feedback from students
<p>Overall funding for lower level SEND support is now greatly diminished, but we still need to ensure that every child gets the best education possible. The mental health of young people is a growing concern, and we can be grateful to MAP for providing a counselling service one day per week. We will consider a change to uniform and ensure that a proper VI Form dress code is introduced.</p>	<ul style="list-style-type: none"> • Use the MAP services in school and external agencies to effectively support the mental health of students • Ensure that children with EHCPs and those who have extra needs are fully supported, with clear differentiation of work, in class by teachers and Learning Support Assistants • Engage 'hard to reach' families, with a focus on improving attendance in key disadvantaged groups • Undertake a consultation on the Y7-11 school uniform from Sept 2016 and reinforce the VI Form dress code

NOTRE DAME HIGH SCHOOL NORWICH

TRUSTEES' REPORT (incorporating Strategic Report) for the year ended 31 August 2015

Strategic Report (continued)

Plans for future periods (continued)

<p>Secondments at all levels are effective and will continue. Promotion opportunities may become more restricted generally but every member of staff must be able to access career development in Notre Dame, in particular female staff, and this will be helped by our National Support School status. Meetings also need to be more purposeful.</p>	<ul style="list-style-type: none"> • Senior and Middle leaders to enhance our Quality Assurance processes by establishing a <i>Quality Assurance schedule</i> - using a non-graded system of lesson observation; work scrutiny, and wider evidence to inform Performance Management • Heads of Department to ensure that published Schemes of Work, Single Assessment systems, marking policy, Post-Reports cycle, Self Evaluation Form, School Improvement Development Plan, Handbook and Subject CPD are in place. • Heads of Year to actively promote achievement, attendance and positive attitudes to learning through the Form Tutor programme, assemblies, student voice and Year SEFs • Support our new Chair and Vice Chair of Governors to help them hold us to account • Use the National Support School status to enable secondments and develop programmes to help other schools • Refine our briefing / meeting / CPD structure so that it is efficient
<p>Our ethos is central to our mission. We need to work hard to make it truly at the centre of everything we do. We have a chapel which has been beautifully restored and need to make effective use of it as prayer space.</p>	<ul style="list-style-type: none"> • Moving towards a Multi Academy Trust in which we need to remain distinctive yet be prepared to share our resources, staff and CPD for mutual benefit amongst Catholic schools • Continuing to improve singing – it has noticeably been better as we have focussed on a small numbers of well-known hymns • Combining the Sponsored Walk with a whole school Mass to celebrate St Julie's Day

NOTRE DAME HIGH SCHOOL NORWICH

TRUSTEES' REPORT (incorporating Strategic Report) for the year ended 31 August 2015

Strategic Report (continued)

Plans for future periods (continued)

<p>The future funding for education is a huge challenge – figures of 8-12% real cuts to our budget over 4 years seems likely. We must realise what we have to take every opportunity to save money, make efficiencies and keep a focus on our core activity. There are still funding streams (e.g. National Support School) we can access as long as we remain successful. Our admissions must remain high to support staffing levels and where we have in previous years invested in ICT we now need to use that investment to work more efficiently.</p>	<ul style="list-style-type: none">• Manage budget reductions carefully to minimise impact on Teaching & Learning• Ensure VI Form numbers and Y7 admissions remain high – we have to promote ourselves effectively• Be more efficient in outsourcing, for example better ICT procurement, paperless systems, shared services amongst Catholic schools and new HR Provision• Submit further bids to the DfE and work locally to expand buildings and provision on site and nearby
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Plans for the development of a Multi Academy Trust comprising Catholic schools of Norfolk and North Suffolk are moving ahead. This will provide an exciting opportunity for closer collaboration of the family of Catholic schools for the good of all our students and Catholic education in this area.

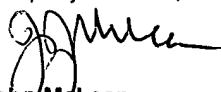
Auditor

In so far as the Trustees are aware:

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

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

The Governors Report, incorporating a Strategic Report, was approved by order of the board of Trustees, as the company directors, on 16 December 2015 and signed on the board's behalf by:


Mr John McLean
Chair of Trustees

NOTRE DAME HIGH SCHOOL NORWICH

GOVERNANCE STATEMENT

Scope of responsibility

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

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

Governance

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

Trustee	Meetings attended	Out of a possible
Ms M Mustoe-Arthur	5	5
Mr G Batchelor	3	4
Mr S Belderbos	5	5
Mrs J Brazell	5	5
Mr J Brown	4	5
Mr B Conway	5	5
Mrs P Cox	3	5
Mrs A Foglia	4	4
Mr S Fox	4	5
Mr M Graham	4	5
Mr P Godfrey	4	5
Mr S Hankinson	3	4
Mrs A Jackson	5	5
Mr B Keane	3	5
Mrs M T Malley	5	5
Mr J McLean	4	5
Mrs L Thompson	3	4
Mrs J Warr	5	5

Changes in personnel on the Governing Body that have occurred in the period up to 31 August 2015 are detailed in the Organisational Structures section earlier in this report.

The main challenges that have arisen for the Governing Body in the year to 31 August 2015 are the maintenance of continuity in the light of several new appointments at the beginning of the academic year, and succession planning with regard to Ms Mary Mustoe-Arthur's well signposted intention to leave the Governing Body at the end of the accounting period.

Governance Reviews

The Board of Trustees performed a skills audit in August 2015 which indicated a wide range of expertise across the Board of Trustees.

NOTRE DAME HIGH SCHOOL NORWICH

GOVERNANCE STATEMENT (continued)

Scope of responsibility (continued)

The Resources committee is a committee of the Board of Trustees. Its purpose is to review and plan the strategic financial planning and expenditure of the academy budget, to oversee all staffing matters and all matters relating to academy premises and health and safety.

Attendance at Resources Committee meetings in the year was as follows:

Trustee	Meetings attended	Out of a possible
G Batchelor	2	3
S Belderbos	5	6
J Brown	6	6
B Conway	4	6
P Cox	5	6
A Foglia	3	4
S Fox	3	6
M Graham	3	6
J McLean	5	6

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

Attendance at Audit Committee meetings in the year was as follows:

Trustee	Meetings attended	Out of a possible
M Mustoe-Arthur	3	3
S Belderbos	3	3
P Godfrey	2	3
M Graham	3	3
B Keane	3	3

Review of Value for Money

As accounting Officer the Head Teacher 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.

The Accounting Officer considers how the trust's use of its resources has provided good value for money during each academic year and reports to the board of trustees 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:

- Tendering for the provision of HR and payroll to the academy. A number of options were given careful consideration before trustees agreed that the contract would be awarded to Education Personnel Management who provided not only a competitive quote but also came with an extremely good reputation from a number of local schools. This represented a significant saving to the school.
- The introduction of a new Management Information System. Again a full tendering process was used and the preferred providers were invited to present to staff and trustees to ensure the system would be fit for purpose as well as providing best value.

NOTRE DAME HIGH SCHOOL NORWICH

GOVERNANCE STATEMENT (continued)

Review of Value for Money (continued)

- Careful management of the site budget that allowed a number of refurbishment projects to be undertaken throughout the year. This included an upgrade to the main and student reception areas making both spaces more welcoming. Most notable were the repairs and specialist cleaning of our beautiful Chapel which was enhanced by the purchase of a new wooden altar table generously paid for by the PTFA and other friends of the school.
- The effective use of Pupil Premium income to support disadvantaged pupils which included the employment of Progress Tutors which had a measurable impact on progress.

The continued examination success of students indicates that money used on staffing is well spent. A detailed review of the timetable at the beginning of the academic year ensures that teaching hours across the school are as fully utilised as possible.

The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of academy trust policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in Notre Dame High School Academy Trust for the period 1 September 2014 to 31 August 2015 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the board of Trustees.

Capacity to Handle Risk

The board of Trustees 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 Trustees is of the view that there is a formal on-going process for identifying, evaluating and managing the academy trust's significant risks that has been in place for the period 1 September 2014 to 31 August 2015 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the board of Trustees. A risk assessment is completed and reviewed by the Audit committee on an annual basis.

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 Trustees.
- Regular reviews by the Resources 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.

NOTRE DAME HIGH SCHOOL NORWICH

GOVERNANCE STATEMENT (continued)

The Risk and Control Framework (continued)

The Board of Trustees has considered the need for a specific internal audit function and has decided to establish an internal audit committee together with the appointment of Larking Gowen to undertake a 'Responsible Officer' role. This 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 included:

- Testing of payroll systems
- Testing of purchase systems
- Testing of control accounts and bank reconciliations
- Review of the system of financial procedures, planning and monitoring
- Declarations of interest

On a termly basis, Larking Gowen reports to the Audit Committee on the operation of the systems of control and on the discharge of the Board of Trustees financial responsibilities. In addition the School Business Manager is part of a peer to peer review arrangement with other local academy schools.

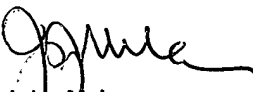
Review of effectiveness

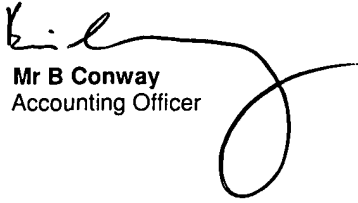
As Accounting Officer the head teacher has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

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

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

Approved by order of the members of the Board of Trustees on 16 December 2015 and signed on its behalf by:


Mr John McLean
Chair of Trustees


Mr B Conway
Accounting Officer

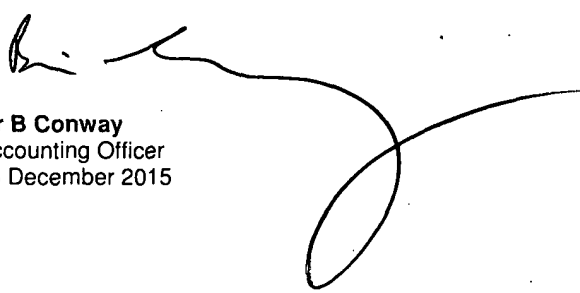
NOTRE DAME HIGH SCHOOL NORWICH

Statement on regularity, propriety and compliance

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

I confirm that I and the academy trust Board of Trustees are able to identify any material irregular or improper use of funds by the academy trust, or material non-compliance with the terms and conditions of funding under the academy trust's funding agreement and the Academies Financial Handbook.

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



Mr B Conway
Accounting Officer
16 December 2015

NOTRE DAME HIGH SCHOOL NORWICH

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who act as governors of Notre Dame High School Norwich and are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' 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 Trustees to prepare financial statements for each financial year. Under company law the Trustees 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 Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2005;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

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

Approved by order of the members of the board of Trustees on 2 December 2015 and signed on its behalf by:



Mr John McLean
Chair of Trustees

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

We have audited the financial statements of Notre Dame High School Norwich for the year ended 31 August 2015 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the Accounts Direction 2014 to 2015 issued by the Education Funding Agency.

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

Respective responsibilities of Governors and auditor

As explained more fully in the Statement of Governors' Responsibilities set out on page 22, the Governors (who are also the directors of the Academy Trust for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at www.frc.org.uk/auditscopeukprivate

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the Academy's Trust affairs as at 31 August 2015, 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; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Academies Accounts Direction 2014 to 2015 issued by the Education Funding Agency.

Emphasis of matter – land and buildings

In forming our opinion on the financial statements we have considered the adequacy of the disclosure in note 1(e) and the Governors decision in connection with non-recognition of the land and buildings owned by The Roman Catholic Diocese of East Anglia and occupied under licence by the Academy Trust. Due to the short term nature of the licence the Governors consider it would be inappropriate to recognise the value of the assets within the financial statements. The land and buildings were valued by DTZ on behalf of the EFA on the 1 March 2012 at £17,208,191. Therefore at the 31 August 2015 the net book value of the land and buildings, after annual depreciation of £322,808, would be £16,078,364 thus increasing the restricted fixed asset fund to £17,150,609 and the overall net assets of the Academy to £16,997,193.

Opinion on other matter prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

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

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

Lorewell Blake LLP 18/12/15

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

Bankside 300
Peachman Way
Broadland Business Park
Norwich
NR7 0LB

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

In accordance with the terms of our engagement letter dated 5 October 2015 and further to the requirements of the Education Funding Agency (EFA) as included in the Academies Accounts Direction 2014 to 2015, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by Notre Dame High School Norwich during the period 1 September 2014 to 31 August 2015 have been applied to the purposes identified by Parliament and the financial transactions conform to the authorities which govern them

This report is made solely to Notre Dame High School Norwich and EFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to Notre Dame High School Norwich 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 Norwich and EFA, for our work, for this report, or for the conclusion we have formed.

Respective responsibilities of Notre Dame High School Norwich accounting officer and the reporting accountant

The accounting officer is responsible, under the requirements of Notre Dame High School Norwich's funding agreement with the Secretary of State for Education dated 1 March 2012 and the Academies Financial Handbook, extant from 1 September 2014, 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 2014 to 2015. 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 2014 to 31 August 2015 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 2014 to 2015 issued by EFA. We performed limited assurance engagement as defined in our engagement letter.

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

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

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

The work undertaken to draw our conclusion includes:

- Review of minutes of the various committees and sub-committees, management accounts and discussions with key personnel;
- Evaluation of the implementation of the internal control procedures, and detailed review of the control environment for any changes or weaknesses;
- Review of expense claims and credit card expenditure, to ensure it adheres to internal control procedures and is not for personal benefit;

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

Approach (continued)

- Review of financial transactions for any unusual transactions which may be improper;
- Ensuring that all the activities of the academy are in keeping with the academy's framework and charitable objectives;
- Ensuring that key staff and Governors have declared their interest in related parties and following up with discussions and testing;
- Review of related party transactions to ensure that no favourable rates have been applied;
- Ensuring any contracts with connected parties have been procured following the Academy Trust's procurement and tendering process, and if contracts were entered to after 7 November 2013 that the Academy Trust has obtained statements of assurance confirming no profit element was charged;
- Ensuring expenditure does not contravene the funding agreement;
- Ensuring extra-curricular payments for staff have been made in accordance with the Handbook;
- Ensuring that where special payments, including compromise agreements, have been made to staff that prior approval has been sought for non-contractual amounts over £50,000, payments are not used as a substitute for taking appropriate action under the Academy Trust's misconduct or performance management procedures, and payments are in line with the severance guidance published by EFA;
- Ensuring borrowing agreements, including finance leases, have been made in accordance with the Handbook;
- Ensuring land and building transactions, especially disposals, are in line with the funding agreement and Handbook and prior approval has been obtained;
- Ensuring write-offs over 1% of total income or £45,000 (whichever is smaller) have been approved in advance by the Secretary of State;
- Ensuring procurement activity is in accordance with Annex 4.6 of Managing Public Money and that tendering processes have been adhered to.

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 2014 to 31 August 2015 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

Lovewell Blake LLP 18/12/15
MARK PROCTOR ACA DChA (Reporting Accountant)
LOVEWELL BLAKE LLP

Bankside 300
Peachman Way
Broadland Business Park
Norwich
NR7 0LB

NOTRE DAME HIGH SCHOOL NORWICH

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 August 2015
(including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Notes	Unrestricted Funds	Restricted General Funds	Restricted Fixed Asset Funds	Total 2015	Total 2014 <i>restated</i>
		£	£	£	£	£
Incoming resources						
Incoming resources from generated funds:						
Voluntary income	2	2,220	7,750	-	9,970	6,426
Activities for generating funds	3	194,218	-	-	194,218	160,055
Investment income	4	6,758	9	-	6,767	6,091
Incoming resources from charitable activities						
Funding for the Academy's educational operations	5	-	7,103,142	28,270	7,131,412	7,531,116
Other incoming resources	6	33,022	244,925	-	277,947	230,893
Total incoming resources		236,218	7,355,826	28,270	7,620,314	7,934,581
Resources expended						
Costs of generating funds	8	71,456	-	-	71,456	68,239
Charitable activities:						
Academy's educational operations	9	-	7,654,299	230,383	7,884,682	7,461,318
Governance costs	10	-	130,917	-	130,917	139,597
Other resources expended	11	-	240,306	-	240,306	226,534
Total resources expended		71,456	8,025,522	230,383	8,327,361	7,895,688
Net (outgoing) / incoming resources before transfers		164,762	(669,696)	(202,113)	(707,047)	38,893
Transfers between funds	18	(476,245)	470,936	5,309	-	-
Net (expenditure) / income for the year		(311,483)	(198,760)	(196,804)	(707,047)	38,893
Other recognised gains and losses						
Actuarial (losses) on defined benefit pension schemes	26	-	(52,000)	-	(52,000)	(218,000)
Net movement in funds		(311,483)	(250,760)	(196,804)	(759,047)	(179,107)
Reconciliation of funds						
Funds brought forward at 1 September 2014 as previously reported		1,354,860	(946,033)	1,269,049	1,677,876	1,856,983
Prior year adjustment	28	-	-	-	-	-
Funds brought forward at 1 September 2014 as restated	18	1,354,860	(946,033)	1,269,049	1,677,876	1,856,983
Funds carried forward at 31 August 2015	18	1,043,377	(1,196,793)	1,072,245	918,829	1,677,876

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

The notes on pages 30 to 46 form part of these financial statements.

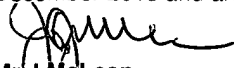
NOTRE DAME HIGH SCHOOL NORWICH

Company No: 7913261

BALANCE SHEET at 31 August 2015

	Note	2015 £	2014 <i>restated</i> £
Fixed Assets			
Tangible Assets	15	1,060,074	1,261,107
Current Assets			
Debtors	16	254,266	253,653
Cash at bank and in hand		<u>1,340,434</u>	<u>1,644,544</u>
		1,594,700	1,898,197
Current liabilities			
Creditors: Amounts falling due within one year	17	<u>(387,945)</u>	<u>(317,428)</u>
Net current assets		<u>1,206,755</u>	<u>1,580,769</u>
Total assets less current liabilities		2,266,829	2,841,876
Pension scheme liability	26	<u>(1,348,000)</u>	<u>(1,164,000)</u>
Net assets including pension liability		<u>918,829</u>	<u>1,677,876</u>
Funds of the academy trust			
Restricted income funds			
Fixed asset fund	18	1,072,245	1,269,049
General fund	18	151,207	217,967
Pension reserve	18	<u>(1,348,000)</u>	<u>(1,164,000)</u>
Total restricted funds	18	<u>(124,548)</u>	<u>323,016</u>
Unrestricted income funds			
General fund	18	1,013,377	1,339,860
Designated fund	18	30,000	15,000
Total Funds		<u>918,829</u>	<u>1,677,876</u>

The financial statements on pages 27 to 46 were approved by the Governors, and authorised for issue on 16 December 2015 and are signed on their behalf by:


Mr J McLean
Chairman of Governors

The notes on pages 30 to 46 form part of these financial statements.

NOTRE DAME HIGH SCHOOL NORWICH

CASH FLOW STATEMENT
for the year ended 31 August 2015

	Notes	2015 £	2014 £
Net cash (outflow) / inflow from operating activities	20	(309,797)	41,628
Returns on investments and servicing of finance	21	6,767	6,091
Capital expenditure and financial investment	22	<u>(1,080)</u>	<u>(122,428)</u>
(Decrease) in cash in the period		(304,110)	(74,709)
Reconciliation of net cash flow to movement in net funds			
Net funds at 1 September 2014	23	<u>1,644,544</u>	<u>1,719,253</u>
Net funds at 31 August 2015	23	<u><u>1,340,434</u></u>	<u><u>1,644,544</u></u>

NOTRE DAME HIGH SCHOOL NORWICH

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2015

1. Statement of accounting policies

a) Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom Accounting Standards, the Charity Commission "Statement of Recommended Practice: Accounting and Reporting by Charities" (SORP 2005), the Annual Academies Accounts Direction 2014 to 2015 issued by EFA and the Companies Act 2006. A summary of the principal accounting policies, which have been applied consistently, except where noted, is set out below.

b) Going concern

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

c) Incoming resources

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

• *Grants receivable*

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

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

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

• *Donations*

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

• *Donated services and gifts in kind*

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

• *Interest receivable*

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

• *Other income*

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

NOTRE DAME HIGH SCHOOL NORWICH

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2015

1. Statement of accounting policies (continued)

d) Resources expended

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

• Costs of generating funds

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

• Charitable activities

These are costs incurred on the Academy Trust's educational operations.

• Governance costs

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

All resources expended are inclusive of irrecoverable VAT.

e) Tangible fixed assets

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

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

The academy trust company occupies land (including buildings) which are owned by The Roman Catholic Diocese of East Anglia. The Diocese are the providers of the academy on the same basis as when the academy was a maintained school. The academy trust company occupies the land (and buildings) under a licence. This continuing permission of the Diocese is pursuant to, and subject to, the Diocese' charitable objects, and is part of the Catholic Church's contribution since 1847 to provide State funded education in partnership with the State. The licence delegates aspects of the management of the land (and buildings) to the academy trust company for the time being, but does not vest any rights over the land in the academy trust company. The Diocese have given an undertaking to the Secretary of State that they will not give the academy trust company less than two years notice to terminate the occupation of the land (including buildings). Having considered the factual matrix under which the academy trust company is occupying the land (and buildings) the Governors have concluded that the value of the land and buildings occupied by the academy trust company will not be recognised on the balance sheet of the Academy.

The land and buildings were valued by DTZ on behalf of the EFA on the 1 March 2012 at £17,208,191.

NOTRE DAME HIGH SCHOOL NORWICH

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2015

1. Statement of accounting policies (continued)

f) Depreciation

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

Improvements to property	2% straight line
Furniture and equipment	10% straight line
Computer equipment	25% straight line
Motor Vehicles	25% reducing balance

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

g) Leased assets

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

h) Taxation

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

i) Pensions benefits

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

Teachers' Pension Scheme

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

Local Government Pension Scheme

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

NOTRE DAME HIGH SCHOOL NORWICH

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2015

1. Statement of accounting policies (continued)

j) Fund accounting

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

Restricted fixed asset funds are resources which are to be applied to specific capital purposes imposed by 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.

2. VOLUNTARY INCOME

	Unrestricted £	Restricted £	Total 2015 £	Total 2014 £
Donations	2,220	7,750	9,970	6,426
	2,220	7,750	9,970	6,426

3. ACTIVITIES FOR GENERATING FUNDS

	Unrestricted £	Restricted £	Total 2015 £	Total 2014 £
Hire of facilities	17,991	-	17,991	31,929
Sales of goods and services	176,227	-	176,227	128,126
	194,218	-	194,218	160,055

4. INVESTMENT INCOME

	Unrestricted £	Restricted £	Total 2015 £	Total 2014 £
Bank Interest	6,758	9	6,767	6,091
	6,758	9	6,767	6,091

NOTRE DAME HIGH SCHOOL NORWICH

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2015

5. FUNDING FOR THE ACADEMY'S EDUCATIONAL OPERATIONS

	Unrestricted £	Restricted £	Total 2015 £	Total 2014 £
DfE/EFA Revenue grants				
• General Annual Grant (GAG)	-	6,589,332	6,589,332	6,857,874
• Capital Grants	-	28,270	28,270	105,707
• School Direct funding	-	174,000	174,000	280,466
• Other DfE/EFA Revenue Grants	-	218,024	218,024	211,184
	-	7,009,626	7,009,626	7,455,231
Other government grants				
• Open opportunities	-	7,245	7,245	8,432
• Other grants	-	114,541	114,541	67,453
	-	121,786	121,786	75,885
	-	7,131,412	7,131,412	7,531,116

6. OTHER INCOMING RESOURCES

	Unrestricted £	Restricted £	Total 2015 £	Total 2014 £
School trips and other income	33,022	244,925	277,947	230,893
	33,022	244,925	277,947	230,893

7. RESOURCES EXPENDED

	Staff costs £	Non Pay Expenditure Premises £	Other costs £	Total 2015 £	Total 2014 £
Costs of activities for generating funds (note 8)	5,015	-	66,441	71,456	68,239
Academy's educational operations (note 9)					
• Direct costs	5,146,227	14,023	878,319	6,038,569	5,789,456
• Allocated support costs	812,786	369,294	532,033	1,714,113	1,572,862
• FRS17 pension costs	132,000	-	-	132,000	99,000
	6,091,013	383,317	1,410,352	7,884,682	7,461,318
Governance costs including allocated support costs (note 10)	117,527	-	13,390	130,917	139,597
Other Costs (note 11)	-	-	240,306	240,306	226,534
	6,213,555	383,317	1,730,489	8,327,361	7,895,688

NOTRE DAME HIGH SCHOOL NORWICH

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2015

Net (expenditure) for the year includes:

	Total 2015 £	Total 2014 £
Operating leases – plant and machinery	12,628	10,117
Depreciation of owned assets	230,383	206,904
Fees payable to auditor:		
Audit of financial statements	9,775	8,635
Other services	2,175	1,995

8. COST OF GENERATING FUNDS

	Unrestricted £	Restricted £	Total 2015 £	Total 2014 £
Staff costs	5,015	-	5,015	6,672
Music services costs	66,441	-	66,441	61,567
	71,456	-	71,456	68,239

9. CHARITABLE ACTIVITIES

	Unrestricted £	Restricted £	Total 2015 £	Total 2014 <i>restated</i> £
Direct Costs – educational operations				
Teaching and educational support staff costs	-	5,146,227	5,146,227	4,840,579
Depreciation	-	230,383	230,383	206,904
Educational supplies	-	289,596	289,596	254,571
Hire of facilities	-	14,023	14,023	14,023
Examination fees	-	146,196	146,196	143,670
School Direct payments	-	173,207	173,207	280,466
Student support costs	-	38,937	38,937	49,243
	-	6,038,569	6,038,569	5,789,456
Support Costs – educational operations				
Support staff costs	-	812,786	812,786	732,953
Maintenance of premises and equipment	-	138,394	138,394	126,291
Cleaning and refuse	-	21,543	21,543	21,262
Rates	-	21,644	21,644	21,156
Light, heat and water	-	116,279	116,279	111,159
Insurance	-	64,032	64,032	62,221
Security	-	7,402	7,402	13,372
Transport	-	38,889	38,889	36,220
Catering	-	17,603	17,603	34,164
Technology costs and licences	-	174,154	174,154	119,503
Recruitment and training	-	63,674	63,674	69,238
Bank interest and charges	-	1,645	1,645	26
Other support costs	-	236,068	236,068	225,297
	-	1,714,113	1,714,113	1,572,862
FRS17 Pension costs	-	132,000	132,000	99,000
Total direct and support costs	-	7,884,682	7,884,682	7,461,318

NOTRE DAME HIGH SCHOOL NORWICH

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2015

10. GOVERNANCE COSTS

	Unrestricted £	Restricted £	Total 2015 £	Total 2014 £
Staff Costs	-	117,527	117,527	128,487
Internal audit costs	-	1,440	1,440	480
Auditor's remuneration:				
Audit of financial statements – current	-	9,775	9,775	8,085
Audit of financial statements – prior	-	-	-	550
Other services	-	2,175	2,175	1,995
	-	130,917	130,917	139,597

11. OTHER COSTS

	Unrestricted £	Restricted £	Total 2015 £	Total 2014 £
Trips	-	240,306	240,306	226,534
	-	240,306	240,306	226,534

12. STAFF

a. Staff costs

	2015 £	2014 £
Staff costs during the year were:		
Wages and salaries	4,948,826	4,571,665
Social security costs	341,568	322,818
Pension costs	510,675	471,062
FRS17 pension costs	322,000	257,000
	<u>6,123,070</u>	<u>5,622,545</u>
Supply staff costs	68,030	153,631
Staff restructuring costs	22,455	31,515
	<u>6,213,555</u>	<u>5,807,691</u>

b. Staff severance payments

Included in staff restructuring costs are non-statutory/non-contractual severance payments totalling £nil (2014: £31,515). In 2014 the two non-statutory/non-contractual payments exceeded £5,000 and were £16,385 and £13,230.

NOTRE DAME HIGH SCHOOL NORWICH

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2015

12. STAFF (continued)

c. Staff numbers

The average number of persons (including senior management team) employed by the academy during the year ended 31 August 2015 expressed as full time equivalents was as follows:

	2015 £	2014 £
Charitable Activities		
Teachers	87	79
Administration and support	64	62
Management	9	9
	<u>160</u>	<u>150</u>

The number of employees whose emoluments exceeded £60,000 was:

	2015 £	2014 £
£60,001 - £70,000	1	1
£80,001 - £90,000	-	1
£90,001 - £100,000	1	-

The above employees participated in the Teachers' Pension Scheme. During the year ended 31 August 2015, pension contributions for these staff members amounted to £21,552 (2014: £20,156).

13. RELATED PARTY TRANSACTIONS - 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 Principal and other staff Governors only receive remuneration in respect of services they provide undertaking the roles of Principal and staff under their contracts of employments, and not in respect of their services as Governors. The value of Governors remuneration was as follows:

Mr B Conway (Principal and Governor)	
Remuneration £90,000 – £95,000 (2014: £80,000 - £85,000)	
Employers pension contributions - £10,000 - £15,000 (2014: £10,000 - £15,000)	
Mr P Harrison (Staff Governor)	
Remuneration £nil resigned 31 August 2014 (2014: £45,000 - £50,000)	
Employers pension contributions - £nil resigned 31 August 2014 (2014: £6,800)	
Mrs C Miller (Staff Governor)	
Remuneration £n/a resigned 31 August 2014 (2014: £10,000 - £15,000)	
Employers pension contributions - £nil resigned 31 August 2014 (2014: £2,585)	
Mr S Hankinson (Staff Governor)	
Remuneration £20,000 - £25,000 (2014: n/a appointed 24 October 2014)	
Employers pension contributions - £0 - £5,000 (2014: n/a appointed 24 October 2014)	
Mrs L Thompson (Staff Governor)	
Remuneration £20,000 - £25,000 (2014: n/a appointed 24 October 2014)	
Employers pension contributions - £0 - £5,000 (2014: n/a appointed 24 October 2014)	
Mrs J Brazell (Governor)	
Remuneration £25,000 - £30,000 (2014: £25,000 - £30,000)	
Employers pension contributions - £0 - £5,000 (2014: £0 - £5,000)	

During the year, travel, subsistence and out of pocket expenses totalling £27 (2014: £25) were reimbursed to the Governors.

Other related party transactions involving Governors are set out in note 27.

NOTRE DAME HIGH SCHOOL NORWICH

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2015

14. GOVERNORS' AND OFFICERS' INSURANCE

In accordance with normal commercial practice the School has purchased insurance to protect Governors and officers from claims arising from negligent acts, errors or omissions occurring whilst on academy business. The insurance provides maximum cover up to £2,000,000 on any one claim and the cost for the year ended 31 August 2015 was £1,029 (2014: £1,065). The cost of this insurance is included in the total insurance cost.

15. TANGIBLE FIXED ASSETS

	Improvements to land and buildings	Furniture and equipment	Computer equipment	Motor Vehicles	Total 2015
	£	£	£	£	£
Cost or valuation					
At 1 September 2014	94,925	1,148,028	423,017	21,420	1,687,390
Additions	-	11,747	17,603	-	29,350
At 31 August 2015	94,924	1,159,775	440,620	21,420	1,713,740
Depreciation					
At 1 September 2014	2,836	184,136	232,952	6,359	426,283
Charged in period	1,898	115,926	108,794	3,765	230,383
At 31 August 2015	4,734	300,062	341,746	10,124	656,666
Net book values					
At 31 August 2015	90,191	859,713	98,874	11,296	1,060,074
At 1 September 2014	92,089	963,892	190,065	15,061	1,261,107

All assets are used for educational purposes.

16. DEBTORS	2015	2014
	£	£
Trade debtors	13,422	14,815
Prepayments and accrued income	202,855	164,405
VAT recoverable	37,989	74,433
	<u>254,266</u>	<u>253,653</u>
17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2015	2014
	£	£
Trade creditors	279,247	70,032
Other creditors	4,060	52,760
Accruals and deferred income	104,638	194,636
	<u>387,945</u>	<u>317,428</u>

NOTRE DAME HIGH SCHOOL NORWICH

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2015

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR (continued)

Deferred income	2015 £	2014 £
Deferred income at 1 September 2014	54,817	56,664
Resources deferred in the year	57,210	54,817
Amounts released from previous years	(54,817)	(56,664)
Deferred income at 31 August 2015	<u>57,210</u>	<u>54,817</u>

Deferred income represents government funding and student trip income received in the year ended 31 August 2015 which relates to the year ended 31 August 2016.

18. FUNDS

	Balance at 1 September 2014 <i>restated</i> £	Incoming resources £	Resources expended £	Gains, losses and transfers £	Balance at 31 August 2015 £
Restricted general funds					
General Annual Grant (GAG)	109,936	6,589,332	(7,162,178)	470,224	7,314
Other DfE/EFA/Government grants	97,577	513,810	(482,287)	(5,309)	123,791
School fund	1,448	244,925	(240,306)	5,170	11,237
Sorensen fund	9,006	9	(150)	-	8,865
Altar replacement	-	2,750	(2,750)	-	-
6 th Form refurbishment	-	5,000	(5,851)	851	-
Pension reserve	(1,164,000)	-	(132,000)	(52,000)	(1,348,000)
	<u>(946,033)</u>	<u>7,355,826</u>	<u>(8,025,522)</u>	<u>418,936</u>	<u>(1,196,793)</u>
Restricted fixed asset funds					
DfE/EFA capital grants	216,748	28,270	(33,495)	-	211,523
GAG contribution	746,198	-	(102,734)	5,309	648,773
Donated assets	306,103	-	(94,154)	-	211,949
	<u>1,269,049</u>	<u>28,270</u>	<u>(230,383)</u>	<u>5,309</u>	<u>1,072,245</u>
Total restricted funds	<u>(323,016)</u>	<u>7,384,096</u>	<u>(8,255,905)</u>	<u>424,245</u>	<u>94,548</u>
Unrestricted funds					
General fund	1,339,860	236,218	(71,456)	(491,245)	1,013,377
Designated fund	15,000	-	-	15,000	30,000
Total unrestricted funds	<u>1,354,860</u>	<u>236,218</u>	<u>(71,456)</u>	<u>(476,245)</u>	<u>1,043,377</u>
Total funds	<u>1,677,876</u>	<u>7,620,314</u>	<u>(8,327,361)</u>	<u>(52,000)</u>	<u>918,829</u>

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

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

NOTRE DAME HIGH SCHOOL NORWICH

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2015

18. FUNDS (continued)

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 2015. The Governors intend to spend the carried forward GAG and other DfE/EFA grants in the forthcoming years on the recruitment of additional members of the teaching staff and strengthening the Leadership Team of the school.

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

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

Altar replacement: represents donations received to the school to purchase a replacement altar.

6th Form refurbishment: represents a donation received to refurbish a part of the school's 6th Form area.

Pension reserve: represents the school's liability relating to the local Government Pension Scheme. Any increase in pension contributions suggested by the Scheme Actuary should be able to be met from the Academy's budgeted annual income.

DfE/EFA capital grants: provided by the government for specific capital projects less related depreciation.

GAG contribution: value of GAG funding used for capital projects less related depreciation.

Donated assets: value of donated assets recognised in the financial statements at their estimated value to the Academy in the period in which they are receivable and where the benefit is both quantifiable and measurable, less related depreciation.

Designated fund: represents funds set aside for the future replacement of the MUGA.

ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances at 31 August are represented by:

	Unrestricted	Restricted funds	Pension Liability	Restricted fixed asset funds	Total 2015	Total 2014 restated
	£	£	£	£	£	£
Tangible fixed assets	-	-	-	1,060,074	1,060,074	1,261,107
Net current assets	1,043,377	151,207	-	12,171	1,206,755	1,580,769
Pension scheme liability	-	-	(1,348,000)	-	(1,348,000)	(1,164,000)
Total net assets	1,043,377	151,207	(1,348,000)	1,072,245	918,829	1,677,876

NOTRE DAME HIGH SCHOOL NORWICH

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2015

19. FINANCIAL COMMITMENTS

Operating leases

At 31 August 2015 the academy trust had annual commitments under non-cancellable operating leases as follows:

	2015 £	2014 £
Assets other than land and buildings		
Operating leases which expire:		
Within one year	-	3,272
Within two to five years	12,296	7,656
	<u>12,296</u>	<u>10,928</u>

20. RECONCILIATION OF NET EXPENDITURE TO NET CASH INFLOW FROM OPERATING ACTIVITIES

	2015 £	2014 <i>restated</i> £
Net (expenditure) / income	(707,047)	38,893
Depreciation	230,383	206,904
Capital grants from DfE and other capital income	(28,270)	(105,707)
Interest receivable	(6,767)	(6,091)
FRS17 pension cost less contributions payable	117,000	76,000
FRS17 pension finance income	15,000	23,000
(Increase) in debtors	(613)	(19,181)
Increase / (decrease) in creditors	<u>70,517</u>	<u>(172,190)</u>
Net cash (used in) / provided by operating activities	<u>(309,797)</u>	<u>41,628</u>

21. RETURNS ON INVESTMENTS AND SERVICING OF FINANCE

	2015 £	2014 £
Interest received	<u>6,767</u>	<u>6,091</u>
Net cash inflow from returns on investment and servicing of finance	<u>6,767</u>	<u>6,091</u>

22. CAPITAL EXPENDITURE AND FINANCIAL INVESTMENT

	2015 £	2014 £
Capital grants from DfE/EFA	28,270	105,707
Purchase of tangible fixed assets	<u>(29,350)</u>	<u>(228,135)</u>
Net cash outflow from capital expenditure and financial investment	<u>(1,080)</u>	<u>(122,428)</u>

NOTRE DAME HIGH SCHOOL NORWICH

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2015

23. ANALYSIS OF CHANGES IN NET FUNDS

	At 1 September 2014 £	Cash flows £	At 31 August 2015 £
Cash in hand and at bank	1,644,544	(304,110)	1,340,434
	<u>1,644,544</u>	<u>(304,110)</u>	<u>1,340,434</u>

24. CAPITAL COMMITMENTS

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

25. MEMBERS' LIABILITY

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

26. PENSION AND SIMILAR OBLIGATIONS

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

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

There were no outstanding or prepaid contributions at the end of the financial period.

NOTRE DAME HIGH SCHOOL NORWICH

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2015

26. PENSION AND SIMILAR OBLIGATIONS (CONTINUED)

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.

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 the 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 of £176,600 million, giving a notional past service deficit of £14,900 million; and
- an employer cost cap of 10.9% of pensionable pay will be applied to future valuations.
- The assumed real rate of return is 3% in excess of prices and 2% in excess earnings. The rate of real earnings growth is assumed to be 2.7%. The assumed notional nominal rate of return is 5.06%

During the year the employer contribution rate was 14.1%. The TPS valuation for 2012 determined and employer rate of 16.4% from September 2015, which will be payable during the implementation period until the next valuation as at 31 March 2016, whereupon the employer contribution rates is expected to be reassessed and will be payable on 1 April 2019.

The pension costs paid to TPS in the period amounted to £510,738 (2014: £471,063).

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

Under the definitions set out in Financial Reporting Standard (FRS17) Retirement Benefits, the TPS is a multi-employer pension scheme. The Academy has accounted for its contributions to the scheme as if it were a defined contribution scheme. The Academy has set out above the information available on the scheme.

NOTRE DAME HIGH SCHOOL NORWICH

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2015

26. PENSION 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 contribution made for the year ended 31 August 2015 was £253,000 of which employer's contributions totalled £190,000 and employees' contributions totalled £63,000. The agreed future rates for future years are 5.5% to 12.5% for employees, 16.8% for employers and an amount of £18,000.

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.

Principal Actuarial Assumptions

	2015	2014
	%	%
Pension increase rate	2.6	2.6
Salary increase rate	3.5	3.4
Expected return on assets	3.7	5.4
Discount rate	3.7	3.7

Life expectancy is based on the Fund's VitaCurves with improvements in line with the CMI 2010 model assuming the current rate of improvement has reached a peak and will converge to a long term rate 1.25% p.a. The average future life expectancies at age 65 are summarised below:

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

	2015 Years	2014 Years
<i>Current pensioners</i>		
Males	22.1	22.1
Females	24.3	24.3
<i>Future pensioners</i>		
Males	24.5	24.5
Females	26.9	26.9

The Academy Trust's share of the assets and liabilities in the scheme and the expected rates of return were:

	Expected return at 31 August 2015	Fair value at 31 August 2015	Expected return at 31 August 2014	Fair value at 31 August 2014 <i>restated</i>
	%	£	%	£
Equities	3.7	1,164,000	6.3	1,113,000
Bonds	3.7	522,000	3.4	360,000
Property	3.7	261,000	4.5	188,000
Cash	3.7	60,000	3.3	51,000
Total market value of assets		2,007,000		1,712,000
Present value of scheme liabilities – funded		<u>(3,355,000)</u>		<u>(2,876,000)</u>
Deficit in the scheme		<u>(1,348,000)</u>		<u>(1,164,000)</u>

NOTRE DAME HIGH SCHOOL NORWICH

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2015

26. PENSION AND SIMILAR OBLIGATIONS (CONTINUED)

The actual return on scheme assets was a loss of £75,000 (2014: gain £90,000)

Amounts recognised in the Statement of Financial Activities	2015	2014 <i>restated</i>
	£	£
Current service cost (net of employee contributions)	307,000	227,000
Total operating charge	307,000	227,000
Analysis of pension finance income / (costs)	2015	2014 <i>restated</i>
	£	£
Expected return on scheme assets	98,000	84,000
Interest on pension liabilities	(113,000)	(107,000)
Pension finance costs	(15,000)	(23,000)

The actuarial gains and losses for the current period are recognised in the Statement of Financial Activities. The cumulative amount of actuarial gains and losses recognised in the Statement of Financial Activities since the adoption of FRS17 is a £239,000 loss (2014: £239,000 loss).

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

	2015	2014 <i>restated</i>
	£	£
At 1 September 2014	2,876,000	2,196,000
Current service cost	307,000	227,000
Interest cost	113,000	107,000
Employee contributions	63,000	54,000
Actuarial loss	30,000	308,000
Losses on curtailments	-	7,000
Estimated benefits paid	(34,000)	(23,000)
At 31 August 2015	3,355,000	2,876,000

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

	2015	2014 <i>restated</i>
	£	£
At 1 September 2014	1,712,000	1,349,000
Expected return on assets	98,000	84,000
Actuarial (loss) / gain	(22,000)	90,000
Employer contributions	190,000	158,000
Employee contributions	63,000	54,000
Estimated benefits paid	(34,000)	(23,000)
At 31 August 2015	2,007,000	1,712,000

The estimated value of employer contributions for the year ended 31 August 2016 is £197,000 (2015: £176,000).

NOTRE DAME HIGH SCHOOL NORWICH

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2015

26. PENSION AND SIMILAR OBLIGATIONS (CONTINUED)

The four year history of experience adjustments is as follows:

	2015 £	2014 £	2013 £	2012 £
Present value of defined benefit obligations	(3,355,000)	(2,876,000)	(2,196,000)	(1,798,000)
Fair value of share of scheme assets	2,007,000	1,712,000	1,349,000	988,000
Deficit in the scheme	(1,348,000)	(1,164,000)	(847,000)	(810,000)
	2015 £	2014 £	2013 £	2012 £
Experience gains/(losses) on assets	(22,000)	90,000	98,000	(22,000)
Experience (losses) on liabilities	(30,000)	(308,000)	(50,000)	(35,000)

27. RELATED PARTY TRANSACTIONS

Owing to the nature of the Academy'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 a Governor has an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the Academy's financial regulations and normal procurement procedures.

During the year ended 31 August 2014 the Academy sold a minibus at market value to Brooke Primary School, at which Mr B Conway is a Governor, for £2,300. There were no amounts owing at the year end.

The Academy seconded a member of staff, at cost, to Sprowston High School, at which Mrs L Bennett is a Governor, generating income of £57,474 (2014: £14,380). The Academy was owed £12,004 (2014: £4,793) at the year end.

28. PRIOR YEAR ADJUSTMENT

During the year it was identified that insufficient expenditure had been allocated to the Pupil Premium funding for the periods ending 31 August 2012 and 31 August 2013 to the value of £52,325. An adjustment has been made to restate the brought forward General Annual Grant and Other DfE/EFA Government grants funds by the same amount.