

Shimna

Integrated College

Specialist School



Annual Report of The Board of Governors 2019/2020

Shimna is a Grant Maintained Integrated College

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Foreword

It is my pleasure once again to publish this Annual Report for Shimna Integrated College for the academic year 2019 - March 2020.

The governors have carried out their duties to the college with care and concern for all and fully support the Principal and staff of the College through its committees – Finance, Staffing, Education, Estates, Discipline and Admissions. We thank all members of our governing board for their hard work throughout the year and for giving so freely of their time in helping run the college. Governors have attended numerous training courses relevant to their committee needs and further training will be undertaken in the new school year.

We welcome to our teaching staff this year the following new members: Joanne Mills, Tim Gibson, Chris Smyth, Erin Hardy and Roseanna McGill and wish them a happy and rewarding time as members of Shimna College.

We said goodbye to our cook-in-charge Anne Carlin who has served the college very well for many years and we wish her many years of good health and happiness in her retirement. She has been replaced by Massimiliano Manganaro and we welcome him here and hope his time with us is a happy one.

We also welcome to our support staff the following members – Juneve Nicholls, Gillian Stevenson, Victoria Graham, Michelle McQuitty, Ciara Laverty, Michelle McKibben, Aaron Smith, Kate Holbeach, Angeles Soler-Martinez and Suzy Olpe. At the same time, we said goodbye to Ryan McVeigh and wish him well in his new career path.

On the academic side we had another very successful year with great grades achieved at both A and GCSE levels and the placing of our talented students at universities throughout the UK as well as those who have gone into management and training courses.

Shimna won the ‘PASCH-Schule’ an honour awarded by German government which creates special opportunities relating to the development of German.

Issues were raised during the year about Servicemaster, our cleaning service. A consultation with members of the board, the finance officer and cleaning manager took place and it was recommended that we return to in-house cleaning.

The work on our new build is progressing very satisfactorily and we should be on schedule for meeting our timeline for an opening in 2023. Our financial situation, which is always affected by the vagaries of funding, has remained stable.

It is with much regret that we accepted the announcement of the retirement of our principal Kevin Lambe. Kevin has been our principal for 26 years and has built the college up from its very beginnings to the successful establishment it is today. He will be very much missed not only by staff and governors but also by the many students who hold him in such esteem.

Anne Fitzpatrick

Chairperson of the Board of Governors

Shimna Integrated College

AGREED STATEMENTS OF SHIMNA COLLEGE

The Statements below were agreed by the Workshop of Founder Parents of the Newcastle Integrated College Project on 2nd October 1993 and shall be the Guiding Principles for the College.

- ❖ *We are committed to having a minimum of 40 percent of each of the two main traditions in the College.*
- ❖ *The College cannot be truly integrated unless children of all abilities are encouraged to attend.*
- ❖ *Care must be taken to avoid discrimination not only on the grounds of religion but also sex, class and culture, physical or mental ability.*
- ❖ *The College will be most effective in terms of academic learning, behaviour and attendance if it works closely with parents and welcomes parental involvement.*
- ❖ *All cultures / religious groups within the College shall be valued equally.*
- ❖ *Children shall be placed in mixed ability classes for the first year. After the first year, the children shall remain in the same form class, but will be taught for some subjects in similar ability groups.*
- ❖ *The aim of the College is to enable each and every child to realise his or her maximum potential; be it academic, creative, or vocational; and to flourish in personal development and self-esteem.*
- ❖ *We are committed to the establishment of a Sixth Form which will be in place for the 1994 intake of students. This Sixth Form will continue to cater for all abilities.*
- ❖ *The Children shall learn together all that we can reasonably expect them to learn together.*
- ❖ *Children will be introduced to the ideas, beliefs and practices of the major world religions and humanist philosophies, in addition to studying an agreed core Christian religion syllabus.*
- ❖ *Local religious leaders will be invited to the College on certain occasions to share in the life of Shimna.*
- ❖ *Children of parents who do not wish them to follow the religion syllabus shall be given proper alternative provision.*
- ❖ *Special care will be taken at assemblies in the selection of texts and music. Children shall be encouraged to continue with their normal practice, such as The Lord's Prayer and making the sign of the cross.*

Board of Governors
Shimna Integrated College 2019/20

Trust Foundation Governors

Anne Fitzpatrick
Geraldine Graham
Deborah Skillen
Ellen McVea

Parent Foundation Governors Denise Medea
Catherine Greene

Parent Governors

Allyson Cockfield
Fiona O'Connor
Suzanne Murphy- Manganaro
Rachel Corrigan

DE Governors

Trevor Henderson
David O'Flaherty
Neil McGrady
James Armstrong

Teacher Governors

Grace Susay
Irene Mathieu

Support Staff Governor

Vacancy

Principal

Kevin Lambe

Secretary

Danella Goodman

Functions of the Board of Governors

The functions of the Board of Governors are clearly shown in the Scheme of Management for Grant Maintained Integrated Schools, a copy of which may be inspected in the college office. Below is a summary of the main functions of the Board of Governors.

1 General

The Board of Governors shall manage and control the college for which it is appointed in accordance with the Scheme of Management.

The Board of Governors shall use its best endeavours to ensure that the management, control and ethos are such as are likely to attract to the college reasonable numbers of both Protestant and Roman Catholic pupils.

The Board of Governors shall reasonably support the principal in such matters as is reasonably necessary to enable him to control the internal organisation, management and discipline of the college.

They shall provide the principal with such opportunities as may be necessary to enable him to express his opinions and to make his recommendations to the Board of Governors on all matters connected with the college including the appointment and removal of non-teaching staff.

2 Financial Management

The Board of Governors shall ensure that the grants available to the college are managed in accordance with the Financial Memorandum and any other conditions determined by the Department and any guidance issued by the Department and NICIE.

3 Staff Management

The Board of Governors shall be responsible for the determination of the college's staffing complement and for the selection, appointment, remuneration, discipline, suspension and dismissal of all staff employed by the Board of Governors for the purposes of the college.

The Board of Governors in consultation with the principal shall determine the procedures to be used for the selection and appointment of staff.

4 Admission of Pupils to College

The Board of Governors shall exercise its functions in relation to making arrangements for the admission of pupils to college.

5 Determination of Curriculum Policy and of the Curriculum

The Board of Governors shall determine, and keep under review, its policy in relation to the curriculum of the college. It shall make and keep up to date a written statement of that policy.

The Board of Governors shall consult the principal of the college before making or varying any statement in the written policy.

The Board of Governors shall allocate to the principal such functions as will, subject to the resources available, enable him to determine and organise the curriculum in accordance with the curriculum policy for the college.

6 Communication

The Board of Governors shall encourage the principal to promote regular communication between assistant teachers and parents of pupils.

The Board of Governors shall encourage the principal to maintain regular communication and consultation with the assistant teachers on the management of the college, curricular matters and on matters relating to the education, health and welfare and discipline of the pupils.

The Board of Governors shall from time to time request a report from the principal on these matters.

7 Annual Report of the Board of Governors

The Board of Governors shall once in every college year prepare a report in respect of the previous college year.

8 College Inspections

Before each general inspection of the college takes place, the Board of Governors shall convene a meeting for the purpose of enabling the Board of Governors and the parents of registered pupils at the college, to make their views about the college known to the Inspection Team.

After each general inspection of the college, the Board of Governors shall provide the parents of all registered pupils at the college with a summary of the findings in the general inspection report and a copy of the Board of Governors response to the inspection report.

9 Other Reports and Returns

The Board of Governors shall provide for the Education Authority, the Department of Education or Northern Ireland Council for Integrated Education any information, reports and returns as may reasonably be requested.

10 College Premises

The college premises shall always be under the control of the Board of Governors .

The Board of Governors shall from time to time and not less than once each year inspect the premises and equipment of the college and shall record its findings.

The Board of Governors and its Committees

Board meetings were held in accordance with the requirements of the Department of Education (DE) and the college's Scheme of Management. As is common in any school year, the Board dealt with correspondence; heard the principal's and sub-committee reports and approved their recommendations; handled issues pertaining to the Board; responded to requests from the DE and the Northern Ireland Council for Integrated Education (NICIE) for information; and approved the college's audited accounts.

The Board's committees continued to provide opportunities for extended debate and discussion of matters pertaining to, for example, policy, staffing, finance and the curriculum. Each of the main committees meeting on at least four occasions; the Admissions and Discipline Committees met as required.

The committees and chairs for the past year were:

- Finance: Anne Fitzpatrick
- Estates: David O'Flaherty
- Staffing: Deborah Skillen
- Education: Geraldine Graham
- Admissions: Anne Fitzpatrick
- Discipline: Deborah Skillen

The chairs of these committees continue to be grateful to the principal for his attendance at their meetings and for his various and valued contributions.

Education Committee – Geraldine Graham

The Education Committee met on two occasions during the year, with two meetings cancelled which were to take place during the COVID-19 lockdown. In September 2019 the committee considered the analysis of academic results and congratulated all staff on continued success. Consideration was given to measures in place to support areas highlighted for further improvement. The committee was particularly pleased with the list of student destinations, which continues to show evidence of the wide range of opportunities our students' access and the quality of our careers provision.

The committee welcomed the addition of taught careers classes to the Employability programme already offered at KS3. During the year, it emerged that the UBELT (Understanding Business Enterprise with Languages and Tourism) course for GCSE students was to end with the current year 12 group. A new course was developed which includes elements of business units from Occupational Studies, and the students will also study a language course in Spanish in year 12, replicating the advantages of the UBELT course. The committee continued to take an interest in the development of the Intermediate course for the small group of students who have the potential to study A level, but who are not quite ready. In 2019/2020, the students have studied a Level 2 Public Services course, and, taking the advice from our most recent visit from our District Inspector, an A level course which suited their interests. However, in anticipation of a new Public Services Level 3 syllabus which better meets the needs of our students, and better reflects opportunities available in our local environment, students beginning the course in September 2020 study at Level 3. Intermediate students continue to have the opportunity to repeat their GCSE Maths and English as necessary.

The Education Committee wishes to commend the energy and commitment of staff exhibited in March 2020, when schools had to close because of COVID-19. Staff immediately set about upskilling themselves and their students so that learning materials could be delivered electronically. Hard copies of learning materials were also made available to students without internet or computer access.

The committee also wishes to commend staff for the work invested in the process of awarding GCSE and A level grades, which carried a heavy load of responsibility. It has been pleasing to see that the only appeal against a grade was not upheld. It is particularly pleasing to see that this year's list of destinations is as wide ranging as ever and staff and students are to be congratulated.

Performance Indicator	2016/17		2017/18		2018/19		Attendance Rate
	School	N.I. Average	School	N.I. Average	School	N.I. Average	
% Achieving 5+ GCSEs at Grades A* - C (or equivalent)	67.1%	74.4%	74.1%	77.3%	73.7%	79.7%	
% Achieving 2+ A Levels at Grades A* – E (or equivalent)	100%	97.0%	98.2%	96.4%	100%	96.4%	93.5%

Leaver Destinations June 2020

Year 12 Students

Returning to Sixth Form at Shimna	69
Further Education	16
Jobskills/Training/Apprenticeship	6
Jobskills at Further Education College	3
Another School (Non-Grammar)	0
Another School (Grammar)	1
Another School (unknown)	0
Emigrated	1
Employment	1
Unemployed/Seeking Employment	3
Long Term Sick	1
Unknown	4
Total	105

Year 14 Students

Degree Course (N.I.)	25
Degree Course (G.B.)	15
Degree Course (Non U.K.)	1
Foundation Degree Course	6
Further Education	3
Emigrated	2
Employment	3
Unemployed/ Seeking Employment	1
Total	56

Finance Committee – Anne Fitzpatrick

The Finance Committee has met several times during the year to review the ongoing financial situation within the college.

Reports are made to the meetings of the Board of Governors on a regular basis and internal and external audits are carried out regularly and have, as always, been very satisfactory. Congratulations to all our finance staff who have again secured the highest level of assurance in our latest audit.

The likely removal of the cleaning service with our agent Servicemaster and the subsequent return of in-house cleaning will mean additional work for our finance staff. However, I have no doubt this is in very capable hands and we have no concerns here.

Our long-time auditor Graham Cochrane who has served the college faithfully for many years has announced his retirement. Graham was a real expert in the field of finance in particular in relation to integrated schools. We will be advertising for a replacement.

Our canteen continues to run successfully, and I am sure will continue to do so under the new management of Massimiliano Manganaro.

We trust that our annual budget, which will be announced soon, will not show any further reduction and that we can continue to keep within the projected percentage set by EA.

Discipline Committee – Deborah Skillen

The Committee met on two occasions. The full Discipline Committee remit can be found on the school website or in paper form from the school office.

The Discipline Committee is primarily there to support the principal with his decisions with regard to discipline within the college, and to ensure that any legal requirements in relation to discipline, suspension and expulsion are adhered to.

Shimna operates a positive approach to discipline and this year we have reviewed and updated the policy. I would encourage all students, parents/guardians and staff to have a look at the policy on the school website.

This year of Covid-19 has been very difficult for all schools. As a Board of Governors, we have been particularly impressed with the way in which the students have been behaving and complying with the necessary adjustments made to address the situation.

The Discipline Committee takes this opportunity to thank Kevin Lambe (Principal) and Karen Caulfield (Vice-Principal), all teaching and non-teaching staff for their continued dedication throughout a difficult year.

Staffing Committee – Deborah Skillen

The Staffing Committee remit, along with the policies that the Committee is responsible for, can be viewed on the school website, or requested from the college office. These policies are reviewed regularly and reflect the Department of Education guidelines and directives.

Staffing and Finance Committees merged meetings as necessary.

Staff recruitment was carried out as needed.

In February 2020, Kevin Lambe announced his intention to retire. Recruitment for his successor has been paused due to the pandemic. The Board of Governors asked Kevin to stay on as Principal and was very grateful that he agreed to do so. The Staffing Committee would like to take this opportunity to thank all staff at Shimna for their continued support. The Board acknowledges the fact that this is a very difficult time in everyone's lives, and staff are working above and beyond what is normally expected or required from them. They continue to work under extreme pressures to ensure that school life as we know it is disrupted as little as possible, ensuring safety and continued learning for all.

Admissions Committee – Anne Fitzpatrick

COVID lockdown began in March just at the time when the admissions committee was due to meet to process applications for year 8. As a result, three voting members agreed to process the applications by email and telephone, supported as always by our office manager who ensured that all decisions were properly recorded with the Education Authority. The process was particularly long drawn out, and the final year 8 placement happened on 2 October 2020.

We received 123 first preference applications, rising to 131 applications overall. We issued our Admissions Information form which ensures that parents/guardians have the opportunity to provide the information required by the committee in order to apply the Admissions Criteria fairly. Returns were made electronically, and we were very grateful to all the parents/guardians who took the trouble to make a prompt response in difficult circumstances, often having to photograph the form on a phone. The committee applied the criteria, and 100 children were admitted: 32 from a Protestant tradition; 44 from the Catholic tradition; 24 from an Other tradition or none. Unusually, at a later stage in the process, a small number of families declined the place for COVID related reasons, a decision to homeschool or to attend a nearer school in order to avoid bus travel. The places were quickly filled from the waiting list. One family appealed the fact that their child had not been offered a place. The appeal was adjudicated by the Education Authority and found in Shimna's favour. It is a matter of great regret that we were not able to offer places to all the children who applied.

The committee would like to thank office manager Danella Goodman for her work in support of this committee, particularly in this most difficult year.

Estates Committee Report 2020 - David O'Flaherty

Inspections and Audit

During the year two routine inspections took place. A small number of general maintenance issues were raised. All faults reported have been dealt with satisfactorily by our Premises Manager, Robbie Mulholland. Any requests for improvements have been noted.

The photo voltaic panels installed in 2015 are now well established as an excellent boost to the College's economy. As there continues to be enormous pressure on the annual budget, any extra source of revenue is highly valued.

The Sports Hall remains a fantastic asset to the school, accommodating sports, exams and assemblies. This space is also used by a wide variety of groups from the local community as and when guidelines from The NI Assembly allow such clubs / activities to take place.

The cleaning of the College is completed to a high standard with further focus on the current Pandemic.

COVID 19 Protocols

Various protocols have been put in place in the college, all of which have been sent to parents during the school year. We continue to monitor all to make sure they follow guidelines.

Accessibility

Each phase of our building was designed with disabled access in mind, and governors continue to consider any proposals that would improve the College's access arrangements. We continue to operate an evacuation procedure on the advice of the local Northern Ireland Fire & Rescue Service, and have set aside and labelled two refuge points in low risk areas, in order to ensure the safe evacuation of wheelchair users in the event of an emergency.

Security

We are confident that our site is relatively secure, due to its setting away from through traffic. Our main gate remains open throughout the day, and arrangements are in place for the back gate which balances the safety needs of our students, with parents dropping off / collecting students in Donard Park also reduces traffic on the College grounds. Access to the College from the back gate allows a safe pedestrian route to school away from main roads and crossings. The College continues to use our Door Access System (on entrance / exit doors) during the school day, adding extra security to the school. CCTV is used by the College 24 hours a day.

Conclusion

The College Premises Manager, Robbie Mulholland, has dealt extremely proficiently with any matters arising from inspections throughout the year, ensuring a safe, comfortable environment for all concerned. Many thanks to Robbie and to the cleaning staff for their hard work. The College continues to aim to provide a suitable and uplifting environment for all students and staff.

SHIMNA COLLEGE
INCOME AND EXPENDITURE ACCOUNT
For period ending 31 March 2020

INCOME	2020	2019
	£	£
Department of Education grants	3,663,876	3,573,988
Receipts from other sources	<u>17,299</u>	<u>21,999</u>
	<u>3,681,175</u>	<u>3,595,987</u>
EXPENDITURE		
Teaching staff costs	2,215,770	2,098,625
Non-Teaching staff costs	924,060	829,730
Other operating costs	<u>519,947</u>	<u>539,089</u>
	<u>3,659,777</u>	<u>3,467,441</u>
Deficit for the financial year	21,398	128,546

BALANCE SHEET
as at 31 MARCH 2020

	2020 £	2019 £
Fixed Assets		
Tangible fixed assets	<u>2,696,229</u>	<u>3,224,580</u>
Current Assets		
Debtors	34,601	121,617
Cash at bank and in hand	<u>214,189</u>	<u>127,304</u>
	248,790	248,921
Creditors: amounts falling due within one year	(221,325)	(242,854)
Net current liabilities	<u>27,465</u>	<u>6,067</u>
Total assets less current liabilities	2,723,694	3,230,647
Creditors: amounts falling due After more than one year	<u>(2,696,229)</u>	<u>(3,224,580)</u>
Net Liabilities	<u>27,465</u>	<u>6,067</u>
Reserves		
Revenue reserves	<u>27,465</u>	<u>6,067</u>

NOTES TO THE FINANCIAL STATEMENTS

Creditors	2020	2019
	£	£
Amounts falling due within one year		
Trade creditors	7,041	9,145
Other creditors	125,038	178,367
Accruals and deferred income	<u>89,246</u>	<u>55,342</u>
	<u>221,325</u>	<u>242,854</u>

	2020	2019
	£	£
Other Operating Payments		
Heat, light and power	48,055	52,889
Water charges	6,794	6,165
Laundry and cleaning	49,301	50,831
Rates	136,014	133,508
Maintenance of buildings and grounds	20,031	35,999
Maintenance of equipment	1,357	592
Purchase of equipment	11,584	3,094
Hire and contracted services	6,157	27,103
Classroom Resources	40,565	47,977
Sports and games	1,940	1,825
Examination fees	53,548	50,200
School prizes and distribution	651	395
Transport	18,412	11,722
Marketing & Advertising	13,624	10,419
Printing and stationery	27,660	24,300
Postage & telephone	8,763	10,137
Insurance	21,872	20,795
Audit fees	3,300	4,110
Bank charges	735	763
Subscriptions and publications	608	1,332
Legal expenses	275	1,550
Entertainment and hospitality	2,431	1,359
Staff development	2,245	-
Pupil course fees	5,557	3,984
Sundry expenses	1,513	409
VAT	36,955	37,628
Depreciation	(817,964)	(801,146)
Amortisation	<u>(817,964)</u>	<u>(806,146)</u>
	<u>519,947</u>	<u>539,086</u>

NOTES TO THE FINANCIAL STATEMENTS

Education Authority Grants

	2020	2019
	£	£
Recurrent grant	3,663,876	3,573,988
Other Department of Education grants	<u>17,299</u>	21,999
VAT grant		
	<u>3,681,175</u>	<u>3,595,987</u>

Receipts from Other Sources

	2020	2019
	£	£
Other income	<u>17,299</u>	<u>21,999</u>
	<u>17,299</u>	<u>21,999</u>

Teaching staff costs

	2020	2019
	£	£
Permanent teachers		
Gross Pay	1,594,008	1,566,110
Employer's superannuation	380,961	267,004
Employer's national insurance	<u>157,548</u>	<u>160,874</u>
	<u>2,132,517</u>	<u>1,993,988</u>
Substitute teachers		
Gross Pay	53,852	72,979
Employer's superannuation	11,907	11,731
Employer's national insurance	<u>4,469</u>	<u>7,541</u>
	<u>70,228</u>	<u>92,251</u>
Foreign language assistants	13,025	12,386
Total teaching staff costs	<u>2,215,770</u>	<u>2,098,625</u>

NOTES TO THE FINANCIAL STATEMENTS

Non-teaching staff costs	2020	2019
	£	£
Administration staff	198,900	194,798
Caretaker	37,170	37,210
Cleaners	16,710	15,822
Lunch supervisors	9,080	7,924
Technicians	104,601	97,155
Statemented classroom assistants	475,068	409,185
Non-Statemented classroom assistants	<u>80,531</u>	<u>67,636</u>
	<u>924,060</u>	<u>829,730</u>

Debtors	2020	2019
	£	£
Trade debtors	-	-
Other debtors	<u>34,601</u>	<u>121,617</u>
	<u>121,617</u>	<u>19,071</u>