

Coleraine Grammar School

Legal and administrative information

Headmaster	Dr.J. Carruthers
Chairperson of the Board of Governors	Mr W Oliver
Board of Governors	Mrs A Curry Mrs J Currie Mrs H Hamilton Dr J Kerr Mr A Linnegan Mr H Montgomery Mr G Montgomery Mr F Mullan Mr W Oliver Rev Dr I Thompson Mr D Workman Mrs C Ferguson Mr C Rea Mr J Kildea Mrs H Burns Mr J McLenaghan Mrs T Reid Mr G Hutchinson Mr R Archibald Mr R Cochrane Mr J Gibson Mrs K Gilpin Mr N Linnegan Mr R Totten Mrs J Stewart Ms J Richmond Dr M Hinch
Secretary	Mr A Linnegan
Charity number	103870
Company number	NI628384
Registered office	23-33 Castlerock Road Coleraine Co. Londonderry BT51 3LA
Auditor	Jackson Andrews Chartered Accountants and Statutory Auditor Andras House 60 Great Victoria Street Belfast BT2 7ET
Bankers	Danske Bank North Business Centre Ballymena Co. Antrim BT43 7AA

Coleraine Grammar School

Governors' report (including Directors' Report and Strategic Report)

Year ended 31 March 2023

The Governors present their report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the financial statements and applicable accounting standards, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the School's Memorandum, the Charities Act (Northern Ireland) 2008, Charities Act (Northern Ireland) 2013, The Charities (Accounts and Reports) Regulations (Northern Ireland) 2015, Companies Act 2006 and UK Generally Accepted Practice.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	Coleraine Grammar School
Charity registration number	103870
Company number	NI628384
Registered office	23-33 Castlerock Road, Coleraine, Co. Londonderry, BT51 1 BG
Headmaster	Dr J. Carruthers
Secretary	Mr A Linnegan
Auditor	Jackson Andrews, Chartered Accountants & Statutory Auditor, Andras House, 60 Great Victoria Street, Belfast, BT2 7ET
Bankers	Danske Bank, North Business Centre, Ballymena, Co. Antrim, BT43 7AA

Trustees of the charity

The Governors, who are also the trustees and the directors for the purpose of company law and who served during the year and up to the date of signature of the financial statements were:

Mrs A Curry	Ms J Richmond	Appointed 26 September 2022
Mrs J Currie	Dr M Hinch	Appointed 14 December 2022
Mrs H Hamilton	Ms N Taggart	Resigned 1 September 2022
Dr J Kerr	Mrs P McDowell	Resigned 4 October 2022
Mr A Linnegan		
Mr H Montgomery		
Mr G Montgomery		
Mr F Mullan		
Mr W Oliver	Chairperson	
Rev Dr I Thompson		
Mr D Workman		
Mrs C Ferguson		
Mr C Rea		
Mr J Kildea		
Mrs H Burns		
Mr J McLenaghan		
Mrs T Reid		
Mr G Hutchinson		
Mr R Archibald		
Mr R Cochrane		
Mr J Gibson		
Mrs K Gilpin		
Mr N Linnegan		
Mr R Totten		
Mrs J Stewart		

Coleraine Grammar School

Governors' report (including Directors' Report and Strategic Report) (continued)

Year ended 31 March 2023

PUBLIC BENEFIT STATEMENT

The Board of Governors confirm that they have had due regard for the guidance produced on Public Benefit by the Charity Commission for Northern Ireland, and are pleased to report that during 2022/23 the School has continued to provide Public Benefits through the teaching and facilities we offer.

OBJECTIVES AND ACTIVITIES

Coleraine Grammar School was founded in 2015 from the reorganisation of two founding Schools, Coleraine Academical Institution and Coleraine High School and is a non-denominational co-educational day voluntary grammar school. The objectives for which the school is established are:

To provide for the education, physical training, recreation and extra-curricular activities of pupils and students aged 11-18 attending the School irrespective of social, religious or cultural background who have academic aptitude, and who will benefit from the high academic standards and specialist teaching by carrying on a co-educational voluntary grammar School and to ensure that pupils develop through their work self-discipline, self-confidence and a respect for knowledge and that they are well prepared for the requirements of tertiary level education and/or employment, and for that purpose to appoint such principals, professors, lecturers, and other teachers, as may be deemed necessary on such conditions as the Governors shall from time to time determine, and for such purpose to provide halls, gymnasias, sports fields and playgrounds for the pupils of the School and furnish, equip and maintain the same.

Our Ethos and Vision

Our Governors are responsible for setting a strategy for achieving the set objectives. The vision for Coleraine Grammar School is:

- A caring, respectful and supportive environment where all pupils and staff aspire to excellence in every area of school life.
- In our School we believe that strong, mutually respectful relationships and a cohesive community are the foundations on which good learning and teaching can flourish. We aim to develop independent and self-motivated pupils who have high aspirations to achieve their potential and make informed decisions about their health and well-being.
- We undertake to create an inclusive School identity and respectful relationships underpin our efforts to apply effective, restorative, positive behaviour management.
- Leadership at all levels listens to and communicates ideas clearly to all stakeholders.

Our Achievements

The academic, cultural and sporting achievements and performance of pupils are reported to the Governors and the whole school community.

Curriculum and Achievements

The School's curriculum is made available to prospective parents in writing. Subject information is available on the school's website to assist with subject choices in Years 10 and 12.

The educational achievements of the pupils are reported to the Board of Governors and are made more widely available in the school prospectus.

Other relevant material is made available via the school website, Facebook, magazine and local press.

STRATEGIC REPORT

The description under the headings "Achievements and performance" and "Financial review" meet the company law requirements for the Governors to present a strategic report.

Coleraine Grammar School

Governors' report (including Directors' Report and Strategic Report) (continued)

Year ended 31 March 2023

ACHIEVEMENTS AND PERFORMANCE

The principal source of income is by way of grant funding from the Department of Education which accounts for 95% of School income under the common funding formula. Additional income is generated through voluntary parental contributions, together with hire of accommodation. The Governors are continuing to deploy all net incoming resources to investing in educational purposes and the physical condition of the School estate.

During the year, the works undertaken to address a health and safety issue regarding co-educational changing facilities at the War Memorial Pavilion were completed during the year.

FINANCIAL REVIEW

Reserves policy

It is the policy of the charitable company to maintain free reserves which match the needs of the School, both at the current time and in the foreseeable future. This provides sufficient funds to cover running costs which include management, administration and support costs. Free reserves are those unrestricted reserves not designated nor invested in fixed assets which are available for general use.

The Governors and Executive Committee receive regular reports including Management Accounts and oversee risk management.

Total income for the year was £6,736,876 (2022: £6,882,452). Income from donations amounted to £317,019 (2022: £136,152) and income from charitable activities amounted to £6,419,857 (2022: £6,745,940).

Total expenditure for the year which all related to expenditure on charitable activities amounted to £6,750,915 (2022: £6,835,247). Expenditure predominantly consisted of staff costs, rent, rates, insurance, light and heat, cleaning, repairs and maintenance costs.

This resulted in net expenditure for the year of £14,039 (2022: net income of £47,205). Net assets at 31 March 2023 were £341,656 (2022: £355,695) of which unrestricted funds general funds were in surplus by £101,578 (2022: surplus of £138,982), unrestricted designated funds were £Nil (2022: £159,525) and restricted funds were £240,078 (2022: £57,188).

At 31 March 2023, free reserves are in surplus by £23,166 (2022: in surplus by £97,218).

The school has faced an underfunding of the split site operation which has led to the position in unrestricted reserves as set out in these accounts. There has been recognition of this by the Education Authority with the school's underfunding claims to the Education Authority now being settled.

Furthermore, this has set a precedent in that split site costs will continue to be fully recoverable until such times as the school has been located onto a single site.

The school also notes the willingness of the Education Authority to provide emergency funding should the governors deem it be required.

Financial risk management objectives and policies

The School uses various financial instruments including cash and various items such as trade debtors and trade creditors that arise directly from its operations. The main purpose of these is to raise finance for the School's operations.

Coleraine Grammar School

Governors' report (including Directors' Report and Strategic Report) (continued)

Year ended 31 March 2023

FINANCIAL REVIEW *(continued)*

Financial risk management objectives and policies *(continued)*

The existence of these financial instruments exposes the School to a number of financial risks, these are described in more detail below.

The School does not use derivative transactions to minimise exposure to interest rates or foreign exchange. The main risk arising from the School's use of financial instruments is liquidity risk.

The School seeks to manage financial risk by ensuring sufficient liquidity is available to meet foreseeable needs. Short-term flexibility is achieved by managing cash reserves.

Tax status

The School is registered as a charity for corporation tax purposes.

Site security

On both campuses all visitors must report to reception and are supplied with visitors' passes, if necessary, and sign in and out.

Pupils may not leave School unless accompanied by a parent/carer (Years 8 to 12) and supply a parental/carer note.

The Lodge Road campus buildings can be locked down.

Investment is needed on the Castlerock Road campus to secure the perimeter and buildings, and funding has been applied for to the Education Authority.

The new building under the School Enhancement Programme will be secure.

PLANS FOR THE FUTURE

In a difficult fiscal environment, the Governors will strive to maintain the School's objectives by providing high quality teaching and learning resulting in high achieving socially confident pupils.

The SEP programme for the provision of a single site school has progressed within the last year with a contractor now appointed and work due to commence over the summer of 2023 with an expected handover date to the school of June 2024.

However, the Department of Education is still unable to fund the appropriate sporting facilities for girls and in the current economic climate this is likely to continue. Accordingly, the school has continued with the £1,000,000 fundraising campaign to assist with the transformational change to the sport facilities on the single site going forward. These works comprise but are not limited to the provision of a hockey pitch and completion of works on the War Memorial Pavilion. During the year, good progress has been made with pledge funds totalling c£500,000 being raised.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The School is a charitable private company limited by guarantee and not having a share capital, whose registered office is situated in Northern Ireland. The Company was incorporated on 18th December 2014 and is recognised as a charity by The Charity Commission for Northern Ireland (charity reference number NIC 103870).

The charitable company's objects and powers are established under its Articles of Association and it is governed under its Articles of Association.

Coleraine Grammar School, a Voluntary Grammar School, was established to provide high quality education for boys and girls. The Board of Governors have ultimate responsibility for its governance.

Coleraine Grammar School

Governors' report (including Directors' Report and Strategic Report) (continued)

Year ended 31 March 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT *(continued)*

The Board of Governors determine the strategic direction and policies, oversee the management and ensure that the School achieves its aims and objectives. In his delegated role, the Headmaster is responsible for implementing the School's development plan, the internal organisation, management and discipline of the School.

Recruitment, appointment, induction and training

The Members are the Governors of the School. Where any person is appointed as a Governor of the School they automatically become a Member. Where any person ceases to be a Governor of the School they automatically cease to be a Member.

The Board of Governors shall consist of up to a maximum of 27 voting Governors, the Principal of the School and any Governors who may be co opted under Article 122 of the 1989 Order and where appropriate Governors required to be co opted under Article 139 of that Order.

Where there are 27 voting members of the Board of Governors of the School, then of those members:

1. a maximum of 12 shall be appointed as Representative Governors;
2. a maximum of 9 shall be appointed by the Department of Education as Department Governors;
3. subject to Article 13(3A) of the 1986 Order, a maximum of 3 shall be elected by parents of pupils attending the School from amongst parents of such pupils as Parent Governors;
4. subject to Article 13(4) of the 1986 Order, a maximum of 3 shall be elected by the teaching staff at the School from amongst such teaching staff as Teacher Governors.

The process of election to the Board of Governors shall be determined in accordance with the provisions of the Scheme of Management. Representative Governors shall hold office for 3 years from the date on which they take up office and shall remain in office until their successors are appointed. Parent Governors, Teacher Governors and Department Governors shall hold office for 4 years from the date on which they take up office and shall remain in office until their successors are appointed.

Where an elected Parent Governor or Teacher Governor ceases to hold office before the end of their 4 years term of office, any person elected to replace them shall hold office only for the remainder of that term.

Any Governor leaving office may be reappointed unless they are disqualified or otherwise ineligible.

A co-opted Governor who has been co-opted under Article 122 and Article 139 of the 1989 Order shall hold office for such period as the Board of Governors may determine but in any event shall not exceed a maximum of 4 years.

A vacancy occurring among the Governors or Governors co-opted under Article 139 of the 1989 Order shall be filled as soon as practicable by a person nominated, elected, chosen or co-opted by the persons or body entitled to nominate, elect, choose or co-opt them and that person shall hold office on the same terms as those who vacated the post. Where a person co-opted under Article 122 of the 1989 Order ceases to be a Governor, the Board of Governors may co-opt another person in their place and that person shall hold office on the same terms as the person so replaced.

The Governors shall elect annually out of their number a President and one Vice-President of the Board of Governors, who shall continue in office until their successors are elected, and shall respectively be eligible for re-election.

The Principal, Teaching Governors and Parent Governors elected by the teaching staff and parents are excluded from the office of president or Vice-President.

Coleraine Grammar School

Governors' report (including Directors' Report and Strategic Report) (continued)

Year ended 31 March 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT *(continued)*

Powers of the Board of Governors

The Board of Governors shall manage the School in accordance with its Articles of Association and the Scheme of Management. The Board of Governors has the following powers in the administration of the School:

- to make rules consistent with the Articles and the Companies Acts to govern proceedings at their meetings and at meetings of committees;
- to make regulations consistent with the Articles and the Companies Acts to govern the administration of the School and the use of its seal;
- to establish procedures to assist the resolution of disputes within the School;
- to exercise any powers of the School which are not reserved to a general meeting.

Proceedings of Board of Governors

The Board of Governors shall meet as often as the conduct of business may require, being not less than once in each School term. The President or Chairman may call a meeting of the Board of Governors. A quorum at a meeting of the Board of Governors is one-third of Governors. The Honorary Secretary (if any) must call a meeting of the Board of Governors if requested to do so by the President or Chairman. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the person who is chairing the meeting shall have a second or casting vote. No decision can be made by a meeting of the Governors unless a quorum is present at the time the decision is purported to be made. 'Present' includes being present by suitable electronic means agreed by the Governors in which a participant or participants may communicate with all the other participants.

A resolution in writing or in electronic form agreed by a simple majority of all the Governors entitled to receive notice of a Board of Governors meeting or of a Committee and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Governors or (as the case may be) a Committee duly convened and held provided that:

- a copy of the resolution is sent or submitted to all the Governors eligible to vote; and
- a simple majority of Governors has signified its agreement to the resolution in an authenticated document or documents which are received at the registered office.

The Board of Governors may establish such Committees, including but not limited to Executive and Audit Committees, as it considers necessary and may subject to the bullet points below (paragraphs (17.2) and (17.3) of the Articles of Association) delegate to such a Committee such of its functions as it considers desirable except functions prohibited under the Scheme of Management and the Articles.

- The financial functions of the Board of Governors may not be delegated to a Committee, other than the Finance and Audit Committee of the Board of Governors; and
- The functions to be delegated to a Committee under this Article shall not, unless the Board of Governors otherwise determines, include the power to take decisions on behalf of or in the name of the Board of Governors without the approval of the Board of Governors.

Membership of a Committee

Subject to the following provisions of the Articles of Association, a Committee shall be determined by the Board of Governors and may include persons who are not members of the Board of Governors. Any Committee established, apart from a Committee established to consider appeals against staff dismissal and a Committee for the appointment of staff, other than the Principal, shall include not less than 3 voting members of the Board of Governors.

The Executive and Audit Committees shall consist entirely of members of the Board of Governors, the majority of whom shall be voting members of the Board of Governors. The Principal and school bursar shall be non-voting members of the Executive and Audit Committee.

Coleraine Grammar School

Governors' report (including Directors' Report and Strategic Report) (continued)

Year ended 31 March 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT *(continued)*

Membership of a Committee *(continued)*

A Committee, which is established to undertake functions of the Board of Governors in relation to the appointment of staff, shall:

- In the case of appointments to teacher posts of one or more year's duration, consist of not less than 2 voting members of the Board of Governors and, subject to the provisions of the Scheme of Management, the Principal of the School; and other members of the teaching staff as may be considered appropriate from time to time;
- In the case of appointments to senior teaching posts and the post of Bursar, consist of not less than 3 voting members of the Board of Governors and subject to the provisions of the Scheme of Management, the Principal of the school and the other members of the teaching staff as may be considered appropriate from time to time;
- In the case of non-teaching appointments of 1 year's duration or more, consist of not less than 2 members of the Board of Governors, and the school, bursar.

A Committee established by the Board of Governors shall meet as often as the conduct of its business may require and shall operate in accordance with the provisions set out in the Scheme of Management in relation to such Committees.

Community Links

The School is actively involved in a successful Shared Education Programme with Loreto College.

There are curricular, pastoral and transition links with primary schools.

Sixth Form pupils have mentored pupils in primary schools and a Special School. Pupils have mentored in Literacy and Numeracy in Coleraine College. A total of 40 Sixth Form pupils have mentored in primary schools.

P6 pupils attend Coleraine Grammar School taster days in May/June each year.

Excellent relationships exist with feeder primary schools with well supported Open Evenings and the School being over-subscribed with first preferences in 2022. The local business community are highly supportive to the Careers Department and the wider school.

There are very good relationships between external bodies and agencies. Coleraine Grammar School is an active member of the Area Learning Partnership Principal, Co-Ordinator, Careers and SEN groups including the likes of Coleraine Business Enterprise Agency, Coleraine Business Education Partners, NISCA (Careers), SENTINUS, Young Enterprise and Rotary International.

STATEMENT OF GOVERNORS' RESPONSIBILITIES

The Governors, who are also the directors of Coleraine Grammar School for the purpose of company law, are responsible for preparing the Governors' Report (including the Strategic Report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;