

# **The Northern Ireland Schools and Colleges Careers Association (NISCA)**

## **Trustees' Report**

The trustees present the annual report together with the financial statements of the charity for the year ended 31 August 2022.

### **Objectives and activities**

#### ***Objects and aims***

To support Careers Education in Schools and Regional Colleges.

#### ***Public benefit***

NISCA has operated for a number of years providing a professional support network for careers teachers and guidance professionals across Schools and Colleges in Northern Ireland. Operating primarily through a committee comprising current and former Careers teachers with co-opted input from business and industry as required, NISCA runs two major conferences each year and in addition disseminates relevant up to date information relating to Careers matters and current issues through its website. The aim of the association is to

empower and enable Careers professionals to support pupils / students and their parents as they make informed career decisions at key points of transition.

provide a professional Careers Education, Information, Advice and Guidance service within their Schools and Colleges to meet the statutory requirement placed on Schools and Colleges by Department for Education and regularly assessed through its ETI Inspection process

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

### **Achievements and performance**

During this period NISCA continued to adapt its activities to the emerging Government changes as the country moved through the various changes in the pandemic. In all matters consideration was given to safety of members and the wider public so committee meetings continued to be held on Zoom until early 2022.

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### **Events**

As the two annual conferences were a priority for the Committee and its members, a small 'in person' conference was held in Nov 2021 with a small number of teachers and organisations attending, in keeping with government restrictions, with sponsorship from Liverpool Hope University. Receiving positive feedback from all participants, it was a very successful 'first step' back into a measure of normality. This was followed up by a further conference in May 2022 which moved closer to the pre-pandemic model. Sponsorship was provided by the Scottish Universities Tour of NI with a most encouraging response from teachers and exhibiting organisations.

Following on from this the Committee focused its attention on planning for the Nov 2022 conference.

### **Membership**

Membership remained steady during this period and as the country moved towards post pandemic normality, the Committee sought the membership fee for this year.

### **Committee**

During this period three new members, all serving teachers with strong Careers background and experience, came onto the NISCA committee which has proved invaluable in terms of adding renewed focus.

### **Website**

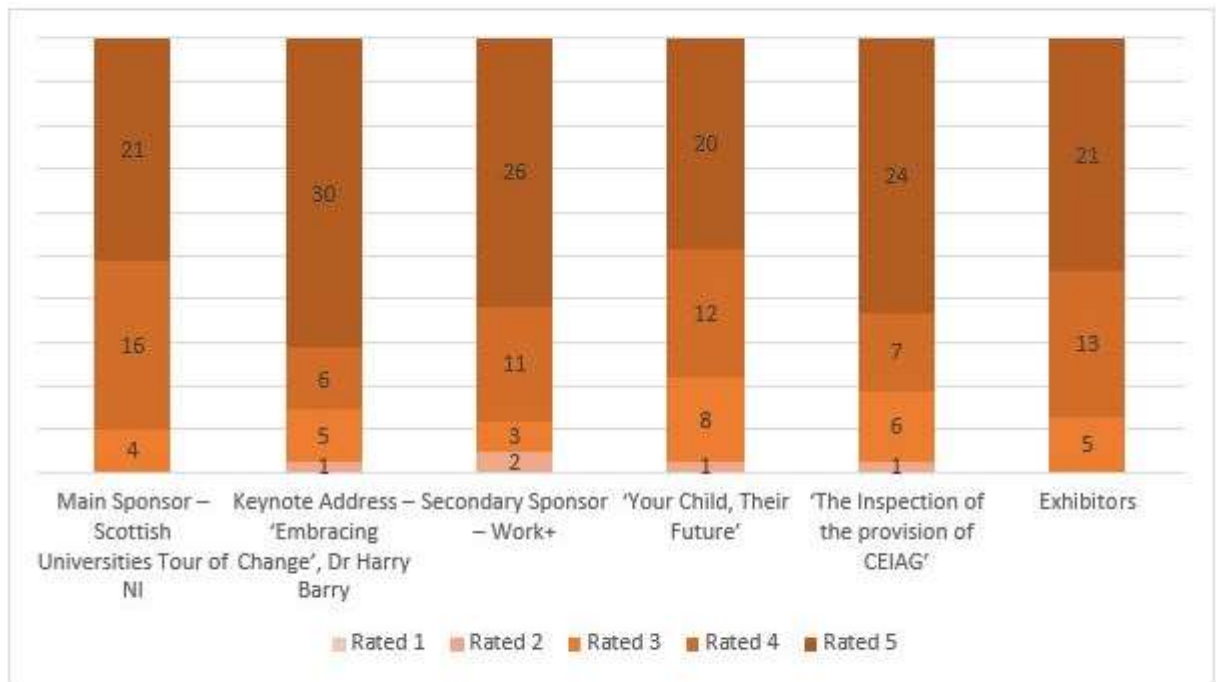
Work continued to develop the website and associated communications to members.

### **Summary**

In conclusion the period 1 Sept 2021 to 31 Aug 2022 is best characterised as a transition period from the pre pandemic to a slightly different post pandemic period. The NISCA Committee was mindful of moving slowly taking account of the various adjustments occurring in Schools and the impact of these on membership and teachers availability to participate in professional support activities.

# The Northern Ireland Schools and Colleges Careers Association (NISCA)

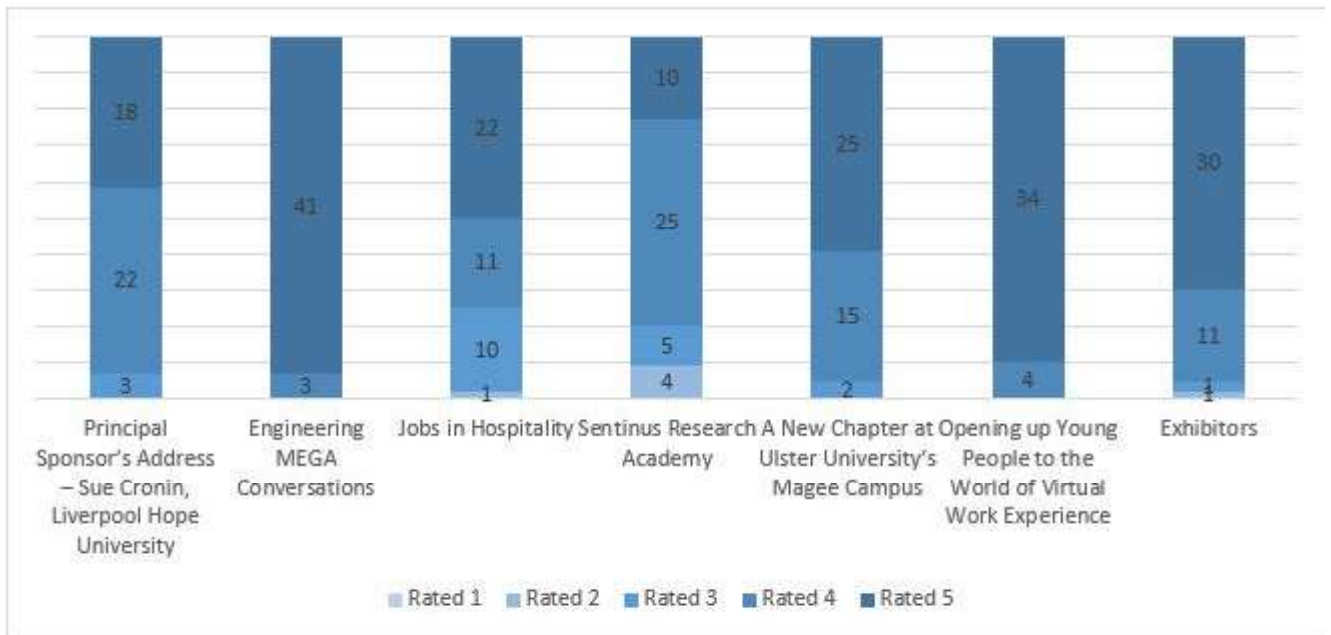
## Trustees' Report



*\*Based on 2022 evaluations from conference attendees asked to rate the talks and exhibitors from 1 to 5; 5 being excellent*

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# **The Northern Ireland Schools and Colleges Careers Association (NISCA)**

## **Trustees' Report**

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

#### ***Nature of governing document***

The Northern Ireland Schools and Colleges Careers Association (NISCA) is an unincorporated charity and is governed by a constitution.

#### ***Recruitment and appointment of trustees***

The charity shall be managed by a committee of Trustees who shall be appointed by election at the Annual General Meeting of the charity. The charity must have a minimum of six Trustees. The charity must appoint officers by election at the Annual General Meeting.

The charity must have a minimum of the following officers :

A Chairperson

A Vice Chairperson

A Secretary

A Treasurer and Deputy Treasurer.

A Conference Chairperson

Officers shall remain in post for two years and shall be eligible for re-election at the AGM. A minimum of 50% of the Trustees must be current CEIAG practitioners.

All Trustee posts shall be elected on an annual basis at the AGM. They must retire at the next AGM but may stand for re-election.

All Trustees must be either :

A Full Member of the charity

A person who has been co-opted by the Full Member Trustees.

A Trustee may not appoint anyone to act on his/her behalf at a Trustee meeting.

A Trustee must cease to hold office if he or she:

is disqualified from acting as a trustee by virtue of section 86 of the Charities Act (Northern Ireland) 2008 (or any statutory re-enactment or modification of that provision);

ceases to be a member of the charity.

in the written opinion, given to other Trustees, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a charity trustee and may remain so for more than three months.

resigns as a Trustee by notice to the charity.

is absent without the permission of other Trustees from all their meetings held within a period of 6 consecutive months and the other Trustees resolve that his or her office be vacated.

In order to enable them to effectively carry out the work of the charity, the Trustees may co-opt persons, not exceeding four in number, to act as Trustees for one year.

A Trustee mid-term vacancy can be filled by a co-option.

# The Northern Ireland Schools and Colleges Careers Association (NISCA)

## Trustees' Report

### Financial instruments

#### *Objectives and policies*

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

#### *Cash flow risk*

The charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures.

Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

#### *Credit risk*

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments. The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

#### *Liquidity risk*

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance.

Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

The annual report was approved by the trustees of the charity on 15 June 2023 and signed on its behalf by:

.....  
Mr Pat Jamison  
Trustee

.....  
Mrs Julie Richardson  
Trustee

## **The Northern Ireland Schools and Colleges Careers Association (NISCA)**

### **Statement of Trustees' Responsibilities**

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity 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;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act (Northern Ireland) 2008 (the 2008 Act), the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 15 June 2023 and signed on its behalf by:

.....  
Mr Pat Jamison  
Trustee

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Mrs Julie Richardson  
Trustee