

**South Eastern Education and Library Board
Annual Report and Accounts
For the year ended 31 March 2004**

*Laid before the Houses of Parliament by the South Eastern Education and Library Board in
accordance with Paragraph 12(2) and 12(4) of the Schedule to the
Northern Ireland Act 2000 and Paragraph 41 of the Schedule to the Northern Ireland Act 2000
(Prescribed Documents) Order 2004*

20th November 2006

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FOREWORD

The Annual Report for 2003/2004 provides information on the work and achievements of the Board in supporting the education and learning experiences provided in our schools, Youth Service and Libraries. Throughout the year the Board has sought to achieve a balance between meeting its statutory obligations and innovative developments which are responsive to the needs of the local community. These developments have only been possible with the wholehearted support and commitment of all of our staff. A highlight of the year for the Board therefore was the achievement of Silver Recognition in the "Steps to Excellence" programme of continuous improvement, based on the European Foundation for Quality Management.

In light of the many achievements detailed in this Report, it is with regret that we have to report that the Board ended the financial year in a deficit situation as detailed in the Annual Accounts.

The performance of our pupils at Key Stages 1 and 2 and in GCSE and "A" level have continued to improve and our congratulations are due to them and our thanks are due to staff in schools for their professional expertise and commitment. The Curriculum Advisory and Support Service (CASS) have continued to offer a variety of professional development opportunities for teachers, with a focus on whole school improvement. This Report also highlights some of the exciting developments being pioneered by CASS officers in conjunction with schools to improve learning opportunities for children.

Staff from the Board's Music Service continue to provide opportunities for our young people to develop their musical abilities. Young musicians from throughout the Board's area showcased their talents at well attended performances throughout the year and Music Centre staff delivered demonstration concerts to schools not receiving the instrumental teaching service. The Senior Orchestra toured in Lake Garda in Italy.

This year saw the opening of Studio On, based at the former O' Neill memorial Primary School, Crossnacreevy. The facility which has evolved as a result of a partnership between the Board, The Department of Culture, Arts and Leisure and the Paul Hamlyn Foundation offers pupils, teachers, youth workers and young people the opportunity to become involved in a wide range of different moving image technologies which complement both the formal and informal curricula.

During the year several capital development projects came to fruition with building work being completed on 2 primary schools, 1 grammar school and 1 special school. Our children deserve to be educated in the best possible facilities and work continues to secure new provision to enable our committed teachers to achieve even better results with our pupils.

This report highlights the wide range of activities offered by our Library Service in order to promote creativity and learning and encourage participation. Particular mention must be made of the Beyond Words Festival which received national recognition at the Chartered Institute of Library and Information Professionals Public Relations Awards for its clear, focussed promotion of the library service.

The Youth Service continues to make a significant contribution to lifelong learning within the Board through the provision of a wide range of non formal educational programmes. Key features of work during this year has been the development of school based youth work, community relations initiative and health education. The Board is grateful to the very many volunteers who give freely of their time to assist young people to achieve their potential.

We would like to take this opportunity to thank everyone who has been involved in delivering and developing the Board's services during 2003/04.

Rev. G N Haire
Chairman

Ms Irene Knox
Chief Executive

INTRODUCTION

The South Eastern Education and Library Board was established in 1973, following a re-organisation of Local Government in Northern Ireland. It is a corporate body, established under statute as the Local Authority for education, library and youth services in the south-eastern region of the province.

The region comprises five Council areas:

- Ards
- Castlereagh
- Down
- Lisburn
- North Down

In 2001, the population of the Board's area was 388,577 and at October 2003 there were 66,402 children attending schools in the area.

The Board provides/supports:

- 31 Public Library Service Points
- a Music Centre
- 2 Resource Centres
- 3 Residential Education Centres (2 Outdoor and 1 Field Studies)
- 18 Controlled Youth Centres
- 6 Neighbourhood Education Centres (EOTAS)

The powers, duties and privileges of the Board are defined in the relevant Education and Libraries (Northern Ireland) Orders and the Education Reform (Northern Ireland) Order 1989. Certain responsibilities in the field of employment, childcare and health and safety are also placed on the Board by other legislation enacted for Northern Ireland.

The Board, in carrying out all its functions, complies with its duties under Section 75 of the Northern Ireland Act 1998, including the promotion of equality of opportunity and equity of treatment regardless of religious belief, political opinion, gender, marital status, having or not having dependants, disability, racial group, age or sexual orientation.

Copies of the legislative documents may be viewed at Board Headquarters or in any branch library.

Within the Board's area there are:

- 18 Nursery Schools and 37 Nursery Units
- 163 Primary Schools
- 29 Secondary Schools
- 10 Grammar Schools
- 11 Special Schools and 28 Special Units

ACCOUNTABILITY

The Board is a non-departmental public body (NDPB), which as a result of devolution and the re-organisation of Central Government functions, reports to three Departments:

Education (DE)

- Nursery Schools
- Pre-School Initiatives
- Primary Schools
- Secondary Schools
- Grammar Schools
- Special Schools and Home Tuition
- Headquarters Administration
- Milk and Meals
- Home to School Transport
- Curriculum Advisory and Support Service
- Schools Library Service
- Youth
- Miscellaneous Educational Services
- Boarding and Clothing Allowances
- Music Service

Culture, Arts and Leisure (DCAL)

- Public Library Service
- Irish-Medium Curriculum Resource Unit

Employment and Learning (DEL)

- Meals (FE)
- Home to College Transport
- Discretionary Awards
- Miscellaneous Educational Services
- Mandatory Student Awards
- Boarding, Maintenance and Clothing Allowances

The Chief Executive, as Accounting Officer, has responsibility for safeguarding public funds and ensuring that they are applied only for the purposes for which they have been allocated.

BOARD MEMBERS

The Board consists of 35 members, all of whom are appointed by the Minister with responsibility for Education within Northern Ireland.

Members Nominated by the five District Councils (14)	[Attendance] from a possible 11 Board meetings
Councillor R Gibson (Vice Chair to August 2003 / Chair from August 2003)	[10]
An Comhairleoir Pol de Buitléir	[5]
Councillor C Calvert	[8]
Councillor Mrs M Craig	[9]
Councillor G N Douglas	[9]
Councillor Mrs R M Dunlop	[9]
Alderman G Ennis	[3]
Alderman C Hall	[6]
Councillor J Norris	[7]
Councillor Mrs C O'Boyle	[7]
Councillor Mrs M Smith	[9]
Councillor W M Ward	[11]
Councillor W G Watson	[5]
Councillor Mrs A Wilson	[8]
Members Representative of Transferors of Schools (6)	
Rev Dr D J Watts (Chairman to August 2003)	[6]
Rev Dr J P O'Barry	[8]
Rev C W Bell	[7]
Rev Dr R A Russell	[8]
Mr J D Uprichard	[9]
Vacancy	
Members Representative of the Trustees of Maintained Schools (2)	
Miss M M McHenry	[10]
Mr D G Mullan	[6]
Ministerial Nominations Representing Libraries, Teachers, Youth Services, Industry and Commerce, Trade Unions (13)	
Mr D A Cahill	[9]
Mrs J Campbell (Resigned June 2004)	[7]
Mr J L Colgan	[5]
Mr S I Davidson	[9]
Mr M P Flanagan	[8]
Mrs F A Gault	[11]
Rev G N Haire	[11]
Mr R A Jones	[11]
Mr R J McFerran (Vice Chair from August 2003)	[11]
Mrs M M McGoran	[10]
Mr A J McReynolds (Resigned June 2003)	[0]
Mrs E M Robinson	[10]
Ms J Williams	[7]
Dr R Montgomery (Appointed February 2004)	[1]
Mr I Arbuthnot (Appointed February 2004)	[0]

COMMITTEE STRUCTURE

The work of the Board is carried out through a Committee structure. The Committees of the Board are: -

- Audit Committee
- Chairmen's Committee
- Committee for the Management of Schools
- Education Committee
- Expulsions Committee
- Finance and Property Services Committee
- General Purposes Committee
- Library and Information Committee
- Strategic Issues Committee
- Teaching Appointments Committee
- Youth Committee

EXECUTIVE STRUCTURE

The executive business of the Board is carried out by a team of officers under the leadership of the Chief Executive, Mr J B Fitzsimons. Board Headquarters are at Grahamsbridge Road, Dundonald, while Library Headquarters are at Windmill Hill, Ballynahinch.

The executive team is organised into the following strategic units, each led by a member of the Senior Management Team:

Chief Executive's Directorate: Jackie Fitzsimons

- Strategic Planning
- Internal Audit
- ELBs Solicitors

Administration Services: Irene Knox

- Property Services
- Legal and Insurance Services
- Organisational Development
- Equality and Human Rights
- Human Resources
- Transport Services
- Open Enrolment and Transfer
- Health & Safety

Curriculum Services: Stanton Sloan

- Educational Psychology Services
- Education Welfare Services
- Special Education
- Youth
- Curriculum Advisory and Support Service
- Music Service
- Primary/Nursery/Early Years
- Post Primary

Finance Services: Ken Brown

- Accounts
- Salaries and Wages
- Local Management of Schools (LMS)
- Budgetary Control
- Financial Control
- Purchasing
- Facilities Catering and Hospitality
- Catering Service
- Grounds Maintenance Service
- Cleaning Service
- Student Support
- Awards and Benefits
- Administration Unit

Library and Information: Beth Porter

- Library Service Unit
- Central Information Service
- Local Studies Service
- Children's and Young People's Service
- Central Stock Services
- Special Services Unit
- Marketing Unit
- Education Library Service
- Corporate IT Services
- Corporate Information Services and Publications Unit
- Registry/Reception Services
- Reprographic and Graphics Design Services

MISSION STATEMENT

To raise the standards of learning and levels of achievement of the people of the Board's area through the provision of high quality education, library and youth services.

The South Eastern Education and Library Board is committed to the delivery of high quality education, library and youth services within a safe environment. The Board recognises that it can only achieve its objectives with the co-operation, commitment and expertise of its workforce. It places, therefore, a high value on the contribution of Board and school staff in developing the service and raising achievement. In order to realise its mission, the key objectives relates to:

Focus on results

- To raise standards of learning and levels of achievement
- To fulfil statutory obligations
- To improve the Board's asset base
- To deliver value for money
- To live within budget

Responding to customer needs

- To provide high quality services to meet customer needs
- To improve customer communication
- To improve accessibility

Streamlining internal processes

- To embed principles of corporate governance
- To improve service delivery
- To deliver coherent joined-up services

Promoting organisational learning and growth

- To improve the well-being of staff within the organisation
- To provide staff training and development opportunities for all
- To promote one core value each year throughout the organisation
- To improve internal communications

The following sections provide examples of work undertaken by the Board to achieve its key objectives.

FOCUS ON RESULTS

CURRICULUM SERVICES

Curriculum Advisory And Support Service (Cass)

During 2003/04 the Service worked with colleagues in schools to achieve Key Stage, GCSE and GCE results as detailed in Appendix 1. Many other activities took place some of which are detailed in the following paragraphs.

Partners In Science: SEELB and Queens' University Belfast

The Board's Science Unit and Q.U.B.'s "Queens in the Community" outreach initiative worked in partnership with colleagues from the Southern Board to organise a "Primary Connexions" conference. This event, held on Tuesday 18 and Wednesday 19 May 2004 in the Peter Froggart Building on the Queen's campus, involved children presenting the results of their scientific investigations to pupils from other schools and invited guests from the Scientific Community.

Their activities were based upon explorations conducted on a sophisticated water pistol, purchased from the Science museum in London. The young researchers' creativity was astounding and their final presentations extremely professional.

The SEELB schools involved were Our Lady Queen of Peace Primary School, Cairnshill Primary School, St Joseph's Primary School, Carryduff Primary School and Leadhill Primary School.

Sharing Science

A Joint North South Science Education Conference was held at the Dundalk Institute of Technology on Friday 26th – Sunday 28th March 2004, funded mainly by the E U Programme for Peace and Reconciliation (Peace II).

This was the first time that the Irish Science Teachers Association and the Association for Science Education, in conjunction with the Education & Library Boards, jointly hosted a Science Education Conference.

The conference was the beginning of a two year project to promote the learning and teaching of Science and Technology to the 11 – 14 year age group in particular, in the Border areas of the Republic of Ireland and in Northern Ireland.

Both jurisdictions are experiencing curricular change at the present time in science and technology and this is an opportunity to model an integrated approach to science and technology education at primary and early post primary levels. The project proposes to involve a large number of teachers North and South and through them, hundreds of pupils who will be the ultimate beneficiaries of this joint effort.

Primary/Early Years: Activating Children's Thinking Skills (ACTS)

Nine primary schools in SEELB supported by CASS Officers, have been involved with the ACTS project, led by Professor Carol McGuinness, Q.U.B. The project began in 2001 and has involved the training of teachers in Primaries 5, 6 and 7 across the five Education and Library Boards. ACTS uses an infusion approach to develop thinking skills across the curriculum. It is based on the idea that if we want pupils to learn meaningfully, to think flexibly and to make reasoned judgements, then teachers need to be explicit about thinking in their teaching. The methodology encourages the development of a

thinking disposition in a thinking classroom. Dissemination by the trained teachers within their own schools will ensure that thinking skills are developed as a whole school issue.

In May, an education correspondent for The Times Educational Supplement (TES) visited two schools to report on the project. She saw lessons and spoke to children, teachers and pupils. The article, which reported the success of the project, appeared in TES on 11 June 2004.

In addition, Board Officers have facilitated the establishment of a link with teachers in schools in East Ayrshire who are also being trained in ACTS by Professor McGuinness. The teachers have participated in video conferencing and in May the East Ayrshire teachers visited ACTS schools in SEELB. Links are sustained through e-mail.

Assessment For Learning Action Research Project

The South Eastern Education & Library Board is currently working with eight teachers from four Primary Schools in an Assessment for Learning Action Research Project. This project is in collaboration with CCEA. The project involves the teachers trialling formative assessment strategies which will inform planning, teaching and learning in the classroom. It also involves the active participation of children.

These schools will be working with Shirley Clarke, an educational researcher, to provide information from within the Northern Ireland context, which will inform the assessment arrangements of the Revised Curriculum.

Studio ON – Creative Learning Centre

Studio ON, was officially opened by Academy Award-winning director and Chair of the British Film Institute, Anthony Minghella CBE, in March 2004. Based on the former site of the O'Neill Memorial Primary School in Crossnacreevy, Studio ON consists of two fully equipped workshop spaces, a studio for drama and production work and a gallery space for screenings and the display of work produced by young people.

The Centre will work with students and teachers, young people and youth workers to offer training, workshop and production projects in a wide range of different moving image media technologies which complement the curricula of both the education and youth sectors. It will also support curriculum development and the piloting of new qualifications such as the Moving Image Art AS Level. Studio ON has evolved as the result of a unique partnership between the South Eastern Education and Library Board and the Nerve Centre. The Centre has been funded by the Department of Culture, Arts and Leisure and the Paul Hamlyn Foundation.

Praising the vision of Studio ON, Anthony Minghella said: "This is a very exciting project, for the young people of Northern Ireland and for the creative industries here and across the UK. Technology is nothing without the ideas and imagination to put it into action and Studio ON will provide a supportive and inspiring environment for young people to achieve their full potential."

The launch event featured workshops in progress on computer animation, clay animation and special effects make-up with schools including Bangor Grammar, Lagan College and Moneyreagh Primary School. Also on display were examples of completed productions, including an animation by Kirkistown Primary School and a French language animation produced by Towerview Primary School Primary 6 pupils now used as a linguistic teaching resource for younger age groups.

Music Centre

This year the Music Centre staff delivered the instrumental teaching service to 2223 pupils in 120 schools in the SEELB. In addition, 241 pupils had individual tuition during the evenings at the District Centres in Bangor, Castlereagh, Lisburn and Downpatrick.

Through the Music Service, 761 students took examinations with the Associated Board of the Royal Schools of Music. This exceeded the original target of up to 25% of pupils taking such exams. The pass rate was 98%.

Music Centre staff delivered 75 demonstration concerts for strings, woodwind and brass instruments to schools not receiving the tuition service.

The number of students involved in the Music Centre groups was 766. Successful and well attended performances throughout the year included a Christmas Concert at the Whitla Hall, 2 Spring Concerts in March at Lagan Valley Island Centre and 2 Showcase Concerts in June in the Whitla Hall.

Other events included the Music Centre String Quartet representing the SEELB at a Christmas Lunch at PSNI HQ, the Senior Concert Band taking part in an anniversary gala with Ballyclare Male Choir in the Ulster Hall and the Senior Orchestra successfully touring in Lake Garda.

ADMINISTRATION SERVICES

Best Value: Fundamental Review of the School Meals Service

At a time when childhood obesity and related health problems assumed an increasingly high media profile, the Board, in conjunction with the other Education and Library Boards, undertook a Best Value Fundamental Review of the School Meals Service. The review identified the unique position of the School Meals Service to influence positively the eating habits of young people and the benefits that accrue, particularly when a whole school approach is adopted, which increases children's awareness of the need for a healthy lifestyle and diet. The positive effects of a healthy diet were recognised in terms of its impact on children's learning and behaviour within school.

The review recognised the many strengths of the Schools Meals Service, including effective management, enthusiastic and motivated staff and an ability to adapt to a changing environment. It also recognised the need to improve the uptake of school meals, while at the same time promoting a nutritionally balanced diet. A series of recommendations was made, with major policy implications, including offering free meals to all children; re-introducing the subsidy to make the service more financially attractive to parents; and multi-agency approaches, involving health and education which would recognise investment in healthy school meals as having the potential for savings on health expenditure in the years to come.

Equality Agenda

During 2003/04, the Board fulfilled its duties under Section 75 of the Northern Ireland Act 1998, including the promotion of equality of opportunity and equity of treatment.

In collaboration with the other Education and Library Boards and the Staff Commission, the Board contributed to the programme of Equality Impact Assessments in co-operation with its sponsoring departments.

The Board submitted its Annual Report to the Equality Commission within the reporting timescale. The report provided more detailed information on the Board's outworking of its Equality Scheme in relation to the two statutory duties of promoting equality of opportunity and good relations.

Estates Management: New Build

The Northern Ireland Assembly, in its Programme for Government, established a range of targets relating to the Northern Ireland schools estate, including a reduction of 15% in the number of temporary classrooms by 2004 in comparison with the 2001 base figure.

This year saw the opening of a number of new school buildings and the refurbishment and extension of several others which supported the achievement of these targets, namely:

- Glenlola Collegiate - a £9m grammar School for 1100 pupils
- Meadow Bridge Primary School – a new primary school formed by the amalgamation of 3 small schools
- All Children’s Integrated Primary School – a permanent replacement for the temporary accommodation that the school was occupying
- Clifton Special School – a much needed replacement for the cramped original school

Work on site proceeded on new schools at Clough/Downshire, Hillsborough/Newport (involving co-operation with Lisburn City Council) and Regent House School Phase II.

Refurbishment

Capital funding was made available for major extension and refurbishment at Ballyholme Primary School, Bangor and Newtownards Model Primary School and a replacement school for Kilmaine, the first school in the South Eastern Education and Library Board to be procured using the Design and Build methodology.

Refurbishment of specialist science and technology accommodation was undertaken in Laurelhill Community College.

PPP/PFI

The Property Services Unit was heavily engaged in progressing PPP/PFI bundles for new facilities at Bangor Academy/Comber High School and Lagan College/Tor Bank Special School and a new library for Lisburn.

Partnerships

The Board acted as client for School Meals Accommodation in maintained schools and continued to work with CCMS and other school authorities to provide furniture and equipment associated with new maintained schools.

The Board also published development proposals on behalf of NICIE and CCMS:

- Lough View Integrated Primary School – Nursery Unit
- St Ita’s New Primary School – Nursery Unit
- Ballynahinch Integrated Primary School

Planning For The Future

Economic Appraisals were progressed for:

- Ballynahinch, Newtownbreda and Tonagh Primary Schools – Nursery Units
- Moira Primary School – Nursery Unit
- Dunmurry Primary School – Nursery Unit
- Holywood Nursery School

- Hollywood/Redburn New Primary School
- Pond Park Primary School
- Towerview Primary School
- Ballinderry Primary School
- Dundonald High School
- Glastry College
- Knockbreda High School
- Priory College
- Brookfield Special School

Development Proposals were published for:

- Hollywood and Redburn Primary School – Amalgamation
- Ballinderry Primary School – Nursery Unit
- Groomsport Primary School – Controlled Integrated Status
- Glencraig Primary School – Controlled Integrated Status
- Moira Primary School – Nursery Unit
- Ballynahinch, Newtownbreda and Tonagh Primary Schools – Nursery Units

New Builds for School Catering Service

Four new kitchens opened during the year:

- Clifton Special School, Bangor
- All Children’s Integrated Primary School
- Meadow Bridge Primary School
- Christ the Redeemer Primary School

FINANCE SERVICES

Local Management Of Schools

The LMS formula for the 2003-04 financial year was adjusted after consultation with interested parties to facilitate the proposed move to a Common Funding Formula (CFF) across all Boards and sectors. This CFF scheme, which is expected to be implemented in respect of the financial year 2005-06 onwards, will replace the 7 separate formulae currently in use. The CFF scheme seeks to promote and support key education policies:

- Equality of treatment
- Priority on funding the classroom
- Ensuring consistency of approach under TSN, social deprivation and addressing educational under-achievement
- Increasing the proportion of funding directed to early phases of education

Under the new scheme the Department of Education calculates an Age Weighted Pupil Unit (AWPU) value to be used by all funding authorities. This is aimed to improve consistency of treatment and therefore equality. Other factors are currently being developed and enhanced to ensure the most effective use of public funds in the field of education.

New software is being developed and the SEELB has continued to liaise with the Department of Education, other ELB’s and the outside supplier to devise a workable and appropriate methodology.

The Department of Education is currently working on a draft Common Formula and this will form the basis of a consultation process involving all schools and interested parties across the province and beyond.

LIBRARY AND INFORMATION SERVICES

Arts & Culture in Libraries – promoting creativity and encouraging participation

Tullycarnet Yarnspinners launched their 2003 - 2004 programme on 9 September. Three storytellers entertained 62 people who attended.

In September, for Ards International Guitar Festival, in **Newtownards Library's** 86 clients listened to local guitarist Darren Moan.

On Sunday 3 August the BBC Radio 4 poetry programme *The Word on the street* was set in **Bangor Library**, which has **Poetry Place** status. The programme was repeated on 9 August.

Tullycarnet Library celebrated the fifteenth year of its association with the **Belfast Festival at Queen's**. The Festival Chorus performed at the launch for an audience of 75. Ben Sands attracted an audience of 120 on 6 November. A younger audience, of approximately 30, enjoyed *Tullycarnet Rocks* with up and coming Northern Ireland rockers *Payola*. The performance marked a continuation of the library service's partnership with Best Cellars music collective.

There were several exhibitions by local artists including Applewood - John Hamilton's first exhibition of woodturning. The venue was particularly appropriate as John's interest in woodturning was stimulated when browsing in Tullycarnet Library. He studied books on the subject and went on to attend a night class on the craft.

Bangor Library Poetry Place programmes:

- National Poetry Day on 9 October with Queen's Writers' Group and an audience of 68.
- 4 December celebrating the lives of two of the country's most revered poets, James Simmons and Noelle Vial.
- 5 February an event entitled Northern Voices, showcased the work of two local poets, Ruth Carr and Bangor Library's own branch manager Stephen Hanson. A total of 55 people attended the event.

Downpatrick Library held its annual 'People's Booker' night on 14 October for an audience of 74. Wednesday 10 December, Downpatrick Library presented its second annual Christmas Cracker to over 100 people.

Castlewellan Library staged a preview of the Ulster Championship on 7 May. The event took the form of a discussion by a panel of experts including BBC's Jerome Quinn, journalist Terry McLaughlin with Paddy Doherty and Pat Rice representing the players. The panel was chaired by the popular, but rarely seen, John Flack of UTV's *End to End*.

Beyond Words

Beyond Words 2003 festival lasted seven days between Thursday 15 May and Thursday 22 May and attracted a total audience of 1334, an improvement on 1000 attendances in 2002.

The Library Service received national recognition for this programme at the Chartered Institute of Library and Information Professionals (**CILIP**) **Public Relations and Publicity awards**. The festival received a Commendation at a ceremony in London. The judges complimented Beyond Words for its clear, focussed promotion of the library service and for the way all staff were encouraged to become involved and develop their own personal skills.

During 2003/2004 the Board progressed the PFI project for a new Lisburn Library and Economic Appraisals for Bangor and Newtownards Libraries.

The Lisburn Scheme - Substantial progress continued on this major project, which is being delivered through PFI (Public Finance Initiative) procurement. The draft Full Business Case (FBC) was submitted to the Department of Culture, Arts and Leisure (DCAL) in October and work to complete the Project Agreement – legal, financial, technical and facilities management is being finalised. It was expected also that construction should commence in the summer of 2004 and that the new library should be in use in the second half of 2005.

New libraries for Bangor and Newtownards

Revised Economic Appraisals were submitted to the Department in December 2003 with further clarification as requested. Departmental approval is awaited for both Economic Appraisals. The Library Capital Development Plan was reviewed in conjunction with the Boards Area Development Plan 2005-09. In addition the Board continued to work to provide inclusive environments for library customers. In 2003 external architects were appointed to carry out Accessibility Audits of all SEELB Libraries. Further to this audit recommendations were costed and successful bids made to DCAL for funding to carry out the necessary work. All libraries were inspected and assessed for accessibility in accordance with the current legislation, and recommendations made to the Board to ensure it fulfils its duty with respect to the Act. The major access elements were reviewed and progress includes:

- 5 new fully accessible public service vehicles
- automatic entrance doors in 14 libraries
- new counter systems in 17 libraries
- new shelving in 14 libraries

A major modernisation and refurbishment programme in Downpatrick Library was completed on schedule and the library was due to reopen to the public in May. The Library now boasts an Internet area, a state of the art performance space for all members of the community and public toilet facilities with access for people with disabilities. New shelving, counter system and soft furnishings all contribute to ensuring the library is a modern, vibrant social space to be enjoyed by all.

Annual Celebration of Outstanding Achievement

The Board's Annual Awards evening was held in November in the Whitla Hall, Queen's University Belfast where over 250 pupils, parents, school governors, Principals, Youth Leaders and VIPs enjoyed a great evening of celebration. BBC TV presenter Donna Traynor compered the evening where over 50 awards were presented to young people in the following categories: Academic success, the Arts, Community involvement, Pupil of Courage, Sports and Youth leadership. The purpose of the Annual Awards is to celebrate the achievement and to recognise in a tangible way individual pupils, young youth leaders, schools and youth groups. The event was sponsored by the Department of Education, Fujitsu, Northern Bank, PricewaterhouseCoopers and Translink.

RESPONDING TO CUSTOMER NEEDS

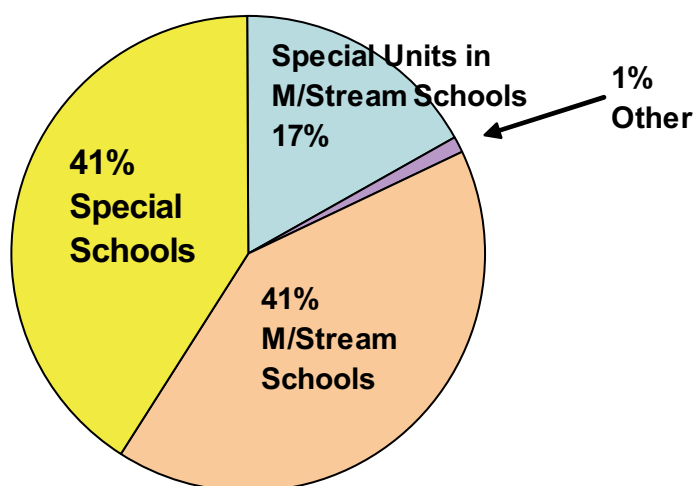
CURRICULUM SERVICES

Special Education

The purpose of the Service is to identify and assess children who may have special educational needs and to arrange requisite support and provision for any child on whom it is considered appropriate to make and maintain a statement of special educational needs. The procedure is carried out in accordance with the Education (NI) Order 1996 and the Code of Practice on the Identification and Assessment of Special Educational Needs. Since the 2003/04 year it has also been done using the five-Board agreed regional criteria for formal assessment.

The Board maintained 3269 statements of special educational needs on pupils during the year, which represents an increase of 181 statements from the previous year.

The Board continues to be committed to place pupils with special educational needs, where appropriate, in mainstream schools.



During the year, a major review of Special Education and Inclusion was initiated to ensure that the service provided by the Board continues to be of the highest possible standard.

Education Welfare Service

While the primary role of the Education Welfare Service is to investigate children's absence from school and to promote good attendance, the service is often drawn into wider social tasks, and in this way to provide support in the widest sense for children of school age and their families. With an approach which is child centred and customer focused an emphasis is placed on the importance of partnerships with parents, pupils, schools, statutory and voluntary agencies. Through this the Service met its target of improving attendance of specific groups by 5%.

As a result of major changes in policy and legislation the operating environment of the Education Welfare Service has altered significantly in the past five years. In recognition of this and in line with the recommendations of a very positive Inspection Report, the five Education and Library Boards are currently involved in refocusing working practices. There are five inter-Board strategic groups addressing the following areas: Quality Assurance, Training, Preventative Approaches, Human Resources, and Casework.

The implementation of a new database is nearing completion. Staff are receiving on-going training to use the new system which it is envisaged will assist officers to maintain and access records more quickly and efficiently.

The Education Welfare Service is also piloting a new text message referral system. This will allow young people and parents to access the service more easily using modern web based mobile phone technology.

Much preventative work is also being undertaken through the "Primary Attendance Matters" project. This work helps Primary Schools improve their levels of school attendance and punctuality through the dissemination of good practice.

The Service will continue to monitor its levels of customer satisfaction and is currently engaged with partner organisations to find new and innovative methods of collating this information.

Alternative Education

Alternative Education provides accessible, meaningful education for the small minority of young people unable to sustain mainstream schooling – approximately 230 key stage 4 students this year. For these young people achievement can be measured not only by their academic achievements but through their personal and social development.

The Neighbourhood Education Centres have continued to achieve marked success in motivating and engaging young people through programmes such as coursework, work experience, peer mediation and even a sponsored walk in the Mourne which raised over £100.

A number of new initiatives have been instigated to improve the service and function of alternative education. 'The Big Picture' school has enabled students to achieve academically, but also begun to teach them how to take responsibility for their own learning.

The Care about Learning team, who work primarily with Looked after Children, demonstrated how support and mentoring improves the educational outcomes for these young people, particularly through the close links forged between the Health Trust and Education. Another example of these close links is the social work post which while funded by the Health Trusts, works within Alternative Education, addressing some of the needs of young people. These inter-agency teams have brought together best practice in a manner which is to the benefit of many young people who otherwise could be excluded.

E-learning has been developed to provide an online learning experience that has enhanced tuition for young people in a variety of contexts. It demonstrated the immense potential of modern technology in providing another avenue to address educational needs.

The ongoing networking of Neighbourhood Education Centres, FE colleges, community projects and new initiatives have worked together to continue to provide appropriate, valid and successful educational outcomes for these marginalised young people.

Educational Psychology

The Psychology Service continues to offer a range of services to children, their parents and schools – from individual assessment of learning difficulties, advice on management of learning and behaviour problems to individual therapeutic counselling. The section also offers specialist Psychological support services:

- Bereavement/Trauma Counselling Support to schools and individual children and their families;
- Challenging behaviour support service to schools for children with severe learning difficulties.

There have been three major new initiatives undertaken by the Service this year. To address the persistent difficulty of assessing, within a reasonable period of time, children referred at Stage 3 of the Code of Practice, a consultation document was circulated to schools outlining alternative models of service delivery. Three meetings were held for Head Teachers and SENCOs throughout the Board's area to discuss the issues raised in the consultation document. These were very well attended and very productive. A follow-up questionnaire has been circulated to schools.

In accordance with the Board's desire to develop co-operative assessment of pre-school children a new post of Senior (Specialist – ASD) Educational Psychologist has been created with a view to developing services for pre-school and early years children with autistic spectrum disorders. This project will operate in conjunction with the ASD support service within the Board and with colleagues in other Boards.

The Service was asked by the Department of Education (R.O.I) to advise on a project for young people with severe learning difficulties in Co Dublin. The Senior (Specialist-Challenging Behaviour) Educational Psychologist visited the project on a number of occasions on a consultancy basis to advise staff, managers and policy makers who were extremely complimentary about his contribution. The success of this work led to invitations from the management of the National Educational Psychology Service (NEPs) of Ireland to conduct seminars with NEPs Staff in Cork and Drogheda.

Youth Service

During the past year the Youth Service has met its two key targets by raising the percentage of locally qualified youth workers to 65% and by ensuring that 150 young people in each Youth Division completed accredited programmes. The section has also made a significant contribution to Lifelong Learning in the Board area through the provision of a wide range of non formal educational programmes for young people.

Through the South Eastern Education and Library Board Youth Service Sponsorship Scheme **563** statutory and voluntary youth organisations/projects have been supported to develop and deliver educational programmes to **47,355** young people. This represents 40% of young people within the Youth Service age range in the Board area.

A feature of provision during 2003/2004 has been the development of:-

- School based youth work
- Community relations initiatives

- International exchanges
- Health education
- Rural youth work projects
- Residential experiences for young people

Resources have been optimised through the establishment of effective partnerships in the development and delivery of key programmes including:-

- Healthy Living Project in the Ards Peninsula in partnership with the Ards and North Down Health Trust
- Job Skills Training Programme in Lisburn in partnership with the Training and Employment Agency
- Inclusive Youth Work Initiative with PHAB NI Inclusion Matters
- “Streets Ahead” – an urban youth work initiative in Lisburn in partnership with Lisburn LSP
- Prince’s Trust xl Programme in partnership with 12 Post Primary Schools and the New Opportunities Fund
- Rural Youth Work Programmes in the Ards Peninsula and Lisburn with Community Forums
- Youth Information and Participation in the Down area in partnership with Down LSP

To assist future planning a Position Paper on the role of the Youth Service has been endorsed by the Board. This Paper identifies the strengths of the Youth Service and strategic priorities for the next three year period.

Governor Training

The aim has been to strengthen the partnership between governors and the Board. Consistent progress has been made and the Board remains committed to further improve its service in the coming year. The Board would also like to express its gratitude to all governors for their ongoing support and commitment to schools. In recognition of governors’ central role in the effective and efficient management of schools, the Board have sought to provide a comprehensive training programme throughout the school year.

Following consultation with principals the Board sought to reduce the bureaucratic burden on schools and facilitate longer term planning for training options available. To this end, the Board provided a ‘training diary’ for every governor at the end of August ’03 which set out the full range of courses available until June ’04.

As this current academic year comes to a close, the Board will have completed training courses for governors in the following areas - Managing the School’s Budget; Child Protection; Selection & Recruitment; Managing Attendance; Salary & Performance Management; Estate Management; Health & Safety; Drugs Education and Human Rights.

At the request of the Special Education Sub-Committee, Mr. Bill Roy (Associate Trainer for governors) designed a performance management ‘tool’ for principals & vice-principals. This has been adopted unanimously by governors, leaders and sub-committee members who attended the training to help streamline the procedure for setting and reviewing performance criteria in Special Schools.

The Board’s web-site has also been improved in relation to the information available for governors, making it possible to access information about training opportunities, reports and other broad topics of relevance and interest.

The Board looks forward to strengthening the partnership still further in the coming year and remains committed to providing a quality service as it seeks to support the invaluable contribution of all governors in the Board’s area.

ADMINISTRATION SERVICES

Human Resources

During 2003/04, the Board's Human Resource Unit (HR) achieved ISO 9001:2000. In achieving this quality standard, HR staff had to demonstrate that its systems, processes and procedures complied with the requirements of the standard. This was demonstrated to external assessors in terms of the Board's ability to meet customer, regulatory and its own internally set standards.

In response to difficulties identified by schools in arranging teaching cover, as reported by the NIAO, the Board's HR Unit, in partnership with other Employing Authorities, the Department of Education and the NI Teachers' Council, contributed to the establishment of the NI Substitute Teachers' Register. The Register was developed to provide a number of benefits to schools:

- An on-line booking service available 24 hours, 7 days a week
- Increased choice through access to a regional database of substitute teachers
- Easy matching of required dates against available dates of substitute teachers
- No cost facility
- Previous experience and expertise of substitute teachers provided
- Centralised qualification and criminal record checks.

Transport

The Transport Unit of the Board provides a front line service to children within the Board's area. A team of 11 staff manage and coordinate the delivery of home to school transport on a daily basis for approximately 22,000 pupils. To provide a safe and reliable service the Board employs 83 drivers, 70 escorts and 190 school crossing patrols. The Board gives high priority to the transport service and this is reflected in the expenditure on home to school transport which was £13.5m for the 2003/4 school year. In addition to recurrent expenditure the Board provides capital funding to ensure that its vehicles are replaced in line with the agreed replacement policy.

During the 2003/4 year a Risk Register was established and appropriate measures put in place by the Board to further mitigate the risks involved in the provision of transport. Two operations inspectors were appointed to oversee the external transport operation. This enables on-site inspections of all aspects of the service provision i.e. taxis, Board buses, privately operated vehicles, to be carried out. The Board continues to provide staff training and development opportunities within the Unit. During 2003/04 Drivers and Escorts received Refresher Training on aspects relating to their job. Escorts were trained in Behaviour Management which was delivered in house by the Board's Behaviour Support Unit. A number of drivers availed of ECDL courses provided.

In conjunction with the other Boards the Transport Unit was involved in contributing to the success of the NEEC Conference by providing delegates with transport during their stay.

A customer satisfaction survey confirmed that the majority of pupils, parents and schools are satisfied with the service being provided. The major concerns identified were the provision of seat belts on buses and overcrowding which provides a challenge for the future.

FINANCE SERVICES

Purchasing Section

The work of the Purchasing Section continued to focus on the provision of contracts for furniture, equipment and services required by the Board, particularly schools. In the 2003/4 year 21 of the 80+ contracts were re-tendered and awarded, some of which were on behalf of the 5 Education and Library Boards. The purchasing website www.elbcat.com, an internet version of the contract schedules, gave

schools and centres fast, user friendly access to information about what's on these contracts. However many users still prefer to use the traditional paper schedules to source their goods and supplies.

This year was another busy year for school extensions, refurbishments and new builds and Purchasing advised and assisted schools to source and order their furniture and equipment. In addition the staff in Purchasing Stores collected all the surplus equipment to allocate to other schools or arrange safe disposal. This year saw new school buildings at Glenlola Collegiate, Meadow Bridge Primary, All Children's Integrated Primary and Clifton Special School. Overall on the Board's Oracle Financial System 9500 electronic requisitions were approved and from these Purchasing placed over 9,500 purchase orders on behalf of the Board – 25% of which are created directly from the Oracle Catalogue of contract items.

Catering Services

The Catering Service continues to provide a healthy balanced meal to all who wish to avail of the service. Customer Care is of high importance and good working relationships essential. The dedication, loyalty and competence of the Management Staff and Catering Staff ensures this goal is met.

MEALS UPTAKE

School meals uptake continued to increase despite the price increases. Menus and services are continually reviewed to suit the needs of each school. The growth of breakfast services and Healthy Breaks within the primary sector provides a stable diet for the children. Function catering is on-going and carried out in all areas of the Board.

NUTRITIONAL GUIDELINES

These were set by the Department of Education and have to be piloted for one year. Currently there are 15 schools involved and the Area Managers/Supervisors continue to train staff and develop menus to ensure that the pilot is effective. A close working relationship with both the school and the Supervisors is maintained to make this a success. This involves Primary, Post Primary and Served units. This pilot is being monitored by PricewaterhouseCoopers Limited.

NOF (NEW OPPORTUNITIES FUNDING)

Two schools in North Down (West Winds Primary and Kilcooley Primary) received funding from the Health Board through the NOF bid. This allows children to have a healthy breakfast for a minimum cost. This has proved quite successful and those who attend enjoy their food. Books, colouring-in pens etc are available for the children to use during this time. Parents may also partake of this service.

TULLYCARNET HEALTHY DAY

This is the second year the Catering Service has provided healthy lunch on this day. This is a community day and participation helps let parents see what is on offer for their children. This proves a good public relations exercise as well as offering healthy food to all who avail of the lunch. It is all funded through the community.

Cleaning Services

PERFORMANCE MEASUREMENT

The cleaning service participated in the second pilot year of the Northern Ireland local government benchmarking initiative promoted jointly by the Association for public service excellence (APSE) and the Northern Ireland Staff Commission. Performance comparisons were made against four Northern Ireland Education Library Boards and six selected comparators from England, Wales and Scotland (Family Group) responsible for a similar number of schools.

Once again the Board's cleaning service was one of the top ranking performers having:

- Lowest cost per square metre for all areas cleaned at £6.91. Family group average £11.00.
- 2nd lowest material costs as percentage of total costs at 2.2%. Family group average 6.21%.
- 3rd lowest front line staff absence at 5.75%. Family group average 6.86%.
- 2nd highest total square metres cleaned per full time equivalent employee at 1600 square metres. Family group average 1456 square metres.

STANDARDS

The service achieved satisfaction levels of 96.5% recorded monthly across the range of buildings where cleaning is provided under service level agreements.

Grounds Maintenance

Grounds Maintenance continued improvements to enhance the grounds estate over the last year, not only improving the appearance and aesthetic value, but the usefulness of the grounds for the various sporting activities.

Grounds Maintenance has invested in equipment to allow for the 3r principles to be applied, (reduce, reuse, and recycle). There is less material going to landfill sites, cuttings from trees and shrubbery are being shredded and chipped, and being reapplied back to the earth, hence giving a recoverable value to products that normally would be “dumped”. Modernisation of vital grounds maintenance equipment continued throughout the year with emphasis on fleet and plant machinery.

LIBRARY AND INFORMATION SERVICES

PUBLIC LIBRARY USER SURVEYS (CIPFA PLUS)

The Public Library User Survey (PLUS) was carried out during the week beginning 13 October. Library users from all 26 branch libraries were surveyed and the results showed very high levels of satisfaction by library users.

- 56.3% against a target of 65% of adult library users reporting success in obtaining a specific book (target affected by poor stock levels and funding)
- 88.6% against a target of 75% of adult library users reporting success in gaining information as a result of a search or inquiry – exceeded target
- 95.2% against a target of 95% adult library users rating the knowledge of staff as ‘good’ or ‘very good’ - exceeded target
- 96.9% against a target of 95% of adult library users rating the helpfulness of staff as ‘good’ or ‘very good’ – exceeded target

READER DEVELOPMENT

The Library Service has developed a number of programmes and services to encourage reading and support literacy for children, young people and adults.

READING GROUPS AND READING GANGS

Ten adult Reading Groups with a total of 133 members in the following libraries: Bangor (Poetry Reading Group), Holywood (3 groups, including one for visually impaired clients), Gilnahirk, Saintfield, Newcastle, Dunmurry, Dundonald, and Downpatrick.

Thirteen Children’s’ Reading Gangs with a total of 135 members in Moira, Poleglass, Laurelhill, Newtownbreda, Dundonald, Killyleagh, Comber, Donaghadee, Bangor, Castlewellan, Lisburn, Braniel and Ballynahinch libraries.

OTHER READING PROMOTIONS INCLUDED:

- The BBC Big Read
- World Book Day with online facilities to authors.

- Themed selections of stock offered to clients through quick-access promotions, for example linked to book awards and prizes.

In the Summer Reading Challenge - the Reading Maze a total of 2289 children registered for the challenge, down slightly on last year's figure of 2837. The very fine weather may have affected the numbers. Many libraries staged special events to stimulate and maintain the interest of children during the challenge.

BOOKSTART

This continuing partnership between libraries and health visitors provided a gift of free books to babies, encouraging families to read together as early as possible. All parents who brought their baby for a routine development health check at 7-9 months received a voucher which could be exchanged at any branch or mobile library for a Bookbag containing 2 paperback books, a nursery rhyme placemat, "Babies love books" leaflet for parents, book catalogue & booklist with recommended titles. Over the past year 1098 children were given Bookbags, bringing the total since April 2000 to 3006. National research has shown a range of benefits for children and parents who take advantage of the advice contained in the pack e.g. on how to use books with their babies, acquiring the library habit etc. Better bonding, family literacy and language skills are just some of the pluses. Learning to read is one of the most important factors in school success - Bookstart children achieve higher scores in all areas of primary school baseline tests.

SURE START

This government initiative to improve the health and wellbeing of families and children before and from birth so that children are ready to flourish when they go to school is funded in N Ireland by DHSS&PS. At present SEELB libraries participate in 2 Sure Start schemes, one in the Downpatrick area and one in the Lower Ards Peninsula. Children and families involved in the Surestart programme are automatically included in the Bookstart scheme. They also receive a Bookstart Plus pack at 18 months containing 2 books (a nursery rhyme book and CD- Downpatrick scheme only) and a height chart as well as a leaflet on sharing books and another on local library services. In addition, parents can get advice and access to a range of resources in Downpatrick and Portaferry libraries and the mobile libraries, which visit communities in the Ards and the Downpatrick area.

In the Downpatrick area **289** bags were distributed while in the Lower Ards scheme, **136** 18mth and **40** 30mth packs were given out, making a total of **176** for the scheme.

LEARNING @ YOUR LIBRARY

A range of events and programmes was delivered to promote public use of the IT- facilities and services in all our local libraries. All 26 branch libraries in the SEELB area now offer free, high-speed access to the Internet, email and a range of office applications. Computers are available on a drop-in basis, although pre-booking is advisable during peak times and especially in smaller libraries. Many adults and children have been quick to take up the new service. **Booked sessions totalled 152,308** in the year. **'Internet Clinics'** are also offered - where well-trained library staff give customised sessions/tours. This service is also provided free. **380 people attended Internet clinics over the year exceeding the target of 200.**

The third annual **e-week** took place during the week beginning 27 November in 11 SEELB libraries. A total of twenty-four events were attended by 128 people and their comments included -

"Everything is falling into place with emails" (Send your first email)

"I found this very inspiring" (Digital photography for beginners)

"I enjoyed this very much - it helped me realise that I can now use my daughter's computer" (Getting started on your PC)

“most helpful and patient instruction” (Travel on the web)

LOCAL HISTORY PROGRAMMES

The Library Service organised a range of programmes, events and talks to open up resources, encourage interest in local cultural identity and promote social inclusion.

‘Family history for the complete beginner’ a series of 4 talks in **Newcastle Library** introducing clients to family history in association with the Public Record Office of Northern Ireland (PRONI) had an attendance of 112 people.

‘LOCAL HISTORY AT LUNCHTIME’

Newcastle Library - series of 3 talks in July and August. On 21 July the first lecture, by Ian Wilson of North Down Heritage Centre, explored the shipwrecks of the County Down coast. On July 28th the townlands of the South Down coast were the focus of attention by Dr Kay Muhr and, on 4 August, Stephen Cameron delivered a talk based on his book on the sinking of the Princess Victoria. The sessions attracted a total audience of 121.

Hollywood Library - series of talks between October and December. On 1 October, a talk on the Ulster American connection by Gordon Lucy of the Ulster Society; on 14 November the topic was the life of Francis Joseph Bigger by Roger Dixon, Librarian of the Ulster Folk Museum. The final talk on 12 December was by Roddy Hegarty of the Federation for Ulster Local Studies on the traditions of Christmas. A total of fifty-nine people attended the three talks.

Killyleagh Library - Clive Scoular gave a talk on the life of Thomas Russell attended by 35 people.

Portaferry Library - women writers of County Down talk by Deirdre Armstrong attended by 38 people.

CHILDREN AND YOUNG PEOPLE

(a) School Class Visits

Every branch library offers local schools class visits. This strengthens the library habit and is beneficial for pupils who otherwise would not be inclined or able to visit as individuals or with their families. Library staff are trained to deliver activities and talks to explain how the library works and how to use books and ICT to find information. Sessions also take the form of book talks about popular children’s writers or storytelling for younger children. 51% of primary schools in the Board’s area used this service and 5 Special and 1 post-primary school participated in 2003-04. In total 10,059 children were reached through this programme.

(b) GridClub

111 children attended 9 GridClub sessions in Newcastle, Laurelhill, Tullycarnet, Cregagh, Donaghadee, Hollywood, Dundonald, Moira and Downpatrick libraries. GridClub is a fun education Internet site which is highly interactive. Each UK region has a number of Teacher/Advisers and 3 of these who facilitated the sessions. The sessions were part of our summer programme for Primary school children and were linked to the “Reading Maze”, being promoted as one of several websites of interest to children. Feedback from participants was very positive with comments ranging from “brill”, “class”, “great fun” and “super site”.

GridClub was also an important part of the Board’s programme for **“Family Learning Weekend”** which was piloted in the Downpatrick area. Downpatrick library hosted 3 workshops attended by 23 children and 18 adults. Children were drawn from 15 schools in the area.

World Book Day ON-LINE was held in March 4th. Children in several libraries logged on to see their favourite authors. Local bestselling author, Colin Bateman, visited Laurelhill Library where he met children from the Lisburn and Laurelhill Reading Gangs and read from his first children’s book, “Reservoir Pups”. Radio Ulster covered the event. Author and photographer, Chris Fairclough visited 2 libraries on 3rd March as part of the celebrations and invited 60 children to tour the world with him.

EDUCATION LIBRARY SERVICE (ELS): IMPROVING SCHOOL LIBRARIES

The ELS promoted the development of effective school libraries through advisory, support and resource services.

Schools in all sectors used the ELS to select, purchase and provide the stock for their central libraries and classroom collections. Education Librarians also advised teachers and school library staff on resources to meet the information and reading needs of their pupils and the wider school curriculum and were increasingly engaged in a range of developmental projects and initiatives to support information skills, literacy and reader development.

KEY FACTS

- 77, 538 new books and resources were added to school library stock (1.2 items per pupil)
- 142,965 books and other items were re-allocated (re-circulated between schools)
- 220 school visits were provided by the mobile library (bringing resources to-the-door)
- 1,268 project loans boxes were supplied to 152 schools (95% by the target date)
- 20 schools received advisory visits on developing their libraries
- 13 schools booked ELS staff for talks to parents and or staff e.g. DELTA
- 58 schools (132 staff) visited ELS Unit to select resources
- 10 schools booked ELS staff for storytelling (1412 pupils attended)

Only 20% of the mobile library exchange target to visit all primary schools once per year with 50% of all primary schools receiving a second visit was achieved due to reduced staffing levels.

CHANGING ROOMS: NEW SCHOOL LIBRARIES AND LIBRARY 'MAKEOVERS':

During the year Education Librarians advised and supported 15 schools on library design: 4 schools on major new library projects: Guinness PS, Christ the Redeemer PS, Meadowbridge PS, St Caolan's PS and another 11 schools with 'makeovers' (refurbishments or re-organisations): Killowen PS, St Colmcille's HS, St Anne's PS, Newtownbreda High School, St Mary's PS Aghliscnafin, Knockmore PS, St Colman's PS Lambeg, Killard School, St Comgall's PS, St Patrick's PS Holywood, Bangor Grammar School. Principals, teachers and school library staff found this an invaluable service save helping their libraries meet the required standards recommended in the School Library Guidelines for Northern Ireland.

SCHOOL LIBRARY GUIDELINES:

The Board hosted the Northern Ireland launch of the new edition of the LISC (NI) Guidelines at the Island Arts Centre in Lisburn where an audience of librarians, teachers, advisers and others in the education field heard from an interesting line up of speakers which included the DENI permanent secretary Gerry Maginn and Jonathan Douglas, Head of Learning and Access, Museums, Libraries and Archives Council. Copies of the new guidelines have been sent to every school in the SEELB area.

LIBRARY SKILLS PACK KEY STAGE 1 AND 2

A pack to help teachers design their own information skills programme was prepared by ELS staff in conjunction with St. Malachy's PS, Bangor and Brooklands PS and sent out to all primary schools.

WIDENING PARTICIPATION

During 2003/2004 the Board set the following targets:

- Maintain the previous year's level of active library membership - this was the first year that active borrowers, rather than registered members, were recorded. An active borrower is defined as someone who has borrowed at least once in the year. This has become the agreed measure in Northern Ireland public libraries. The total number of active borrowers was 70,341.
- Increase the number of annual visits to its libraries by 3% - increased by 3.9% over previous year - (target exceeded)
- Meet 99.7% of published opening hours in branch libraries – target exceeded at 99.8%
- Meet 96.5% of published opening hours in mobile libraries, - target exceeded at 99.8% also

- Baseline the percentage of library membership in TSN areas - Draft Library NTSN strategy scoped, new data collection piloted to assist targeting, monitoring and reporting. Top 'TSN' wards in SEELB identified by internal Inclusion Group.

STREAMLINING INTERNAL PROCESSES

CURRICULUM SERVICES

Parenting

As a target set out in the Board's Corporate and Business plan for 2003/04 two parenting projects have now been established in Dunmurry High School and St. Colmcille's Primary School, Downpatrick. Since the project began the two centres have been refurbished and equipped with necessary resources to ensure that they offer inviting environments for parents and children. Both parenting officers have established secure relationships with the staff of the school, parents, community workers and other voluntary and statutory organisations. The formation of such links has been crucial as a number of the organisations have assisted with the delivery of courses and events to enhance the knowledge, understanding and skills of parents and family members.

A 'Needs Analysis' was carried out in each school and a range of programmes was organised in the following areas:

- Learning and Skills Development
- Health Promotion
- Personal, Social, Recreational Development

These included:

- European Computer Driving Licence
- Positive Parenting
- Introduction to sign language
- Mens' MOT – (Chest, Heart and Stroke)
- Health and Well-being
- Drug/Alcohol Awareness
- Can't Cook, Won't Cook
- Aromatherapy
- Outdoor Pursuits

As a result of these courses, four parents have progressed on to the first stages of an Open University Degree.

Much has been achieved and evaluations have reported that the project has had great impact on the social and educational development of parents, children, teachers and the local community.

ADMINISTRATION SERVICES

SEELB Takes A Silver 'Step To Excellence'

At the Gala Quality Awards Evening for 2004, organised by the Centre for Competitiveness, the South Eastern Education and Library Board was awarded Silver Recognition in the 'Steps to Excellence' programme of continuous improvement. The 'Steps' programme which is recognised as among the toughest in the UK and Ireland is based on the nine criteria of the European Foundation For Quality Management (EFQM) business excellence model. The achievement of the award highlights that through its Leadership driving Policy and Strategy, Management of its People, Resources and Processes the Board is able to satisfy the needs of its Customers, People and Society leading ultimately to excellence in Business Result. To apply for the award the Board had to draw up a 45 page submission against the nine criteria which was followed by a rigorous 2 day on-site visit by four external assessors from both the private and public sectors. During the on-site visit the assessors met with 16 different

groups including staff from both headquarters sites, outcentres, Board suppliers and partners, the Senior Management Team and a group of School Principals. In the near future the Senior Assessor will deliver a presentation to the Senior Management Team together with a detailed report of his findings and recommendations.

FINANCE SERVICES

IFS (INTER-BOARD FINANCIAL SYSTEMS)

In July 2003, the Board carried out a major upgrade to the computerised financial system. This involved re-writing and testing a significant number of customised programmes and reports, as well as carrying out re-training of all users in the new system. The upgrade went smoothly according to plans, with minimal disruption to schools and other users of the information from the system and to Board suppliers.

The iFS (inter-Board financial systems) team, which is based in the South Eastern Board, together with the PFI partner, Fujitsu Services, is now working on extending the system to include further enhanced functionality.

Grounds Maintenance

During the year, an Operational Requirement was drawn up for a Grounds Maintenance Management IT system. A tendering process was completed and a suitable IT system was acquired. It is expected, when operational, that efficiency and customer service will further be improved with greater utilisation of the available resources.

LIBRARY AND INFORMATION SERVICES

By July 2003 the Board successfully completed the rollout of the new library management systems in all its libraries on schedule.

During 2003/2004 the Board's Library Service continued its partnerships with local councils and other arts/culture organisations in providing information, culture and learning programmes.

Other arts and culture activities:

Newcastle and **Ballynahinch** libraries benefited from a spin-off from the Library Service's partnership with Down District Council's Arts Service during Beyond Words. Both libraries played host to Opera Fringe Northern Ireland for lunchtime performances of Giancarlo Menotti's *The Telephone*. The production was watched by 27 people in Ballynahinch and 70 in Newcastle.

Castlereagh libraries also featured in **Castlereagh Visual Arts Festival** staged in partnership with Castlereagh Borough Council between 9-20 October. Newtownbreda, Cregagh, Dundonald, Carryduff and Belvoir libraries staged exhibitions by local visual artists Evelyn Penny, Deirdre Hunter, Heather Gibson, David Thompson and James White. Braniel Library hosted a display celebrating the life and work of Beatrix Potter.

Castlereagh Libraries continued their long-standing partnership with Castlereagh Borough Council's Castlereagh Arts Forum by staging several events and exhibitions in its 5th annual **Verbal Arts Festival** which ran between 17th and 24th February. Saturday 21 February saw Tullycarnet Library's first Saturday evening event with a performance of *Time after Time* by Blue Flax Drama Group. The event was enjoyed by an audience of 59. On Wednesday 25 February local writer and historian John Bradbury presented a talk entitled *Celebrated Citizens* to an audience of 11 in studio@cregagh.

Carryduff and Braniel libraries each hosted a session for local schoolchildren with Ulster Scots musician and storyteller Willie Drennan.

Information Technology

The Board approved its second Information Systems (I.S.) Strategy in November 2003 as targeted. This set out the direction for the Board in respect of its use of information technology and builds on the NIELB I.S./e-Business Strategy of March 2003. The Board met its targets on a number of IT areas as follows:

TECHNICAL SUPPORT:

- Procurement of a new help desk for logging and tracking faults;
- The unit took over IT support for 4 ICT suites for the Youth Service, covering not only desktops and server support but also email and internet access.
- Considerable effort has also gone into implementing a range of management procedures and practices including security measures.

NETWORKING AND COMMUNICATIONS:

- Implementation of a Board wide area network, which brought computer services and improved communication to 7 remote Board sites. Staff at remote sites now have access to the same ICT facilities offered to Board HQ staff. Automatic updating of security features, software patches and indeed shadowing service for resolution of faults which removes the need to visit sites.
- A remote access system was implemented for the Board peripatetic users providing access to Board network services either from home or on the road.
- A major upgrade of the Board core network infrastructure was implemented successfully without disruption to IT services.

APPLICATIONS SUPPORT AND DEVELOPMENT:

This area continues to grow with IT officers playing a key role in the replacement and introduction of systems to support the business areas.

- The team successfully project managed the implementation of a Child Support System into Education Welfare across all education and library Boards.
- The Board is currently project managing the procurement of a system for Special Education services across all Boards, in conjunction with a major five Board project covering a number of pupil service areas.
- The unit supported the Grounds Maintenance service in procuring a suitable system for managing jobs and contracts.
- Development of a bespoke online Science Self-Evaluation system for five Board implementation in 2004/05.
- Ongoing support of a range of legacy systems with enhancements to a number in line with business needs.

FIVE BOARD INVOLVEMENT

IT officers continued to be actively involved in a range of five-Board IT projects and initiatives through a variety of roles from project manager, team members and involvement on Project Boards. This provides development opportunities for IT staff and creates an information sharing environment across all Boards.

PROMOTING ORGANISATIONAL LEARNING AND GROWTH

CURRICULUM SERVICES

Partnerships

As is evident from what follows the Board has successfully met its target of further developing its partnership with the Down Lisburn Health Trust and Ulster Community Health Trust during 2003/04.

SEELB Partnership with the Down Lisburn Health & Social Services Trust

The partnership continues to grow and, as a result of the restructuring of the Strategic Planning Group (SPG) last summer, the following five project groups were established: Early Years; Parenting; Looked after Children; Special Education and Healthy Schools. In November the project groups presented their terms of reference and targets to the Chief Executives who commended the SPG on its work to date and approved proposed future direction.

The chair of the SPG alternates annually between Stanton Sloan, Senior Education Officer Curriculum and Kate Thompson, Director Primary Care and Social Work.

Early Years, Parenting and Healthy Schools have initially been focusing on scoping provision, whilst also considering ideas for joint projects, including joint training.

The Special Education group is considering the implications for both organisations of the incoming Special Educational Needs and Disability legislation.

The Looked after Children Project group has established 5 new posts to assist in raising the educational attainment of Looked after Children. Three of these posts are operational and are proving very successful. It is anticipated that the other two will shortly be appointed.

In the Board's 2003 EFQM submission, the Assessment Team commented that through links between health and education services, the partnership creates value for stakeholders through integrated planning and delivery of services.

In 2003 DLT won the Northern Ireland Quality Award. Their submission emphasised this partnership as being key to a holistic approach to the provision of health and social care in the community.

SEELB Partnerships with Ulster Community & Hospitals Trust and the South & East Belfast Trust

Based on the success of the partnership with Down Lisburn, the Board is establishing similar partnerships with its other two health trusts. Much progress has been made since the initial multi disciplinary/interagency seminars with both trusts, involving their respective Chief Executives, and the follow up meetings with senior management. Both trusts have established project working groups and they are currently developing terms of reference and action plans.

English as an Additional Language (EAL) Project

Shuyb Miah Home/School Liaison Officer for the Bangladeshi Community and Elaine Christy, EAL teacher have devised a project on "My Trip to Bangladesh". Salma on returning from visiting her grandparents in Bangladesh built on this amazing experience by providing a personal 'keep sake' booklet of her visit.

“This project initially started with one-to-one EAL sessions with Salma. Having produced a booklet about her ‘trip to Bangladesh’ the audience was widened to include her whole class and had a Bangladeshi day with Bengali children dressed up in their national dress. Other classes in the school asked to hear about the project and it was presented to them as well.”

(EAL Support Teacher)

Activities within the project covered topics in Maths, Geography, English and Art. Salma’s mother provided authentic Bangladeshi snacks on the day for the whole class.

“All the pupils in P3 benefited greatly from the project. It gave the children a greater insight into another culture and appreciation of the differences and the similarities of the two communities.”

(P3 Teacher, Newtownards Model Primary School)

“This was a great experience for my daughter to be involved in this project. Salma felt pleased and excited that she could share the experience with her school friends.”

(Parent)

“It is exciting to see cultural awareness activities in our classrooms, allowing children to explore and learn about other cultures and communities in Northern Ireland.”

(SEELB Officer)

ADMINISTRATION SERVICES

Human Resources Unit

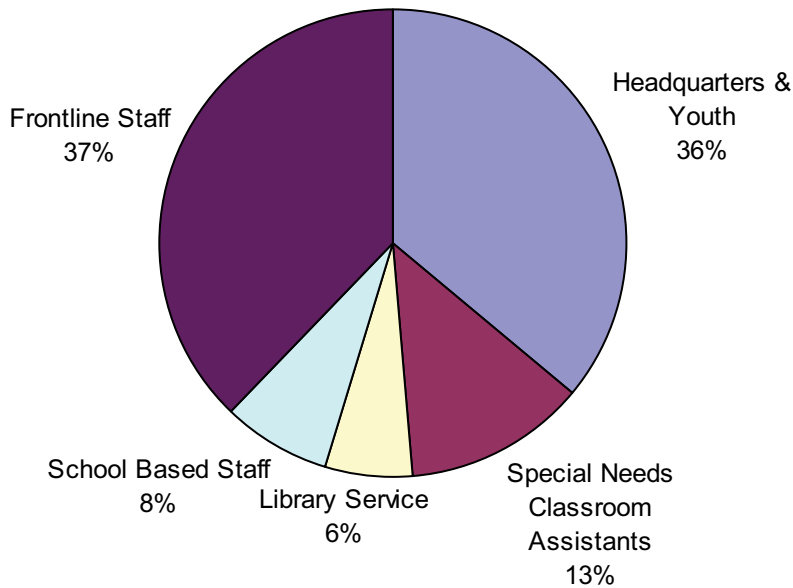
Development Opportunities For Front-Line Staff

During the past year there has been a concerted effort to provide more learning and development opportunities for the Boards front-line staff namely cleaners, caretakers, bus drivers and escorts, grounds maintenance men and school meals staff. Learning opportunities provided have been varied and have included skills training needed for a particular job such as kitchen hygiene, risk assessment, fire safety, manual handling and back care and NVQs. For the first time staff also had the opportunity to access programmes which were not job specific but have a beneficial effect on their work. One of the most successful ongoing programmes called Return To Learn was run jointly by the Learning Support Unit, Unison and the Workers’ Education Association. This programme is designed specifically for non traditional learners who have not been involved in learning for a long time and aimed to increase self confidence and self esteem over a nine month period as well as brushing up on several skills areas. Many front-line staff have expressed an interest in learning how to use computers so several different programmes were designed and run including one that incorporated essential skills in the work place to improve literacy and numeracy skills as well as IT skills.

Learning & Development

As for previous years, non-teaching staff have been supported to undertake a wide range of learning and development opportunities from college courses to open learning, and from job shadowing to Management Development. In total, some 183 staff have participated in accredited programmes through external providers of which 37% are frontline staff, demonstrating a continued increase from previous years. In addition, more than 230 non-teaching staff also attended short courses and conferences.

Post Entry Study Scheme



The Board has adopted a number of innovative approaches to facilitating staff development, including the Managing to Make A Difference programme (MMAD). MMAD2 supported ten individuals from across the Board to complete two substantive projects and present formal reports to the Senior Management Team (SMT) including recommendations for future improvements within the Board. The provision of European Computer Driving License (ECDL) training has been successfully delivered for more than 60 staff at Board Headquarters (27 of whom completed the full qualification), enabling courses to be designed with the necessary level of flexibility and relevance to Board procedures. The Learning & Development team played a key role in the implementation of new or re-launched policies and procedures, including Managing Attendance and Code of Procedures on Recruitment & Selection. In total, seminars have been organised for almost 200 Board Officers and Board Members. In-house provision continues to grow in strength, and the Board now delivers training in a wide range of topics for staff across the Board as well as providing service specific development opportunities.

FINANCE SERVICES

Budgetary Control

During the 2003/04 year the Budgetary Unit developed and adopted procedures to ensure greater budget holder accountability. This was complemented by the commencement of a training programme to be rolled out to all budget holders to enhance their knowledge of financial matters both through formal training and one to one assistance.

The budgetary unit continues to provide financial information, support and advice to all non-LMS budget holder and sponsoring departments.

New principal Training

The Board, in line with its commitment to open communication and learning, carried out new principal training in October 2003. The Local Management of Schools Unit (LMS) produced a training pack and gave a presentation on LMS, the financial cycle and Board and school responsibilities. This training will continue to be provided on a yearly basis. One-to-one training and advice is provided within the resources available to support schools, Principals and Board of Governors on all aspects of their finances.

Board of Governor Training

As a result of the reconstitution of School Boards of Governors' training was provided by LMS in April 2003 on SEELB and BOG responsibilities with regard to finance. An updated training pack was produced, which contained details of the financial cycle and reports, together with a series of exercises. The SEELB acknowledges the importance of Board of Governors' contribution and will continue to inform and advise as required to ensure the best possible working relationship between all parties.

Purchasing

In 2003/4 collectively the ELB Purchasing Sections have been recognised as a Centre of Procurement Expertise by the NI Central Procurement Directorate. Centres of Expertise are to take the lead in the implementation of procurement policy in their area in compliance with Public Sector and European Procurement Directives/Legislation. Each is required to satisfy the NI Procurement Board that they have a unique procurement portfolio, an effective "intelligent client" competency, adequate expertise, and an established and successful track record, a complaints procedure and that they comply with the appropriate standards. The objective is that all public expenditure in NI will be channelled through a Centre of Expertise by March 2005.

School Cook Of The Year

The competition was held in the Belfast Institute of Further and Higher Education and SEELB was runner-up. It was well publicised by the BBC George Jones programme and also in local papers. The runner-up was Ruth Martin, Clough Primary School. This event was organised through the Northern Ireland School Catering Association.

Canteen Person Of The Year

This was organised through Coca Cola Bottlers Ulster. Students are requested to nominate their favourite and most helpful canteen person. SEELB winner was Fiona McBurney from West Winds Primary School.

Training

Training is on-going within the Catering Service both internal and external. The following courses were completed during the year:

- Basic Hygiene Certificate
- Intermediate Hygiene Certificate
- Manual Handling
- Cook's Training (practical and administrative skills)
- ISM Certificate (Institute Supervisory Management)
- Foundation Nutrition Course
- Certificate in Nutrition

Training is essential within the service to ensure all staff are given the opportunity to develop. Staff enjoyed an afternoon in the David Lloyd Centre to receive their certificates.

Primary School Promotion

A promotion was organised during the Spring term. Products and prizes were organised with Suppliers and all children had the opportunity to partake in a competition. This proved most successful and continues to build on the good relationships within the schools.

Grounds Maintenance

Vocational training programmes for Grounds Maintenance supervisors were completed. The programme was based at Greenmount College and is NVQ in Amenity Horticulture. Also further training in cross cutting and tree felling was completed by a dedicated four man team to carry out ground work to the tree stock across the Boards area.

APPENDICES

Appendix 1: SEELB Key Stage, GCSE and GCE Performance

Appendix 2: Home to School Transport

Appendix 3: Recruitment

Appendix 4: Equal Opportunities Monitoring Returns

Appendix 5: Claims and Legal Administration Unit

SEELB KEY STAGE, GCSE AND GCE PERFORMANCE

	2001-2002	2002-2003
Key Stage 1 Level 2+ English (%)	96.1	96.0
Key Stage 1 Level 2+ Maths (%)	96.5	96.1
Key Stage 2 Level 4+ English (%)	75.9	78.1
Key Stage 2 Level 4+ Maths (%)	79.2	80.6
Key Stage 3 Level 5+ English (%)	71.0	72.1
Key Stage 3 Level 5+ Maths (%)	71.1	69.0
Key Stage 3 Level 5+ Science (%)	68.7	67.1
GCSE 5 A*-C (Secondary) (%)	32.8	35.1
GCSE 5 A*-C (Grammar) (%)	96.5	96.7
GCSE 5+ A*-C (Secondary & Grammar) (%)	54.1	56.2
GCE A Level 3+ A-C (Grammar) (%)	54.7	65.5
GCE A Level 2+ A-E (Grammar) (%)	96.4	97.4

HOME TO SCHOOL TRANSPORT

No. Pupils Transported	2002/03	2003/04
Board Bus	2,308	2,461
Public Transport	15,953	15,660
Taxis	1,029	1,131
Private Operators	664	636
Private Hire of Public Transport	90	306
Ferry	101	115
Other	851	1,044
Total	20,966	21,353

Cost Of Service	2002/03	2003/04
Board Bus	£1,997,000	£3,058,506
Public Transport	£6,419,000	£5,989,510
Taxis	£2,108,000	£2,645,990
Private Operators	£767,000	£625,413
Private Hire of Public Transport	£40,000	£67,389
Ferry	£10,000	£10,395
Other	£259,000	£252,539
Total	£11,600,000	£12,649,742

RECRUITMENT

Recruitment – Non Teaching	2003/2004
Non-Teaching Posts Advertised	901
Applications Received	5,042
Appointments Made	733
Temporary Appointments	106
No Appointments	72

Recruitment – Teaching	2003/2004
Teaching Posts Advertised	162
Applications Received	1,897
Appointments to Principal Posts	9
Appointments to Teaching Posts	141
Teaching Staff Promotions	105
Temporary Promotions / Acting Appointments	60
Temporary and Part-time Teaching Appointments	9

EQUAL OPPORTUNITIES

(Monitoring Returns Made on Calendar Year Basis – 2003)

	2003
Total Non-Teaching Applicants Monitored	3,942
Posts	802
Average number of applicants per post	5:1
Total Teaching Applicants Monitored	2,133
Posts	194
Average number of applications per post	11:1
Ongoing Complaints	16
Complaints Settled	3
Legal Fees	£7,731.50

CLAIMS AND LEGAL ADMINISTRATION UNIT

	2003/2004
Cost of Service	£94,788
Claims	
Number of liability claims investigated	25
Value of liability claims rejected	£51,000.00
Value of successful liability claims	£29,077.00
Value of liability claims outstanding	£320,100.00
Debt Recovery	
Number of new cases referred	34
Value of new Debts referred	£50,399.59
Value of Debts recovered/arranged	£59,240.21
Car Loans/Leases	
Number of loan applications processed	4
Number of lease quotations given	3
Number of leases processed	0
Educational Visits	
Number of visit applications processed	695

FINANCIAL STATEMENTS FOR YEAR ENDED 31 MARCH 2004

FOREWORD TO THE ACCOUNTS

1 Background Information

The South Eastern Education and Library Board (hereinafter referred to as 'the Board') is an executive non-departmental public body sponsored by the Department of Education, Department of Culture, Arts and Leisure and the Department for Employment and Learning. The Board's principal functions are the provision of education, library and youth services to the District Council areas of Ards, Castlereagh, Down, Lisburn and North Down.

These accounts have been prepared in a form directed by the Departments with the consent of the Department of Finance and Personnel in accordance with Article 12 of the Education and Libraries (N.I.) Order 2003. (A copy of the Accounts Direction can be found at Annex A.)

2 Brief History

Business Review

The Board produces an Annual Report of its activities and a full report is contained therein.

Results For The Year

The results for the year of the Board are set out in detail on page 54. The deficit for the year was £23,739,000 after charging notional costs of £17,596,000.

Fixed Assets

Details of the movement of fixed assets are set out in note 12 to the accounts.

The Board does not believe that there is any material difference between the market and book values of its land and buildings.

3 Future Developments

During the financial year 2004/05, the Board plans to:

- 1 Complete the building of the new Clifton Special School and All Childrens Primary School.
- 2 Commence the building of the new Dundonald Primary School, Newtownards Model Primary School, Ballyholme Primary School, Kilmaine Primary School and Saintfield High School;
- 3 Complete economic appraisals for capital development at Knockbreda High School, Priory College, Dundonald High School, Glastry High School, Down High School, Down Academy, The High School, Ballynahinch, Holywood/Redburn Primary School, Towerview Primary School, Pond Park Primary School, Victoria Primary School, Ballyhalbert, Downpatrick Primary School, Downpatrick Nursery and Knockevin Special School;

- 4 Continue the PFI process for the new Comber High School and the new Bangor Academy and Sixth Form College;
- 5 Complete Economic appraisals for the capital development of static library provision in Bangor and Newtownards;
- 6 Complete Economic appraisals and seek funding for the provision of Nursery Unit projects approved under the Pre-School Education Expansion Programme at Moira, Newtownbreda, Tonagh, Ballynahinch, Meadowbridge, Spa and Clough/Downshire Primary Schools;
- 7 Continue the PFI process for the new Lisburn Library;
- 8 Continue the PFI process for Tor Bank Special School and Lagan College;
- 9 Facilitate the development of Controlled Integrated Schools;
- 10 Implement the condition survey programme for Board properties;
- 11 Implement further training programmes for Boards of Governors;
- 12 Submit and implement the statutory INSET Scheme and programme;
- 13 Support Schools in the School Improvement Programme;
- 14 Continue the review of systems for:
 - the monitoring of employment and recruitment practices within the Board; and
 - the training of Board staff and members; and
 - ensuring members of School Boards of Governors meet the requirements of Fair Employment and Equal Opportunities legislation;
- 15 Improve the Health and Safety Standards throughout all the Board locations;
- 16 Continue implementing the Government's Eco Energy Strategy to ensure energy efficiency and reduce Greenhouse Gas Emissions in line with the Kyoto Agreement;
- 17 Upgrade the operational capabilities of the new computerised financial accounting system to facilitate the developing requirements of resource accounting;
- 18 Implement the Board's recently adopted Area Strategic Development Plan for 2004/05 for prioritising capital projects over the next five years.

4 Important Events Occurring after the Year End

There have been no significant events since the year end, which would affect these accounts.

5 Charitable Donations

During the year the Board made no donations for charitable or political purposes.

6 Board Members

The following served as Board Members:

1 April 2003 – 31 March 2004:

Rev Dr D J Watts	<i>(Chairman) 1 April 2003 to 28 August 2003</i>
Councillor R Gibson	<i>(Vice Chairman) 1 April 2003 to 28 August 2003</i>
	<i>(Chairman) 28 August 2003 to 31 March 2004</i>
Mr I L G Arbuthnot	<i>(Appointed 23 February 2004)</i>
Rev Dr J P O Barry	
Rev C W Bell	
An Comhairleoir Pol de Buitleir	
Mr D Cahill	

Councillor C Calvert
Mrs J Campbell
Mr J L Colgan
Councillor Mrs M Craig
Mr S I Davidson
Councillor G N Douglas
Councillor Mrs R M Dunlop
Alderman G Ennis
Mr M P Flanagan
Mrs F A Gault
Rev G N Haire
Alderman Cecil Hall
Mr R A Jones
Mr R J McFerran *(Vice Chairman) 28 August 2003 to 31 March 2004*
Mrs M M McGoran
Miss M M McHenry
Mr A J McReynolds *(Resigned 12 June 2003)*
Dr R Montgomery *(Appointed 23 February 2004)*
Mr D G Mullan
Councillor J Norris
Councillor Mrs C O'Boyle
Mrs E M Robinson
Rev Dr R A Russell
Councillor Mrs M Smith
Mr J D Uprichard
Councillor W M Ward
Councillor W G Watson
Ms J Williams
Councillor Mrs A Wilson

Between the end of the financial year and the date on which these accounts were approved the following change took place to the composition of the Board:

Mrs J Campbell *(Resigned 24 June 2004)*

7 Disabled Employees

The Board actively encourages applications for employment from disabled persons where the requirements of the job may be adequately performed by a disabled person.

Where existing employees become disabled it is the Board's policy wherever possible to provide continuous employment under normal terms and conditions and to provide training and career development and promotion where appropriate.

8 Payments To Suppliers

Public Sector Payment Policy – Measure of compliance:

The Government requires that the Board pays its trade creditors in accordance with the Better Payment Practice Code and Government Accounting Rules. The Board's payment policy is consistent with the Better Payment Practice Code and Government Accounting Rules and unless otherwise stated in the contract, payment is due within 30 days of the receipt of the goods and services, or presentation of a valid invoice or similar demand, whichever is later. The measure of compliance is:

	Based on Invoice Date		Based on Date Invoice Received	
	Number	£000	Number	£000
Total bills paid	158,480	99,904	158,480	99,904
Total bills paid within target	89,428	72,719	111,907	80,010
% of bills paid within target	56.4%		70.6%	

9 Employee Involvement

During the year the policy of providing employees with information about the Board has been continued through regular distribution of circulars. Regular meetings are held between staff at different levels to allow a free flow of information and ideas. Team Briefing has continued to improve communication to employees within the Board.

10 Company Directorships And Other Significant Interests

A register of members' interests is available and can be inspected on application to the Chief Executive's office.

11 Auditor Details

The Principal Auditor is the Northern Ireland Audit Office, 106 University Street, Belfast, BT7 1EU.

COST OF AUDIT	£
Audit Services (notional cost)	37,000
Further Assurance Services	-
Tax Services	-
Other Services	-
	<hr/> <hr/>

The services provided relate to the statutory audit of the financial statements.

There were no non-audit services provided by the Principal Auditor.

Chairman: Rev G N Haire

Date: 1 June 2006

Chief Executive: I M Knox

Date: 1 June 2006

STATEMENT OF THE BOARD AND CHIEF EXECUTIVE'S RESPONSIBILITIES

Under Article 12 (2) of the Education and Libraries (N.I.) Order 2003 the Board is required to prepare a statement of account in the form and on the basis directed by the Departments with the consent of the Department of Finance and Personnel.

The accounts are prepared on an accruals basis and must give a true and fair view of the Board's state of affairs at the year end and of its income and expenditure, total recognised gains and losses and cash flows for the financial year.

In preparing the accounts the Board is required to:

- Observe the Accounts Direction issued by the Departments including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- Make judgements and estimates on a reasonable basis;
- State whether applicable accounting standards have been followed and disclose and explain any material departures in the financial statements; and
- Prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Board will continue in operation.

The Accounting Officers of the Departments have designated the Chief Executive of the Board as the Accounting Officer for the Board. The Chief Executive's relevant responsibilities as Accounting Officer, including responsibility for the propriety and regularity of the public finances and for the keeping of proper records, are set out in the non-departmental public bodies Accounting Officers Memorandum, issued by the Department of Finance and Personnel.

I M Knox
Accounting Officer

Date: 1 June 2006

STATEMENT OF INTERNAL CONTROL

1. Scope of responsibility

As Accounting Officer, I have responsibility for maintaining a sound system of internal control that supports the achievement of the Board policies, aims and objectives, whilst safeguarding the public funds and Board assets for which I am personally responsible, in accordance with the responsibilities assigned to me in Government Accounting Northern Ireland. The Board is sponsored by the Department of Education, the Department of Culture, Arts and Leisure and the Department for Employment and Learning.

2. 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 provide only 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 Board policy, 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 the Board for the year ended 31 March 2004 and up to the date of approval of the annual report and accounts, and accords with DFP guidance.

3. Capacity to handle risk

The Board's capacity to handle risk is built on a process whereby the Chief Executive has championed the introduction of risk management and all managers in the Board have been trained and facilitated in its use as a corporate governance tool. The Board's approach to risk management is set out in a policy statement which was adopted by the Board in January 2003. In this approach inherent and residual risk are documented and assessed on a nine point scale with appropriate remedial action identified and responsibility assigned to a named individual. Board members were given an update on the application of risk management in January 2004.

4. The risk and control framework

The Board has sought to embed risk management in a number of ways and in particular through the business planning process. This involves assessing the threats and opportunities arising from the corporate objectives approved by the Board and identifying, analysing and managing the risks flowing from these objectives. This process is replicated in units across the Board with each strategic unit having its own risk register. Risk management is discussed regularly at Senior Management Team meetings and at team briefings throughout the Board.

5. Review of effectiveness

As Accounting Officer, I have responsibility for reviewing the effectiveness of the system of internal control. My review of the effectiveness of the system of internal control is informed by the work of the internal auditors and the executive managers within the Board who have responsibility for the development and maintenance of the internal control framework, and comments made by the external auditors in their management letter and other reports. I have been advised on the implications of the result of my review of the effectiveness of the system of internal control by the Board and the Audit

Committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

My review of the effectiveness of the system of internal control is underpinned by a formal annual assurance from each of the senior managers within the Board who have responsibility for the development and maintenance of the internal control framework. Each year I also receive a formal statement from the Head of Internal Audit on corporate governance, risk management and internal control arrangements in the Board.

In the past year I met separately with the Permanent Secretaries of the Department of Education and the Department for Culture, Arts and Leisure specifically to discuss accountability issues. In addition audit certificates have been issued as requested to the Department for Employment and Learning in respect of entitlement to student loans and awards.

6. Significant Internal Control Problems

In August 2003 Department of Education officials informed the Board that an anonymous allegation had been made about impropriety in procurement practices within the Property Services units in the BELB and the Board. A detailed investigation uncovered no evidence of impropriety in SEELB but changes to the system for rotation of contracts have been agreed to improve transparency and effectiveness.

During 2003/2004 all five Boards carried out a review of pay flexibilities for Principals and Vice-Principals. The system is administered by Department of Education's Teachers' Payroll Branch and a revised control framework will be implemented during 2004/2005 to improve accountability and control in this area.

There is a rising trend of spending on Special Education. Some of the key factors in this trend are outside the Board's control. Special Education funding received by the Board is not demand determined and is inadequate to meet the needs of the service. Similarly the Board is underfunded in respect of unavoidable commitments arising through job evaluation. The Board in attempting to meet its statutory obligations for Special Education provision and maintain other essential services has found it necessary to incur expenditure in excess of its income and reserves. In consequence the Board has a net deficit position of £6.5m for 2003/2004 on the DE schools budget. In May 2004 the Board adopted a plan, including the following actions, to address some of the underlying issues.

1. Seek demand determined status for Special Education.
2. Review processes and systems for the administration of special education to ensure maximum efficiency in the use of resources.
3. Review programmes and activities throughout the Board to achieve economies where possible.

To further enhance the control framework the Board will:-

- Review and strengthen financial reporting and budgetary control processes.
- Refine the system of key performance indicators; and
- Update the Boards corporate risk register.

I M Knox
Accounting Officer

Date: 1 June 2006

The Certificate and Report of the Comptroller and Auditor General to the House of Commons and the Northern Ireland Assembly

I certify that I have audited the financial statements on pages 54 to 81 under the Education and Libraries (NI) Order 2003. These financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and the accounting policies set out on pages 58 to 62.

Respective responsibilities of the Accounting Officer and Auditor

As described on page 48, the Board and Chief Executive are responsible for the preparation of the financial statements in accordance with the Education and Libraries (NI) Order 2003 and the Department of Education's directions made thereunder and for ensuring the regularity of financial transactions. The Board and Chief Executive are also responsible for the other contents of the Accounts. My responsibilities, as independent auditor, are established by statute and I have regard to the standards and guidance issued by the Auditing Practices Board and the ethical guidance applicable to the auditing profession.

I report my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Education and Libraries (NI) Order 2003 and the Department of Education's directions made thereunder, and whether in all material respects the expenditure and income have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them. I also report if, in my opinion, the Annual Report is not consistent with the financial statements, if the Board has not kept proper accounting records, or if I have not received all the information and explanations I require for my audit.

I read the other information contained in the Accounts, and consider whether it is consistent with the audited financial statements. I consider the implications for my certificate if I become aware of any apparent misstatements or material inconsistencies with the financial statements.

I review whether the statement on pages 49 and 50 reflects the Board's compliance with the Department of Finance and Personnel's guidance on the Statement on Internal Control. I report if it does not meet the requirements specified by the Department of Finance and Personnel, or if the statement is misleading or inconsistent with other information I am aware of from my audit of the financial statements. I am not required to consider, nor have I considered whether the Accounting Officer's Statement on Internal Control covers all risks and controls. I am also not required to form an opinion on the effectiveness of the Board's corporate governance procedures or its risk and control procedures.

Basis of audit opinion

I conducted my audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of financial transactions included in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Board and Chief Executive in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Board's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by error, or by fraud or other irregularity and that, in all material respects, the expenditure and income have been applied to the

purposes intended by Parliament and the financial transactions conform to the authorities which govern them. In forming my opinion I have also evaluated the overall adequacy of the presentation of information in the financial statements.

As disclosed in note 35 to the accounts the Board's expenditure exceeded the resource allocation plan approved by the Department of Education by £6.5 million. Under Article 10(5) of the Education and Libraries (Northern Ireland) Order 2003 the Board may not use resources otherwise than in accordance with an approved resource allocation plan. Accordingly I have concluded that the £6.5 million of expenditure in excess of the resource allocation plan approved by the Department of Education is not in conformity with the authorities which govern it.

Unqualified opinion on the presentation of the financial statements and qualified opinion on the regularity of expenditure.

In my opinion:

- the financial statements give a true and fair view of the state of affairs of the South Eastern Education and Library Board at 31 March 2004 and of the deficit, total recognised gains and losses and cash flows for the year then ended and have been properly prepared in accordance with the Education and Libraries (NI) Order 2003 and directions made thereunder by the Department of Education; and
- except for the £6.5 million of expenditure in excess of the resource allocation plan approved by the Department of Education referred to above, in all material respects the expenditure and income have been applied for the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

Report

Use of resources otherwise than in accordance with an approved resource allocation plan

Under Article 10(5) of the Education and Libraries (Northern Ireland) Order 2003 the Board may not use resources otherwise than in accordance with an approved resource allocation plan. Accordingly I have concluded that the £6.5 million of expenditure in excess of the resource allocation plan approved by the Department of Education is not in conformity with the authorities which govern it.

Financial out-turns for schools and other services

The £6.5 million of excess expenditure occurred despite schools underspending their delegated budgets by £1.0 million (net). Indeed, the extent of overspending on the Board's centrally held budgets over a number of years has been masked by very substantial underspends on school budgets. At 31 March 2004, cumulative net underspending by schools in the Board's area was £12.5 million (2005 - £12.0 million) and cumulative net overspending on centrally held budgets was £17.5 million (2005 - £21.6 million). Regulations do not prohibit Boards from using surpluses on school budgets to finance overspending on centrally held budgets. **The Department told me that, historically, Boards have been able to draw on school surpluses to cover centre budget deficits but that this should be a short-term arrangement informed by spending patterns in schools and carefully managed and controlled.**

General Report: Financial Auditing and Reporting, 2004-05

I have reported separately on delays in finalising Education and Library Board accounts, financial control in Boards, and related matters, in my General Report: Financial Auditing and Reporting, 2004-05 (HC 1199).

J M Dowdall CB
Comptroller and Auditor General
9 August 2006

Northern Ireland Audit Office
106 University Street
Belfast BT7 1EU

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2004

Income	Notes	2004 £000	2003 £000
Grant from Departments	2	239,715	249,736
Other grant income	3	495	896
Other operating income	4	7,156	6,541
Total Income		247,366	257,173
Expenditure			
Staff costs	6 & 7	185,269	172,317
Depreciation	12	7,563	25,327
Other operating expenses	8 & 11	60,677	62,119
Notional costs	9	17,596	25,455
Total Expenditure		271,105	285,218
Deficit For The Year		(23,739)	(28,045)
Credit in respect of notional costs	9	17,596	25,455
Amount Transferred to Reserves	20	(6,143)	(2,590)

All amounts above relate to continuing activities.

The notes on pages 58 to 81 form part of these accounts.

**STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES FOR THE YEAR ENDED
31 MARCH 2004**

	Notes	2004 £000	2003 £000
Deficit for the year		(23,739)	(28,045)
Net surplus on revaluation of fixed assets	12 & 21	33,946	124,174
Backlog Depreciation	12 & 21	(2,227)	71
Total recognised gains for the year		<u>7,980</u>	<u>96,200</u>

The notes on pages 58 to 81 form part of these accounts.

BALANCE SHEET AS AT 31 MARCH 2004

	Notes	2004 £ 000	2003 £000
Fixed Assets			
Tangible Assets	12	518,288	479,158
Current Assets			
Stocks	13	203	174
Debtors	14	13,115	16,121
Cash at bank and in hand	23(vi)	-	870
		<u>13,318</u>	<u>17,165</u>
Current Liabilities			
Creditors: amounts falling due within one year	15	<u>21,483</u>	<u>17,929</u>
Net Current (Liabilities)		(8,165)	(764)
Total Assets Less Current Liabilities		<u>510,123</u>	<u>478,394</u>
Creditors: amounts falling due after more than one year	16	-	-
Provisions For Liabilities And Charges	18	3,600	3,957
Deferred Income	19	1,208	1,231
Net Assets		<u>505,315</u>	<u>473,206</u>
Reserves			
Income and Expenditure Reserve	20	(21,594)	(14,146)
Other Reserves	21	526,909	487,352
		<u>505,315</u>	<u>473,206</u>

The Financial Statements on page 54-81 were approved by the Board on 01 June 2006 and were signed on its behalf by:

Chairman: Rev G N Haire Date: 1 June 2006

Chief Executive: I M Knox Date: 1 June 2006

The notes on pages 58 to 81 form part of these accounts.

CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2004

	Notes	2004 £000	2003 £000
Net cash inflow/(outflow) from operating activities	23 (i)	10	(1,253)
Returns on investments and servicing of finance	23 (ii)	(11)	29
Capital expenditure and financial investment	23 (iii)	<u>(1,750)</u>	<u>1,534</u>
Net cash (outflow)/inflow before financing		(1,751)	310
Financing	23 (iv)	37	(234)
(Decrease)/Increase In Net Cash		<u><u>(1,714)</u></u>	<u><u>76</u></u>

The notes on pages 58 to 81 form part of these accounts.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

1. STATEMENT OF ACCOUNTING POLICIES

1.1 *Accounting Convention*

These financial statements have been prepared in accordance with the Accounts Direction issued by the Departments on 22 July 2004 and in accordance with applicable Accounting Standards under the modified historic cost convention.

Without limiting the information given the financial statements comply with the accounting and disclosure requirements of the Companies (Northern Ireland) Order 1986, the accounting standards issued or adopted by the Accounting Standards Board and accounting and disclosure requirements issued by the Department of Finance and Personnel, insofar as those requirements are appropriate.

1.2 *Recognition of Income*

The final approved resource allocations (recurrent) from the Department of Education are included in the income and expenditure account to the extent of matching the relevant expenditure incurred during the period. Where expenditure incurred exceeds cash received a Departmental debtor/creditor is created. Where expenditure incurred is less than the final approved resource allocation (recurrent) a funding commitment is disclosed. However, reference should be made to note 5 for further detail.

The annual recurrent allocations from the Department for Employment and Learning, Department of Culture, Arts and Leisure and the Department of Health and Social Services and Public Safety are intended to meet recurrent costs, which are credited to the income and expenditure account.

Income from other grants received for specific purposes, that is restricted income, are included in the income and expenditure account to the extent of matching the relevant expenditure incurred during the period. Restricted income received but not matched to relevant expenditure during the period is shown as deferred income on the balance sheet.

Income from services rendered is included to the extent of the completion of the contract or service concerned. All income from short-term deposits is credited to the income and expenditure account in the period in which it is earned.

1.3 *Foreign Currency Transactions*

Transactions in foreign currencies are recorded using the rate of exchange ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated at the rates of exchange ruling at the end of the financial period with all resulting exchange differences being taken to the income and expenditure account in the period in which they arise.

1.4 *Taxation*

The Board is exempt from corporation tax on income it receives.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

1. STATEMENT OF ACCOUNTING POLICIES (cont'd)

1.4 *Taxation (cont'd)*

Items in the Income and Expenditure account are net of recoverable VAT.

1.5 *Fixed Assets*

All spending on a fixed asset which yields a benefit for a period of more than one year and individually cost more than £3,000 is treated as capital expenditure in the accounts. This excludes expenditure on repairs and maintenance of fixed assets which only maintains the value of the asset.

1.5.1 *Land and Buildings*

All land and buildings are capitalised and stated in the balance sheet at valuation on the basis of depreciated replacement cost. Full valuations are made by the Valuation and Lands Agency (VLA) every five years and in the intervening years these valuations are updated by the VLA using appropriate indices. Land and buildings acquired during the year are included in the balance sheet. Completed building projects will be capitalised but not depreciated until commissioned. On-going building projects are categorised as assets in the course of construction and shown separately. Project costs capitalised include design and related fees as well as construction costs. Where land and buildings are acquired with the aid of specific grants they are capitalised and depreciated as above. The related grants are credited to a Government Grant reserve and are released to the income and expenditure account over the expected useful economic life of the related asset on a basis which is consistent with the depreciation policy.

1.5.2 *Maintained Schools*

Land and buildings shown in the financial statements do not include any voluntary maintained schools, the assets of which belong to their trustees. The Board, however, is responsible for buildings and grounds maintenance at these schools, as well as providing them with certain other services and with 100% funding for general running costs under LMS. These costs are reflected in the Board's Income and Expenditure Account.

1.5.3 *Donated Assets*

Donated tangible fixed assets are capitalised at their valuation on receipt. This value is credited to the donated asset reserve. Subsequent re-valuations are also taken to this reserve. Each year an amount equal to the depreciation charge on the asset is released from the donated asset reserve to the Income and Expenditure Account.

1.5.4 *Assets Other Than Land And Buildings*

Assets other than land and buildings costing less than £3,000 per individual item are written off to the income and expenditure account in the period of acquisition. Assets are valued each year using appropriate indices or professional valuations.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

1. STATEMENT OF ACCOUNTING POLICIES (cont'd)

1.5.5 Depreciation

Depreciation is provided for all fixed assets with a finite useful life, by allocating the cost (or revalued amount) less estimated residual value of the assets as fairly as possible to the periods expected to benefit from their use. Useful lives are estimated on a realistic basis, reviewed annually and adjusted prospectively over the revised economic life where appropriate.

All assets are depreciated on a straight line basis over their expected useful lives. A full months depreciation is charged in the period of acquisition/commissioning and no depreciation charged in the month of disposal. Assets in the course of construction are not depreciated until brought into use. Depreciation will not normally be provided for on freehold land unless subject to depletion or on assets which are identified as surplus to requirements and held pending disposal.

The following useful economic lives should where necessary be used as approximations to the levels estimated annually:

Asset Class	Asset Sub-Class	Asset Life
Lands	Land	Not Depreciated
Buildings	Permanent Buildings	50 years
	Temporary Buildings	15 years
Computers	Hardware and Software	3 years
Plant and Equipment	Reprographics	7 years
	Machinery	15 years
	Music	10 years
	Grounds Maintenance	7 years
	General and Other	10 years
	Cleaning	7 years
Vehicles	Small Mini-buses	5 years
	33 Seater Mini-buses	10 years
	> 33 Seater Mini-buses	14 years
	Vans	5 years
	Grounds Maintenance	7 years
	Mobile Libraries	10 years
	Cars	4 years
	Miscellaneous	Library Books - Books And Collections

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

1. STATEMENT OF ACCOUNTING POLICIES (cont'd)

1.5.5 Depreciation (cont'd)

Where these assets are acquired with the aid of specific grants the asset is capitalised and depreciated in accordance with the above policy, with the related grant being credited to a Government Grant reserve and released to the income and expenditure account over the expected useful economic life of the related asset.

1.6 Stocks

It is policy to carry stock for the meals service and maintenance and central depots.

Stocks are stated at the lower of current replacement cost and net realisable value. Where necessary, provision is made for obsolete, slow moving and defective stocks.

1.7 Pension Scheme

The Board's employees belong to two principal schemes, the Teachers' Superannuation Scheme (TSS), the Northern Ireland Local Government Officer's Superannuation Committee Scheme (NILGOSC).

The Teachers' Superannuation Scheme is a contributory scheme administered by the Department of Education. The conditions of the Superannuation (NI) Order 1972, the Teachers' Superannuation Regulations (NI) 1977 and subsequent amendments apply to the scheme. The scheme is presently notionally funded. The rate of the employer's contribution is determined from time to time by the Government actuary and advised by the Department of Finance and Personnel. The scheme is administered by the Department of Education, Balloo Road, Bangor.

The Northern Ireland Local Government Officers' Superannuation Committee Scheme is of the defined benefits type, the assets of the schemes being held in separate trustee administered funds. The Board's contribution to the Northern Ireland Local Government Pension Scheme is determined by the fund's actuary based on a triennial valuation. The scheme is administered by NILGOSC, Holywood Road, Belfast.

The pension costs are assessed in accordance with the advice of independent qualified actuaries using the projected unit method.

1.8 Nature Of Substantial Reserves

- The *Income and Expenditure Reserve* balance represents the surplus of revenue income over expenditure. It can be used to supplement income in future years.

Other Reserves

- The Schools Reserve is the cumulative unspent portion of schools' locally administered budgets. These were set up under the Local Management in Schools arrangements required by the Education Reform Northern Ireland Order 1989.
- The Grant Reserve represents the surplus of grant income over expenditure.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

1. STATEMENT OF ACCOUNTING POLICIES (cont'd)

Other Reserves (cont'd)

- The Donated Assets Reserve and Revaluation reserve will depend on the application of the accounting guidance for Non Departmental Public Bodies.
- The Government Grant Reserve represents the movement of fixed assets in line with the accounting guidance for Non Departmental Public Bodies.
- The General Reserve represents the proceeds of the sale of non-property assets, in line with latest accounting guidance for Non Departmental Public Bodies.
- The Special Book Reserve represents the valuation of the special library book collection.

1.9 *Finance and Operating Leases*

Operating lease rentals are charged to the Income and Expenditure account in equal annual amounts over the lease term. Leasing agreements which transfer to the Board substantially all benefits and risks of ownership of an asset, are treated as if the asset had been purchased outright.

The assets are included in fixed assets and the capital element of the leasing commitments is shown as obligations under finance leases. The lease rentals are treated as consisting of capital and interest elements. The capital element is applied to reduce the outstanding obligations and the interest element is charged against income in proportion to the reducing capital element outstanding. Assets held under finance lease are depreciated over the useful lives of equivalent owned assets.

1.10 *Private Finance Initiative*

The Board follows HM Treasury's "Technical Note 1 (Revised) How to Account for PFI Transactions" which provides guidance for the application of the FRS 5 Amendment.

The South Eastern Education and Library Board has responsibility on behalf of all 5 Boards for the Board's Oracle financial IT system. This is a PFI scheme, the purpose of which is to provide an IT system to support the financial and management needs of the Boards in light of the requirements of Resource Accounting.

The Western Education and Library Board has responsibility on behalf of all five Boards for the Classroom 2000 Project. This is a PFI scheme, the purpose of which is to design, develop and operate an ICT infrastructure to support the curriculum, management and information needs of the major bodies within the Education Service in Northern Ireland.

The North Eastern Education and Library Board has responsibility on behalf of all five Boards for the Electronic Libraries for Northern Ireland (ELFNI) Project. This is a PFI Scheme to deliver public access to electronic information through the public library network and to provide new Library management systems.

2. GRANT FROM DEPARTMENTS

DEPARTMENT OF EDUCATION, DEPARTMENT OF CULTURE, ARTS AND LEISURE AND DEPARTMENT FOR EMPLOYMENT AND LEARNING

	2004	2003
	£000	£000
<i>Recurrent Grant</i>		
- Grant-in-Aid	226,731	217,997
- Higher Education Bursaries	3,242	1,700
- Mandatory Awards	638	800
- Premature Retirement Compensation Pensions	1,089	964
- Premature Retirement Compensation Lump Sums	244	357
- Release of Government Grant Reserve	7,577	27,472
	<hr/> 239,521	<hr/> 249,290

DEPARTMENT OF HEALTH AND SOCIAL SERVICES AND PUBLIC SAFETY

<i>Recurrent Grant</i>		
- Mandatory Awards	194	446
	<hr/> 239,715	<hr/> 249,736

3. OTHER GRANT INCOME

	2004	2003
	£000	£000
European Funds	41	-
New Opportunities Fund	363	879
Other Funds	91	17
	<hr/> 495	<hr/> 896

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

4. OTHER OPERATING INCOME

	2004	2003
	£000	£000
Catering operations	4,024	3,600
Other income generating activities	1,998	1,755
Interest Receivable	-	30
Miscellaneous	1,134	1,156
	<u>7,156</u>	<u>6,541</u>

5. FUNDING COMMITMENT/END YEAR FLEXIBILITY

The following funding commitment or end year flexibility from the Departments have not been accrued as income:

	2004	2003
	£000	£000
Amount of Grant formally committed:		
Department of Education	481	492
Department for Employment and Learning	-	-
	<u>481</u>	<u>492</u>

The funding commitment or end year flexibility represents a guaranteed resource which will be added to the Board's approved spending limit in the next financial year. In establishing whether the Board has achieved financial targets set, this funding commitment or year end flexibility is added to the reserves position reported in these accounts.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

6. STAFF COSTS

The average number of persons (including Senior Postholders) employed by the Board during the year expressed as Full-Time Equivalents (FTE) and staff costs are as follows:-

Staff costs:

	2004	2003
	£000	£000
<i>Teaching</i>		
Wages and Salaries	106,433	101,611
Social Security Costs	8,500	7,200
Pension Costs	8,095	7,758
Other Employee Expenses	1,819	2,075
	<hr/>	<hr/>
	124,847	118,644
<i>Non-Teaching (including Board Members)</i>		
Wages and Salaries	54,560	48,670
Social Security Costs	3,293	2,432
Pension Costs	2,121	1,846
Other Employee Expenses	448	725
	<hr/>	<hr/>
	60,422	53,673
Total	<hr/> 185,269 <hr/>	<hr/> 172,317 <hr/>

Average staff numbers:

	Number	Number
Teaching	4,068	4,177
Non-Teaching	6,005	5,721
	<hr/>	<hr/>
Total	<hr/> 10,073 <hr/>	<hr/> 9,898 <hr/>

Recent NDPB Guidance requires detailed disclosure in respect of staff on secondment or loan as well as agency, temporary and contract staff. It is expected that full disclosure will be made pending full implementation of a Payroll/Human Resource system across the Boards.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

**7. EMOLUMENTS OF SENIOR POST HOLDERS AND MEMBERS
SENIOR POST HOLDERS**

	<i>Age</i>	Salary including benefits in kind £	Real increase in pension at 65 £	Total accrued pension at 65 at 31/03/04 £
Mr J B Fitzsimons <i>Chief Executive</i>	60	89,492	2,208	30,850
Mr S Sloan <i>Senior Education Officer – Curriculum</i>	51	64,648	1,779	24,351
Mrs I Knox <i>Senior Education Officer - Administration</i>	47	57,766	3,201	17,047
Mr R Gilbert <i>Ass't Snr Education Officer – Curriculum</i>	46	50,177	710	14,528
Mrs A Hanratty <i>Ass't Snr Education Officer – PPP</i>	consent for disclosure withheld			
Mr K Brown <i>Chief Finance Officer</i>	49	67,115	1,379	15,748
Mr M Brown <i>Chief Legal Adviser</i>	59	66,185	1,661	23,366
Mrs B Porter <i>Chief Librarian</i>	52	66,017	1,753	23,330
Mrs A Lennon <i>Ass't Senior Education Officer - Curriculum</i>	51	50,197	538	7,135
Mrs S Skelton <i>Ass't Senior Education Officer - Administration</i>	49	50,162	995	14,192
Mr T Walsh <i>Ass't Senior Education Officer - Property Services</i>	49	50,207	718	15,760
Mr N McBride <i>Ass't Senior Education Officer - Administration</i>	43	42,382	2,582	11,801
Mr J Peel <i>Ass't Senior Education Officer - Youth</i>	56	43,448	648	17,685

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

Notes:

- a** Where the requirements of a post include the use of a car, the Board offers a loan. Interest is payable at a rate of 4.45% on the initial amount of capital borrowed. Repayments of capital and interest are deducted from pay on a monthly basis.

There are 3 (2003: 3) loans outstanding at the year-end to Senior Postholders amounting to £8,033 (2003: £11,167).

- b** For each of these members of the NILGOSC Pension Scheme, a lump sum equal to three times the total accrued pension at 31 March 2004 is also payable on retirement.

BOARD MEMBERS 2004

£

The total emoluments (incl. honoraria) of the Chairmen were	14,946
The highest payment for any other Board member was	7,500
The aggregate amount of Board members emoluments was	74,228

No members waived emoluments. However, 3 members made no claim for emoluments during the year.

The number of Board members who received emoluments falling within the range below:

	2004	2003
	Number	Number
£1 - £4,999	31	32
£5000 - £5,999	-	2
£6000 - £6,999	-	-
£7000 - £7,999	1	1
£8000 - £8,999	-	-
£9000 - £9,999	1	-
£10,000 - £14,999	-	-

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

8. OTHER OPERATING EXPENSES

	2004	2003
	£000	£000
DEPARTMENTS		
Premises, Fixed Plant & Grounds	19,741	22,493
Supplies & Services	18,491	17,047
Transport	12,839	12,290
Establishment	3,519	3,315
Grants to Persons/Bodies	5,017	3,857
Loss on disposal of fixed assets	14	2,144
Miscellaneous	608	527
	<u>60,229</u>	<u>61,673</u>

DEPARTMENT OF HEALTH AND SOCIAL SERVICES AND PUBLIC SAFETY

Grants to Persons/Bodies	448	446
	<u>60,677</u>	<u>62,119</u>

Other operating expenses include:

	2004	2003
	£000	£000
Operating leases - hire of plant and machinery	206	177
Operating leases - property	-	-
Hospitality	22	17
P.F.I.	2,381	2,299
	<u>2,609</u>	<u>2,493</u>

9. NOTIONAL COSTS

	2004	2003
	£000	£000
Auditors Remuneration	37	36
Valuation and Land Agency	-	36
Teacher's Payroll	292	292
Use of Capital	17,267	25,091
	<u>17,596</u>	<u>25,455</u>

The Board bases the cost of capital calculation on the total assets less total liabilities (excluding deferred income). The cost of capital percentage for the year ended 31 March 2004 is 3.5%.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

10. INTER BOARD TRADING

During the year the Board earned £nil from the selling of services and purchased £nil of services from the other Boards.

11. INTEREST PAYABLE

	2004	2003
	£000	£000
On Finance Leases	-	-
Other	11	20
	<u>11</u>	<u>20</u>

These expenses are included in other operating expenses.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

12. TANGIBLE FIXED ASSETS

	Land & Buildings	Vehicles	Computers	Plant, Equipment & Miscellaneous	Assets in course of Construction	Total
	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
Cost or Valuation						
At 1 April 2003	458,228	4,523	764	2,756	16,519	482,790
Additions	1,128	92	310	606	12,855	14,991
Asset Transfer	18,411	106	-	-	(18,517)	-
Disposals	-	(217)	-	-	-	(217)
Revaluation	33,953	77	(113)	29	-	33,946
Permanent Impairment of value	-	-	-	-	-	-
At 31 March 2004	511,720	4,581	961	3,391	10,857	531,510
Depreciation						
At 1 April 2003	-	2,436	545	651	-	3,632
Disposals	-	(200)	-	-	-	(200)
Backlog Depreciation	2,265	64	(113)	11	-	2,227
Charge for period	8,732	435	206	222	-	9,595
Deficit on revaluation	(2,050)	(19)	37	-	-	(2,032)
Revaluation	-	-	-	-	-	-
At 31 March 2004	8,947	2,716	675	884	-	13,222
Net Book value at 31 March 2004	502,773	1,865	286	2,507	10,857	518,288
Net Book value at 1 April 2003	458,228	2,087	219	2,105	16,519	479,158

The Valuation and Lands Agency undertook a complete independent revaluation of all land and buildings as at 31 March 2003 on a depreciated replacement cost basis. The valuations as at 31 March 2004 were by way of approved government indices.

Should fixed assets be sold, proceeds from the sale can only be retained with the approval of the Departments and otherwise must be surrendered to the Departments.

The net book value of tangible fixed assets includes an amount of £ 6,437,000 (2003: £5,816,000) in respect of assets held in Reversionary Trusts ie if properties cease to be used as specified in the deeds they will revert to the ownership of the trustees.

As described in note 1.5.2, the amount of land and buildings noted does not include maintained schools. In 2003/2004 there were 74 such schools in the Board's area.

Fixed assets include £910,000 in relation to a special collection of library books which have been valued by Mr Jack Gamble FRGS of Emerald Isle Books, 539 Antrim Road, Belfast on 12 September 2002. The library books have been valued on an open market, existing use basis and have not been indexed or depreciated. The next revaluation will be performed in March 2006.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

The net book value of tangible fixed assets includes an amount of £0 (2003: £0) in respect of assets held under finance leases.

The depreciation charge for the period is analysed as follows:

	2004	2003
	£000	£000
Owned assets	9,595	9,773
Assets held under finance leases and hire purchase arrangements	-	-
(Deficit)/Surplus on revaluation	(2,032)	15,554
	<u>7,563</u>	<u>25,327</u>

13. STOCK

	2004	2003
	£000	£000
Catering	128	98
Maintenance and central depots	75	76
	<u>203</u>	<u>174</u>

14. DEBTORS:

AMOUNTS FALLING DUE WITHIN ONE YEAR	2004	2003
	£000	£000
Trade debtors	606	357
Amount owed by Boards	394	217
Prepayments and accrued income	6,445	9,946
Recoverable VAT	2,004	1,889
Amounts owed by Departments	236	-
	<u>9,685</u>	<u>12,409</u>

AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

Trade debtors	-	-
Prepayments	3,430	3,712
Total	<u>3,430</u>	<u>3,712</u>
	<u>13,115</u>	<u>16,121</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2004	2003
	£000	£000
Trade creditors	6,540	5,179
Obligations under finance leases	-	-
Amount owed to Boards	129	186
Other taxation and social security	1,837	1,415
Accruals and deferred income	11,490	10,254
Bank Overdraft	844	-
Other Creditors	643	895
	<u>21,483</u>	<u>17,929</u>

16. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2004	2003
	£000	£000
Obligations under finance leases	-	-
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>

17. ANALYSIS OF BORROWINGS OF THE BOARD: FINANCE LEASES

The net finance lease obligations to which the Board is committed are:

	2004	2003
	£000	£000
In one year or less	-	-
Between one and two years	-	-
Between two and five years	-	-
Over five years	-	-
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>

18. PROVISIONS FOR LIABILITIES AND CHARGES

	Employer & Public Liability Claims £000	Pensions £000	Job Evaluations £000	Total £000
At 1 April 2003	1,405	1,950	602	3,957
Provided in the year	683	425	-	1,108
Provisions not required written back	(348)	-	(289)	(637)
Provisions utilised in the year	(404)	(146)	(278)	(828)
Unwinding of discount	-	-	-	-
At 31 March 2004	<u>1,336</u>	<u>2,229</u>	<u>35</u>	<u>3,600</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

18. PROVISIONS FOR LIABILITIES AND CHARGES (cont'd)

As directed by the Department of Education, with the consent of the Department of Finance and Personnel a provision has not been included in Board accounts for future liabilities in respect of existing teacher premature retirement cases. It is agreed that any assessment of future financial liabilities in this regard should be reflected in the Teacher's Superannuation Account (part of the Departmental Accounting structure).

The in-year charge in respect of such cases as well as requisite employer superannuation contributions is charged to the Board's income and expenditure account. In that respect the number of premature retirement compensation cases is as follows:

	Nos
2003-2004	38
Cumulative to March 2004	<u>905</u>

19. DEFERRED INCOME - DEFERRED GRANTS

	2004 £000	2003 £000
External Funding Bodies	<u>1,208</u>	<u>1,231</u>

20. INCOME AND EXPENDITURE RESERVE

	2004 £000	2003 £000
At 1 April 2003	(14,146)	(12,740)
Amount transferred to/from Income and Expenditure Account	(6,143)	(2,590)
Transfer to/from School Reserve	(1,011)	(415)
Transfer to/from Grant Reserve	(294)	1,599
At 31 March 2004	<u>(21,594)</u>	<u>(14,146)</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

21. OTHER RESERVES

	Government Grant Reserve	General Reserve	Schools Reserve	Grant Reserve	Special Book Reserve	Total
	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
At 1 April 2003	477,836	83	11,521	(2,998)	910	487,352
Transfer to/from Income & Expenditure Reserve	-	-	1,011	294	-	1,305
Capital Receipts	14,077	-	-	-	-	14,077
Revaluation of Tangible Fixed Assets	33,946	-	-	-	-	33,946
Release of Grants –						
- Depreciation	(9,595)	-	-	-	-	(9,595)
- Deficit on revaluation	2,032	-	-	-	-	2,032
Backlog Depreciation	(2,227)	-	-	-	-	(2,227)
Transfer from Deferred Credits	33	-	-	-	-	33
Disposal of Fixed Assets	(14)	-	-	-	-	(14)
Transfer to/from General Reserve	(3)	3	-	-	-	-
At 31 March 2004	516,085	86	12,532	(2,704)	910	526,909

22. PENSION AND SIMILAR OBLIGATIONS

The Board's employees belong to two principal schemes, the Teachers' Superannuation Scheme (TSS), the Northern Ireland Local Government Officer's Superannuation Committee Scheme (NILGOSC).

For 2003/2004 employers the contribution rate to the Teachers' Superannuation scheme was 7.85%.

For 2003/2004 the employer's contribution rate to the Northern Ireland Local Government Pension Scheme was 4.6%.

The Board has included pension costs totalling £10,216,000 in relation to the two schemes.

The latest actuarial valuation of the schemes was at 31 March 2001 (TSS) and 31 March 2001 (NILGOSC). Updated actuarial valuations as at 31 March 2004 are anticipated in due course.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

22. PENSION AND SIMILAR OBLIGATIONS (cont'd)

The assumptions that have the most significant effect on the valuations and other relevant data are as follows:

	TSS	NILGOSC
Rate of return on investments - After Retirement	N/A	5.3%
- Before Retirement	N/A	6.3%
- Long Term	N/A	6.55%
Rate of increase in salaries	N/A	3.8%
Rate of increase in pensions	N/A	2.3%
Rate of dividend growth	N/A	2.3%
Market value of the assets at the date of the last valuation	N/A	£2,293.7m

The actuarial value of the assets of NILGOSC was sufficient to cover all of the benefits which had accrued to members after allowing for future increases in earnings.

23. NOTES TO THE CASH FLOW STATEMENT

(i) Reconciliation of operating deficit to cashflow from operating activities

	2004	2003
	£000	£000
Deficit for the year	(23,739)	(28,045)
Adjust for:		
Depreciation (note 12)	7,563	25,327
Government grant release (note 21)	(7,563)	(25,327)
Loss on disposal of fixed assets	14	2,144
Government grant disposal of fixed assets (note 21)	(14)	(2,144)
Interest payable (note 11)	11	1
Interest receivable (note 4)	-	(30)
Notional costs (note 9)	17,596	25,455
(Increase) in Stock	(29)	(3)
(Increase)/Decrease in debtors	(426)	25
Decrease/(Increase) in prepayments & accrued income	3,395	(3,306)
Increase in creditors	1,304	127
Increase in accruals and deferred income	1,834	3,594
Increase in other tax & social security	422	440
(Decrease)/Increase in provisions	(358)	489
Net cash inflow/(outflow) from operating activities	10	(1,253)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

23. NOTES TO THE CASH FLOW STATEMENT (cont'd)

(ii) Returns on investment and servicing of finance

	2004 £000	2003 £000
Interest received	-	30
Interest paid on finance leases	-	(1)
Other interest paid	(11)	-
	<u>(11)</u>	<u>29</u>

(iii) Capital expenditure and financial investment

Purchase of tangible fixed assets	(15,688)	(17,297)
Capital grants received	14,085	18,510
Proceeds from disposal of tangible fixed assets	3	321
Proceeds surrendered	(150)	-
	<u>(1,750)</u>	<u>1,534</u>

(iv) Financing

	2004 £000	2003 £000
Capital element of finance lease payments	-	(2)
Issue of loans	(40)	(61)
Receipt of loan repayments	77	119
Repayment of loan	-	(290)
	<u>37</u>	<u>(234)</u>

(v) Analysis of net funds

	1 April 2003 £000	Cash flow £000	31 March 2004 £000
Cash	870	(1,714)	(844)
Debt due within one year	-	-	-
Debt due after one year	-	-	-
Finance Leases	-	-	-
	<u>870</u>	<u>(1,714)</u>	<u>(844)</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

23. NOTES TO THE CASH FLOW STATEMENT (cont'd)

(vi) Reconciliation of net cash to movement in net funds

	2004
	£000
(Decrease) in cash	(1,714)
Cash inflow/outflow from decrease/increase in debt	-
Change in net debt resulting from cash flows	<u>(1,714)</u>
Other non cash items	-
Movement in net funds	<u>(1,714)</u>
Net funds at 1 April 2003	870
Net funds at 31 March 2004	<u><u>(844)</u></u>

24. CAPITAL COMMITMENTS

	2004	2003
	£000	£000
Contracted	30,942	20,960
Authorised but not contracted	2,857	4,320
	<u>33,799</u>	<u>25,280</u>

25. FINANCIAL COMMITMENTS

At 31 March 2004 the Board had annual commitments under non-cancellable operating leases as follows:

	2004	2003
	£000	£000
Expiring within one year	57	50
Expiring between 1 and 5 years inclusive	166	136
Expiring after 5 years	-	-
	<u>223</u>	<u>186</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

26. PRIVATE FINANCE TRANSACTIONS

PFI Schemes deemed to be off Balance Sheet

	2004	2003
	£000	£000
Amounts included within Other Operating Expenses in respect of PFI transactions deemed to be off Balance Sheet	2,381	2,299
	<u>2,381</u>	<u>2,299</u>

The Board is committed to make the following payments during the next year:

	£000	£ 000
PFI Scheme which expires within 1 year	-	-
PFI Scheme which expires from 2 to 5 years (inclusive)	-	-
PFI Scheme which expires from 6 to 10 years (inclusive)	1,998	2,090
PFI Schemes which expire from 11 to 15 years (inclusive)	-	-
PFI Schemes which expire from 16 to 20 years (inclusive)	-	-
PFI Schemes which expire from 21 to 25 years (inclusive)	-	-
	<u>1,998</u>	<u>2,090</u>
	£000	£ 000
Estimated capital value of the PFI Scheme	26,190	25,835
	<u>26,190</u>	<u>25,835</u>

Contract start date – January 1999

Contract end date – March 2012

The PFI Scheme relates to the installation, implementation and technical support of hardware and software for each of the five Education and Library Boards within Northern Ireland over the duration of the contract. This PFI scheme enables each Board to report financial issues under the Accruals Accounting concept.

27. CONTINGENT LIABILITIES

Headquarters and Outcentre Job Evaluation

Whilst the Board expects a liability will arise, until the relevant job descriptions and evaluations have been agreed, we cannot estimate, with any certainty, the value of the liability to the Board.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

27. CONTINGENT LIABILITIES (cont'd)

Legal cases and public liability

Proceedings against the Board have been initiated in a number of cases of public and employers liability cases. The likelihood of the Board being found liable and the amount of any settlements cannot yet be estimated as the cases concerned have not progressed sufficiently to allow assessment by the Board's solicitors.

Those amounts which are probable and ascertainable have been accrued within provisions for liabilities and charges.

28. POST BALANCE SHEET EVENTS

Details of post balance sheet events are given in the Annual Report of the Board.

29. RELATED PARTY TRANSACTIONS

The South Eastern Education and Library Board is a Non-Departmental Public Body (NDPB) sponsored by the Department of Education, Department of Culture, Arts and Leisure and the Department for Employment and Learning.

The Departments are regarded as related parties. During the year, the South Eastern Education and Library Board has had various material transactions with the Departments and with other entities for which the Departments are regarded as the parent Department. These include:

- Belfast Education and Library Board;
- North Eastern Education and Library Board;
- Southern Education and Library Board;
- Western Education and Library Board;
- Staff Commission for Education and Library Boards;
- Council for Catholic Maintained Schools;
- Voluntary Grammar School;
- Grant Maintained Integrated Schools;
- Northern Ireland Council for the Curriculum Examinations and Assessment; and
- Colleges of Further Education.

In addition, the South Eastern Education and Library Board has had a small number of material transactions with other Government Departments and other Central Government bodies. Most of these transactions have been with the:

- (a) Department of Health and Social Services and Public Safety;
- (b) Health and Social Services Boards which are sponsored by the Department of Health and Social Services and Public Safety; and
- (c) Probation Board for Northern Ireland, a body sponsored by the Northern Ireland Office.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

29. RELATED PARTY TRANSACTIONS (cont'd)

None of the Board Members, members of the key management staff or other related parties has undertaken any material transactions with the South Eastern Education and Library Board during the year other than those disclosed in Note 7.

30. FINANCIAL INSTRUMENTS

FRS 13, (Derivatives and other Financial Instruments), requires disclosure of the role which financial instruments have had during the period in creating or changing the risks an entity faces in undertaking its activities. Because of the largely non-trading nature of its activities and the way in which it is financed, the South Eastern Education and Library Board is not exposed to the degree of financial risk faced by business entities. The Board has no powers to borrow or invest surplus funds and financial assets and liabilities are generated by day to day operational activities and are not held to change the risks facing the department in undertaking its activities.

Liquidity Risk

The Board's net revenue resource requirements are largely financed by grants from its sponsoring Departments, just as its capital expenditure is. The Board is not therefore exposed to significant liquidity risks.

Interest Rate Risk

The Board's financial assets and liabilities carry nil or fixed rates of interest. The Board is not, therefore, exposed to significant interest rate risk.

Foreign Currency Risk

The Board's exposure to foreign currency risk is not significant. Foreign currency income and expenditure are negligible.

31. EUROPEAN UNION FUNDING

	2004 Income £ 000	2004 Expenditure £ 000	2003 Income £ 000	2003 Expenditure £000
Received via Department of Education Applicant:				
(a) Board	-	-	-	-
(b) Schools	-	-	-	-
(c) Other Services	41	(28)	-	-
	41	(28)	-	-
Received from Other Sources:				
(a) Milk Subsidy	74	(74)	84	(84)
(b) Others	-	-	-	-
	74	(74)	84	(84)
TOTAL	115	(102)	84	(84)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

32. NEW OPPORTUNITIES FUND

	2004	2004	2003	2003
	Income	Expenditure	Income	Expenditure
	£ 000	£ 000	£000	£ 000
(a) Schools	294	(338)	739	(777)
(b) Public Libraries	16	(29)	51	(135)
(c) Other Services	53	(157)	89	(31)
	<u>363</u>	<u>(524)</u>	<u>879</u>	<u>(943)</u>

33. STATEMENT OF LOSSES

	2004	2003
	£000	£000
(a) Cash Losses	5	11
(b) Claims Abandoned	-	-
(c) Fruitless Payments	-	-
(d) Stores Losses	198	135
	<u>203</u>	<u>146</u>

34. STATEMENT OF SPECIAL PAYMENTS

	2004	2003
	£000	£000
(a) Ex –Gratia Payments	-	-
(b) Extra Statutory Payments	-	-
	<u>-</u>	<u>-</u>

35. FINANCIAL TARGET

The Board's financial targets for 2003/04 were to contain expenditure within the accrued limits approved by the Departments. The targets set by Department for Culture, Arts and Leisure and the Department for Employment and Learning have been achieved. The Board has exceeded the Department of Education schools approved Budget by £6.5m. An action plan has been put in place to correct this amount by 31 March 2010.

There are various underspending and overspending areas in the Board's management accounts. The main overspending areas that contributed to the financial position are:

Area of Overspend

Provision for statemented children in mainstream schools	£3.9m
Special Education	£1.2m
Transport	£1.3m

The Board continually strives to improve its performance in these and other areas and to highlight the need for additional funding to the Departments to meet the requirements of its services.

SOUTH EASTERN EDUCATION AND LIBRARY BOARD

ACCOUNTS DIRECTION GIVEN BY THE DEPARTMENT OF EDUCATION, WITH THE APPROVAL OF THE DEPARTMENT OF FINANCE AND PERSONNEL, IN ACCORDANCE WITH ARTICLE 12 OF THE EDUCATION AND LIBRARIES (NI) ORDER 2003

The annual accounts shall give a true and fair view of the I&E and cash flows for the financial year, and the state of affairs as at the year end. Subject to this requirement the South Eastern Education and Library Board shall prepare accounts for the financial year ended 31 March 2004 and subsequent financial years in accordance with:

- a. Non-Departmental Public Bodies Annual Reports and Accounts Guidance;
- b. Other guidance which the Department of Finance and Personnel may issue from time to time in respect of accounts which are required to give a true and fair view;
- c. Any other specific disclosures required by the Department;

Except where agreed otherwise with the Department of Finance and Personnel, in which case the exception shall be described in the notes to the accounts.

Date of submission

The accounts shall be submitted to the Comptroller and Auditor General by 30 June immediately following the end of the financial year.

Signed by authority of the Department of Education

KATRINA GODFREY

Dated 22 JULY 2004

GLOSSARY

ASD	Autistic Spectrum Disorders
CASS	Curriculum Advisory and Support Service
CCEA	Council for the Curriculum, Examinations and Assessment
CCMS	Council for Catholic Maintained Schools
DELTA	Developing Early Learning and Thinking Abilities
DLT	Down Lisburn Trust
DHSS&PS	Department of Health, Social Services & Public Safety
EAL	English as an Additional Language
ECDL	European Computer Driving Licence
ELS	Education Library Service
EOTAS	Education Other Than At School
LISC	Library and Information Services Council
LMS	Local Management of Schools
NEEC	North of England Education Conference
NICIE	Northern Ireland Council for Integrated Education
NTSN	New Targeting of Social Need
PFI	Public Finance Initiative
PPP	Public Private Partnership
SEN	Special Educational Needs
SENCO	Special Educational Needs Coordinator
TSN	Targeting of Social Need