

**BALLYCRAIGY PRIMARY SCHOOL
BOARD OF GOVERNORS
ANNUAL REPORT 2015 - 2016**

CONTENTS

1. General information re composition of Board of Governors
2. Summary of steps taken by Board of Governors in discharge of its functions
3. Summary of Curriculum Policy and Prospectus
4. Special Educational Needs
5. Annual Attendance Rate
6. Financial statement
7. Statutory Assessment and Testing
8. Other information deemed necessary by Board of Governors
 - Highlights of the school year
 - Quality and state of grounds and buildings
 - Staffing
 - Equipment and resources
 - Entrance Criteria
 - Curriculum
 - Staff Training
 - Extra Curricular Activities
 - PTA

1. Composition

The Board of Governors of Ballycraigy Primary School came into office for four years in May 2014. It was made up as follows:

N.E.E.L.B. Representatives:

Mr R Cairns
Mr M Palmer

Transferor Representatives:

Mr W Carson
Mrs S Girvin
Rev W Orr
Miss T Reid

Parents' Representatives:

Mrs J Alexander
Mrs K Palmer

Teachers' Representative:

Mrs D Fowler

Principal:

Dr H Edwards

| | |
|--------------------------|---------------------------|
| Chairperson | Mr M Palmer |
| Vice-Chairperson: | Miss T Reid |
| Secretary: | Dr H Edwards (non-voting) |

2. Board of Governors

Once again the Governors executed their duties in managing the school with professionalism and enthusiasm. They ensured that the school was operating smoothly and was providing a sound education service for all our parents and children.

3. Curriculum Policy and Prospectus

The school prospectus is circulated to the parents of all new pupils to the school and is always available in school and on the school web site (www.ballycraigyprimary.org.uk) should any parent require a copy. Similarly other school policy statements are filed in school and are published on the school web site.

The following are available for reference from the school office:

- School Development Plan
- Anti-Bullying Policy
- Policy for Safe Handling and Use of Reasonable Force
- Pastoral Care/Child Protection Policy
- Policy for School Behaviour and Discipline
- Policy for road Safety Education
- Policy for Educational Visits
- Drugs Policy
- Healthy Breaks Policy
- Curriculum and Staff Development Plan
- Policy for Learning and Teaching
- Assessment Policy
- Marking Policy
- Policy for Monitoring and Self-Evaluation
- SEN Policy and Statement
- Literacy Policy
- Numeracy Policy
- I.C.T. Policy
- Policy for Play-based Learning
- Outdoor Learning Policy
- Policy for Education for Sustainable Development
- Homework Policy
- Health and Safety Policy
- Policy for Disposal of Records
- Policy for Promoting Effective Working Relationships with Parents/Guardians

4. Special Educational Needs

In September 2015, 36 children were on our Special Needs Register. 15 other children are named on our Medical Register.

At the start of the year, 5 children were on Stage 5 with statements of special needs but rose throughout the year to eight. One further child is currently in the process of assessment for Stage 5. Annual reviews were carried out on the 5 original children and the others will be reviewed next year after completing a full year with a statement.

Individual Education Plans were set termly by class teachers for children on stages 2, 3 or 4 on the register and action plans for anyone on stage 1. Parents were consulted over these plans each time they are reviewed and a new one set.

Miss Moore continued with the role of assistant SENCO. In September, a Special Needs folder was prepared for each class, containing any relevant psychological or professional reports on the children registered in the Special Needs Register. Paper copies of IEPs were filed here as well as being computerised. The rolling computerised records proved very beneficial as they can be viewed easily by the SENCO or by any other relevant parties. We have endeavoured to monitor IEPs and the progress the individual children are making through these.

During the year we reviewed and rewrote our Special Needs Policy in line with board guidelines.

Miss Moore has just begun the CCET Capacity Building course which will give her an additional qualification in educational testing.

Some children have group or individual teaching sessions with a classroom assistant. Some are receiving ICT interventions for specific problems in literacy using the Lexia programme. Our Reading Partner programme helps to raise reading standards with those children who need a little extra help to master the mechanics of reading. We have volunteers who take time to read with individual children to encourage them and give them more practice in reading aloud.

Outside agencies such as LTSS, MASTS, Autism Support and Behavioural Support all work with children on the Special Needs Register.

Mrs Hunter (SENCo) continues to administer psychological testing to some children at stages 1 and 2 to assess their abilities and difficulties in the areas of literacy and numeracy.

5. Annual Attendance Rate

The school actively encourages good attendance. Our percentage attendance for compulsory school age children was 96.5%. 35 children received Full Attendance awards at our End of Year Celebration in June 2016. Thanks go to our parents for the major part they play. The percentage clearly indicates that the teaching and learning environment created by the staff is one that the children really enjoy.

6. Finance

LMS Budget LMS stands for Local Management of Schools. The transactions for this budget are made via computer link with the agencies involved and NEELB. It includes such components as salaries, maintenance, fuel costs, electricity, telephones, books and equipment, furniture, etc. Our budget for 2015/2016 was £486,683 and the balance at the end of the last financial year was £107,785. We received additional funding of £60,000 from DE for the continued running of the Nurture Unit.

School Fund This fund deals with general transactions that occur during the course of the school year. The end of year balance was £983.18

Extended Schools Initiative Our budget for 2015/2016 was £16753 and the balance at the end of the financial year was £0. This was used to fund our Early Bird Breakfast Club, Kid's Club and Youth Club, Homework Club, Jo Jingles, Parent and Toddler Group, Senior Citizen's Luncheon Club, STEM Workshop, Jo Jingles, Jump, Jiggle and Jive, Play Sport Coaching, Boot Camp, Giant Map of Antrim Workshop, Bricks4Kids, Happy Puzzle Thinking Day, Educational Dance for P3 and P4 and P4 Numeracy through Circus Skills

7. Statutory Assessment and Testing

Statutory end of Key Stage Assessment took place in Year 4 and Year 7. The results of these were sent to parents in the summer term.

Level 2 (Key Stage 1) and Level 4 (Key Stage 2) are the levels expected to be achieved by the majority of children in Northern Ireland.

Level 3 (Key Stage 1) and Level 5 (Key Stage 2) are above average levels achieved. A summary of our End of Key Stage results appears below.

| | | |
|--------------------------|-------------------------|--------|
| Key Stage 1 | | |
| Communication | Working towards Level 1 | 0% |
| | Level 1 | 13.04% |
| | Level 2 | 78.26% |
| | Level 3 | 8.70% |
| Using Mathematics | | |
| | Working towards Level 1 | 0% |
| | Level 1 | 13.04% |
| | Level 2 | 65.22% |
| | Level 3 | 21.74% |
| Key Stage 2 | | |
| Communication | Level 1 | 0% |
| | Level 2 | 12.50% |
| | Level 3 | 25.00% |
| | Level 4 | 43.75% |
| | Level 5 | 18.75% |
| Using Mathematics | Level 1 | 0% |
| | Level 2 | 12.50% |
| | Level 3 | 37.50% |
| | Level 4 | 31.25% |
| | Level 5 | 18.75% |

Parent/teacher consultations took place in terms 1 and 2. Mid-Year exams took place in January and End of Year Standardised Testing took place in April and May. The Annual Pupil Report was sent home during June. On going assessment of pupils' work takes place throughout the year.

8. Highlights of the School Year

| | |
|------------------|--|
| September | European Day of Languages IEP Parent Interviews Play Sport Coaching School Council elected Scholastic Book Fair Parent and Toddlers |
| October | Harvest Celebration Wear It Pink Coffee Morning for Breast Cancer Care Play Sport Coaching Jo Jingles PTA Halloween Party/Disco Parent's Week "Go Fly Your Kite" STEM Workshops for parents and pupils Parent and Toddlers |
| November | Play Sport Coaching Royal British Legion Poppy Appeal and Remembrance Sunday Jo Jingles P1-P7 Parent Teacher consultations PTA Bag Pack at ASDA PTA Bingo "Neon-Up" Day Bricks4Kids workshops Friendship Four Ice Hockey Tournament Parent and Toddlers Open Night ANBC Rugby |

| | |
|-----------------|--|
| December | <p>Carol Singing at Asda, Tesco and Donegal Road Methodist Church for kids4school School Choir took part in Antrim Council Carol Concert Pantomime at the Courtyard Theatre – Jack and the Beanstalk PTA Christmas Fair Christmas Production – Straw and Order Carol Service at St. Jude's Parish Church P5-P7 visit from Belfast Giants "Dinner with the Doc" Parent and Toddlers Happy Puzzle Day School Christmas Dinner PTA Christmas Disco</p> |
| January | <p>Big School's Birdwatch Jo Jingles Extended School Bootcamp IEP Parent Interviews Mid-Year Exams P1 Parent/teacher consultations PTA "Onesie Night Only" Parent and Toddlers P3/4 Educational Gymnastics P4 Circus Skills Nurture Stay and Play</p> |
| February | <p>BikeTastic Drama Production P5-P7 Cheerleading PTA Valentine Disco/Party Erection of Solar Panels "Wear It Beat It" Charity day Antrim Borough Council Environmental Youth Speak Parent and Toddlers P3/4 Educational Gymnastics P4 Circus Skills P4-P7 visit to a Belfast Giants Match NIAC Launch of Best Kept School P7 Young at Art Workshop – Giant Map of Antrim Fundraising for NI Cancer Fund for Children</p> |
| March | <p>Erection of our Bike Shelter Easter Assembly Easter Lunch P1-P7 visits to Greystone Library World Book Week Fair Trade Football Tournament Action Cancer Easter Raffle "Dinner with the Doc" Parent and Toddlers PTA Quiz</p> |
| April | <p>Outdoor and playground improvements Big Spring Clean Queen's 90th Birthday Tea Party Parent and Toddlers</p> |

| | |
|-------------|---|
| May | P1-P7 Health Action Programme P5 Chester's Challenge Garden Show Ireland P2-P7 Assessments P6/7 girls "Dare to be Different" Launch of Families Together Programmes M and M Theatre Productions – The Jungle Book P6/7 girls IFA "Live your goals" workshops "Sip for Stroke" Coffee morning and "Crazy Hair" Day Parent and Toddlers Antrim Sixes Hockey Tournament |
| June | P1 Induction afternoon P7 visit to Parkhall College for Induction P6 visit to Antrim Forum for Parkhall Sport's Day P2 visit to Greenmount PTA Summer Fair P7 Leaver's Event End of Year Celebration Assembly "Best Kept School" in Northern Ireland Bronze, Silver and Gold RSPB Wildlife Awards Antrim Festival Parade Antrim Festival Soap Box Racing Action Cancer Health Action Award Ceremony – GOLD award Sports' Day P1-P6 Summer Fun day Parent and Toddlers Eco Outing to Castle Upton |

School Grounds and Buildings

The school principal and governors oversee the upkeep of the school buildings. A proportion of the overall LMS budget is allocated each year for building maintenance. This money is used to meet the cost of all repairs and improvements to the interior of the building. The NEELB is responsible for the external structure of the buildings.

A proportion of our LMS budget is set aside for grounds maintenance. The appearance of our school grounds has been greatly enhanced by the faithful attention given by the NEELB's Ground's Maintenance team, by our school ECO Action Team, parents and grandparents, members of St Jude's Parish Church and by monies raised by our PTA and through Grant Applications. This year we were not only awarded the title of Best Kept School in the North Eastern Region, but one of the regional runners up for the "Best of the Best". A huge thank you must go to Mrs Brown, our ECO Coordinator.

Staffing

During the 2015/2016 academic year we employed 6 full time teachers and 5 part time teachers giving a pupil/teacher ratio of 1:19. We said farewell to Mrs Emma McGarry and we welcomed Miss Hannah Gourley and Mrs Jayne Ross who provided Maternity cover for Mrs Jess and Mrs Harmon and Mrs Melody Matchett who covered 1 day a week in P3. We also employed 1 P1 Classroom Assistant, 1 P2 Classroom Assistant, 1 P3 Classroom Assistant (Literacy Support Assistant and Reading Partner), a Behaviour Support Assistant and 5 Special Needs Assistants (2 also act as Literacy Support Assistant and Reading Partner) and 1 General Assistant. We celebrated along with Mrs Jess on the birth of Emily, Mrs Harmon on the birth of Odhran and Miss Harper on her engagement.

Equipment and Resources

Equipment and resources were purchased through our LMS budget. Additional resources were purchased through our P.T.A. fund, through Cash For Clobber and Plant sales.

Entrance Criteria

At the moment all children of compulsory school age who meet the school's criteria will receive a place in Ballycraigy Primary.

Admissions Criteria will be used in the case of the school being over subscribed. The criteria are listed in order of priority.

1. Children who have brothers/sisters (half-brother/half-sister) currently enrolled in the school
2. Children who are the first/eldest child in their family to attend mainstream primary education
3. Children for whom Ballycraigy Primary School is the nearest school – walking distance measured from the front entrance of the school to the front door of their home by public road/footpath

Curriculum Policy, Staff Policy and Planning.

The school is very well abreast of present initiatives and of its statutory requirements. Policies are available in school or on our web site. (www.ballycraigyprimary.org.uk)

Teacher Training

It is statutory for teachers to deliver the NI Curriculum. Consequently training is given to all staff relevant to this. Courses attended include: Child Protection for Designated and Deputy Designated Teachers; ALICE Junior Librarian; UCIT; CCEA Communication; ETI Associate Assessor; PATHS; Language, Literacy and Communication at KS2; Coding and Using Scratch; "Stop Animation"; IEPs for ASD; Toe by Toe; Primary Teacher's Digital Skills/Using ICT; Behaviour Support Seminars; Dance and Gymnastics in the Primary Curriculum; Use of iPads; STEM Teach Meet; PSTT Conference.

School Development Days were used for ICT, Use of data to track progress and raise achievement, Literacy, Numeracy and Reporting to Parents.

Dr Edwards, Mrs Little and Mrs Simpson received updated training in Heartstart. Mrs Simpson completed her training as a Roots of Empathy instructor and in Paediatric First Aid.

Extra Curricular activities

Throughout the school year we offered Football, Hockey, Netball, Power Walking, Digital Media Club, STEM Club, Film Club, Gardening Club, Book Club, ECO activities, Boot Camp, Jo Jingles, Ju Jitsu, Jump, Jiggle and Jive, Bricks4Kids and Choir. Teachers devote a large amount of time to these activities and do so willingly. We see this as a most valuable part of the overall school curriculum.

Parent Teacher Association

Once again this school year we had many successful events –Christmas Fair, Bingo, Family Quiz Night, Halloween Party, Art Exhibition, Girl's Night Out, Children's Movie Night, Valentine's Disco, Summer Fair and a bag pack at ASDA. These events raised £7004.

Our thanks go to all parents and friends who supported the events.

Conclusion

In conclusion, the Board of Governors express its sincere thanks to you for your support and assistance given to the school and we particularly thank our dedicated, conscientious and loyal staff for the way they have undertaken their many and varied tasks during this continued period of change.

It should be noted that you are within your rights to propose resolutions to the Board of Governors, who will be able to discuss these items with you.

Signed

Chairperson, Board of Governors

Date
