

**BALLYCRAIGY PRIMARY SCHOOL  
BOARD OF GOVERNORS  
ANNUAL REPORT 2016 - 2017**

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**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  
Miss T Reid  
TBC

**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.ballycraigprimary.org.uk](http://www.ballycraigprimary.org.uk)) should any parent require a copy. 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 Relationships and Sexuality Education
- 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
- Policy for Special Educational Needs
- 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 2017, 43 names of children were included on the Special Needs Register for difficulties in the areas Cognitive and Learning, Social, Emotional and Behavioural and Communication and interaction. A further 18 children were registered with physical or medical conditions. Three children have English as an Additional Language. During the year 3 children were removed from the register as they could now work in a differentiated group within the classroom without any individual input from the class teacher.

At the start of the year, 9 children were on Stage 5 with statements of special needs. Annual reviews have been carried out for 8 of these children with one child leaving school mid-year. Two P7 children with statements are now moving to post-primary schools. During the year, one child in P2 and another in P3 have received their statements of special needs and have moved to stage 5. Another two P2 children are to receive support from Rathmore Behaviour Support centre next year. One boy in P4 had support from LTSS throughout the year.

Miss Moore has now completed all her course work for the CCET Capacity Building Course and is awaiting her qualification in educational testing. Throughout the year I have carried out educational testing additional to that routinely administered. The results of such testing aids teachers with their planning for, monitoring and reviews of individual children. Mrs Hunter (SENCo) continued 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.

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, EA Autism Support and EA Behavioural Support all work with children on the Special Needs Register.

## 5. Annual Attendance Rate

The school actively encourages good attendance. Our percentage attendance for compulsory school age children was 94.46%. 24 children received Full Attendance awards at our End of Year Celebration in June 2017. 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 2016/2017 was £481,178 and the balance at the end of the last financial year was £89,419. We received additional funding of £70,000 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 £3154.35

**Extended Schools Initiative** Our budget for 2016/2017 was £15945 and the balance at the end of the financial year was £0. This was used to fund our Early Bird Breakfast Club, Homework Club, Jo Jingles, Parent and Toddler Group, Clay Workshops for both parents and children, Jo Jingles, Jump, Jiggle and Jive, Play Sport Coaching, Starburst Drama Workshops, Party Science Professor Workshops, Bricks4Kids, Drumming, Judo and Mini Me Yoga.

## 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

<b>Communication</b>	Working towards Level 1	4.76%
	Level 1	19.05%
	Level 2	61.90%
	Level 3	14.29%

<b>Using Mathematics</b>	Working towards Level 1	4.76%
	Level 1	0%

	Level 2	80.95%
	Level 3	14.29%
<b>Using ICT</b>	Working towards Level 1	4.76%
	Level 1	9.52%
	Level 2	85.71%
	Level 3	0%
<b>Key Stage 2 Communication</b>	Level 1	0%
	Level 2	21.05%
	Level 3	15.79%
	Level 4	52.63%
	Level 5	10.53%
<b>Using Mathematics</b>	Level 1	0%
	Level 2	21.05%
	Level 3	15.79%
	Level 4	47.37%
	Level 5	15.79%
<b>Using ICT</b>	Level 1	0%
	Level 2	5.26%
	Level 3	26.32%
	Level 4	68.42%
	Level 5	0%

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

<b>September</b>	European Day of Languages IEP Parent Interviews Play Sport Coaching School Council elected Scholastic Book Fair Parent and Toddlers
<b>October</b>	Harvest Celebration Wear It Pink Coffee Morning for Breast Cancer Care Play Sport Coaching Jo Jingles PTA Halloween Party/Disco Parent's Week 'Clayrazy' Workshops for parents and pupils Parent and Toddlers
<b>November</b>	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 Bricks4Kids workshops Friendship Four Ice Hockey Tournament Parent and Toddlers

Open Night

**December**

Carol Singing at Asda, Tesco, Starbucks, Clonlee Nursing Home and Donegal Road Methodist Church for kids4school  
School Choir took part in Antrim Council Carol Concert  
Pantomime at the Courtyard Theatre  
PTA Christmas Fair  
Christmas Production – Christmas with the Aliens  
Carol Service at St. Jude's Parish Church  
P5-P7 visit from Belfast Giants  
Parent and Toddlers  
School Christmas Dinner  
PTA Christmas Disco

**January**

Big School's Birdwatch  
Jo Jingles  
IEP Parent Interviews  
Mid-Year Exams  
P1 Parent/teacher consultations  
PTA "Onesie Night Only"  
Parent and Toddlers

**February**

P5-P7 Cheerleading  
PTA Valentine Disco/Party  
Parent and Toddlers  
P4-P7 visit to a Belfast Giants Match

**March**

Easter Assembly  
Easter Lunch  
World Book Week  
Action Cancer Easter Raffle  
Parent and Toddlers  
PTA Quiz

**April**

Big Spring Clean  
Parent and Toddlers

**May**

P5 Chester's Challenge  
Garden Show Ireland  
P2-P7 Assessments  
"Sip for Stroke" Coffee morning  
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  
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 Mill Strand Integrated Primary School

## **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 The Men's Shed and by monies raised by our PTA and through Grant Applications. A huge thank you must go to Mrs Brown, our ECO Coordinator.

## **Staffing**

During the 2016/2017 academic year we employed 5 full time teachers and 7 part time teachers giving a pupil/teacher ratio of 1:16. We welcomed Miss Hannah Gourley who was employed for 1 year to cover P4. 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 9 Special Needs Assistants (2 also act as Literacy Support Assistant and Reading Partner) and 1 General Assistant. We celebrated along with Mrs Fowler on the birth of Noah.

## **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](http://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.

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.

### **Extra Curricular activities**

Throughout the school year we offered Football, Hockey, Netball, Power Walking, Digital Media Club, STEM Club, Film Club, Gardening Club, Book Bloggers, ECO activities, Jo Jingles, Judo, Jump, Jiggle and Jive, Bricks4Kids, Clay Workshops, Starburst Drama Workshops, Mini Me Yoga 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 £4853.60.

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**

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**Chairperson, Board of Governors**

**Date**

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