



The Annual Report to Parents

2017-2018

Knockloughrim Primary School Board of Governors'
Annual Report to Parents 2017-2018

Introduction

This report has been produced by the Governors of Knockloughrim Primary School and is a summary account of the work that we have undertaken in carrying out our responsibilities for the management of the School during the 2017/18 academic year.

The Governors

The Members of the Board

The Board is made up of the Principal and nine representatives who have been nominated by (a) Education Authority (EA), (b) Churches, or elected by (c) parents and (d) teaching staff. All governors except the Principal are voting members.

(a) Education Authority Representatives

EA, North Eastern region is the local Education Authority and has the right to nominate two representatives. These presently are:

1. Mrs R Kane
2. Mrs G Murdock (Vice Chairperson)

(b) Transferor Representatives

Transferor Representatives are those who 'transferred' to the state system from the old church school system in 1921. Transferor representatives are nominated from particular church bodies. These presently are:

1. Rev M Dornan
2. Mrs K McCammon
3. Mrs M McKeown
4. Mrs M Rainey (Chairperson)

(c) Parents' Representatives

Each Governing Body of a Primary School is entitled to have two parent representatives. They are elected by the pupils of parents attending the School and serve for the four year term of each Board. The only qualification to be a parents' representative is that on the date of the election the proposed parent has a child attending the School:

The parent representatives currently are:

1. Mrs G Henderson
2. Mrs G McLean

(d) Teachers' Representative

A teacher representative is elected by the teaching staff once every four years. The present representative on the Board is:

1. Mrs H Clarke

The Principal of the school is secretary and a non-voting member.

Frequency of Meetings

A statutory requirement of one Governors' meeting per term has always been in place but the increasing responsibilities on schools to manage what were once central issues has meant that more meetings have to be called. During this year five meetings of the Board of Governors took place.

Board of Governors' Meetings 2017-2018

Items on agendas included:-

- Annual School Census
- Admissions Criteria
- Drawing up Annual Report
- DENI - Open Enrolment Information
- Reviewing and setting targets
- Child Protection/Safeguarding training by designated teacher
- Presentation of School Fund Account
- Allocation of Fully Delegated Budget
- Format of classes
- Presentation of school policies and updated policies
- Inspection of premises
- Annual Child Protection update
- Child Protection Training update
- Recruitment

Staffing

A total of 19 staff work in the school.

Teaching Staff

Principal	Mr S Finlay
P1/2	Mrs H Clarke (Acting Principal Term 1)
P2/3	Miss G Millar
P4	Mrs G Rodgers
P5/6	Miss L Philpott
P6/7	Mr M Montgomery

Mr Finlay taught one day per week in P4 and one day per week in P5/6 in terms 2 and 3.

Classroom Assistants: Mrs Cahoon, Mrs Davidson, Mrs Junkin, Mrs Leacock, Mrs Paul, Mrs Armstrong and Mrs Houston.

Caretaker Mrs Harkness

Cook Mrs Harkness

Supervisory Assistants: Mrs Kelso and Mrs Bradley

Secretary Mrs Redfern

Enrolment

Our school's Enrolment Number is 105, school was granted a Temporary Variation to have 113 pupils for the 2017/18 year.

Attendance

The overall attendance for the year was 95.5%

Transfer Procedure

13 P7 pupils transferred to Post Primary School at the end of the 2017/18 academic year.

End of Key Stage Assessment

End of Key Stage Assessment for P4 and P7 pupils were completed in May 2018.

Key Stage 1

Communication

	<u>Northern Ireland Average</u>	<u>Knockloughrim PS</u>
Level 2 or above	88.2%	93.8%

Using Mathematics

	<u>Northern Ireland Average</u>	<u>Knockloughrim PS</u>
Level 2 or above	89.3%	93.8%

Key Stage 2

Communication

	<u>Northern Ireland Average</u>	<u>Knockloughrim PS</u>
Level 4 or above	78.8%	23.1%

Using Mathematics

	<u>Northern Ireland Average</u>	<u>Knockloughrim PS</u>
Level 4 or above	79.6%	46.2%

Unfortunately, there remains much dissatisfaction within the teaching profession regarding the use of end of Key Stage data to compare school performance. This is caused due the variations in how these assessments are administered, the difference in the assessments being used and the different interpretations of the teachers concerned. Once again we applied the same level of administration and the same assessments as in previous years and are satisfied that the results reflect the cohort of pupils in both these year groups. It should be noted the NI average is based on only 20% of schools.

School's Development Plan 2017/18

The school continues to move forward in a rapidly changing environment. Staff work extremely hard and are diligent in their approach in taking on board change. The school made excellent progress towards achieving the targets set for the School Development Plan in 2017/18. Comprehensive reviews formed the baseline for the Action Plans formulated for 2018/19. School began working with the Middletown Centre for Autism in February 2018. This partnership has been greatly beneficial for pupils and staff and will continue into the 2018/19 academic year.

The School's Development Plan 2018/19 (SDP) has prioritised the following areas-

Special Educational Needs

- To develop the Sensory Room as a calming area for pupils.
- To individualise strategies for Special Educational Needs pupils.
- To develop setting of Individual Educational Plans Targets (IEP's).
- To develop a Social Skills Group in Key Stage 2 and an Attention Group in Key Stage 1/Foundation Stage.

Literacy

- Continue to monitor and evaluate classwork and homework books, planning and wall displays.
- To produce individual pupil profiles for Communication completed termly for Writing and Reading.

Numeracy

- Continue to monitor and evaluate classwork and homework books, planning and wall displays.
- To produce individual pupil profiles for Using Mathematics completed termly.

Using ICT

- Staff ensure that the school website is updated.
- Ensure that C2K Hardware and software is functioning well and a supply of consumables is maintained.
- Each pupil (P3-P7) to complete termly Using ICT tasks, that are levelled by staff.

World Around Us

- Develop Knockloughrim as a 'Forest School'.

Curriculum

During the year the review and development of curriculum subjects has continued in order to fulfil our statutory requirements in relation to the breadth and balance of the Northern Ireland Curriculum. Staff continued to attend relevant training either provided by EA, NE Region and in school. Standardised testing for P3-P7 pupils took place in May. The results of these were used to inform parents of a child's progress in their end of term report. Tracking of pupils who have difficulties continues and the tests are proving to be very valuable with identifying pupils who need further assessment.

We are extremely pleased that we have been able to continue to provide French lessons to all classes on a weekly basis.

Child Protection/ Pastoral Care

Designated Teacher: Mrs Clarke, Deputy Designated Teacher: Mrs Rodgers and Miss Millar.

Designated Governor: Mrs McLean

The area of Child Protection is one that school takes very seriously and the policies in place meet Department guidelines for this area. Concerns are taken seriously and appropriate action is taken.

Parents/Volunteers who assist with the work of the school continue to complete Access NI forms thus helping to ensure that all adults who have contact with our pupils have had the necessary police checks completed.

Strategies have also been put in place to ensure that all pupils are aware of who can help them if they have any concerns, and they are reminded of the teachers in school who are responsible for Child Protection.

Representatives from NSPCC's Childline Service delivered a talk on 'Keeping Safe' to our classes.

Safeguarding Inspection

A Safeguarding Inspection took place in September 2017. The District Inspector stated the school delivers a high level of safeguarding and pastoral care for our children. This is a reflection of the high standards set by both staff and Governors of the school.

Special Education Needs

During the year individual plans were drawn up and implemented and required by The Statutory Code of Practice. Standardised Testing helps to identify those children who may need some extra assistance. A total of 40 Children were placed on the Special Needs Register for the year. Support was either in the form of in-class assistance or withdrawal from class as individual or small groups. Outside assistance was provided by Education Authority in the form of Literacy Support Teacher who attended the school two mornings per week. Use was also made of RISE NI (Regional Integrated Support for Education in N. Ireland) and the Educational Psychology Service to carry out assessments.

Charity Collections

During the course of the year school supported various charities. Shoe Boxes were collected in term 1 for the Samaritans appeal, as part of Harvest Celebrations a donation was made to the Foodbank in Magherafelt. Money was raised in school for the RAF Wing's Appeal and Poppy Appeal. In December £45 was donated to the Blind Association. A donation of £25 was made to the RNLI, after they had given a Water Safety talk to all pupils.

Buildings and Maintenance

The school building and fabric of the building remains in good condition. Pupils continue to take very good care of the building and are to be congratulated on this. Education Authority, NE region Maintenance has continued to carry out work in school.

Home School Liaison

Formal contact with the school continues to play a vital role in the overall provision for our pupils. Parent/ teacher consultations were held in October and April.

An end of year written report was furnished for each pupil in June.

Parents also receive a weekly note, detailing the various events occurring in school. Information is also detailed on the school website. Parent Mail is used to provide parents with information.

These formal means of contact are enhanced by the many opportunities for informal contact both of which contribute significantly to the healthy home-school links we all enjoy.

School Policy determines that parents have immediate access to the Principal and Staff to resolve or discuss matters of concern. **However, to ensure the smooth running of the school, appointments should be made through the school secretary and under no circumstances should parents go to a classroom without first calling at the school office.**

Finance

For a summary of the Budget Report see Appendix A.

School Book Fair

A Book Fair was held in Term 3 2017/18, earning the school £446 book commission. This money was spent on replenishing Key Stage 2 novels.

Extra-Curricular Activities

Extra-curricular activities add a most enjoyable and valuable dimension to the children's school experience. All children receive Physical Education, Music and Art within the curriculum, but, in addition, a wide range of after school activities provides further opportunities to develop particular skills and interests.

All classes continue to benefit from educational trips and visitors to school and our P6/7 pupils once again had the opportunity to take part in a residential trip to Bushmills.

Parent Teacher Association

Yet again our PTA have been an integral part of our school, organising various exciting events throughout the school year. A remarkable fund raising effort resulted in £4093 being raised- a truly magnificent total! Throughout the year our PTA continued to receive the support of many local businesses and for this they are extremely grateful.

Office Bearers

Chairperson: Mrs S Porter

Vice Chairperson: Mrs D Fullerton

Secretary: Mrs C McCracken

Treasurer: Mrs T Paul

School Account

The school operates a cheque book account for the day-to day running of the school. This account is audited on an annual basis by Education Authority.

Conclusion of Board of Governors' Report

Our school continues to thrive:

-Our pupils are fantastic ambassadors for our school- as in previous years, they have been congratulated on their exemplary behaviour and manners from members of the public when participating in events outside school.

-The PTA work selflessly to provide social and fundraising functions for all to enjoy and Governors wish to place on record their congratulations and gratitude for all their hard work throughout the year.

-Our very talented teaching and support staff demonstrate the highest commitment to our children, parents and school. Their engagement with support for all children in their care is to be commended.

- You, our parents/carers are also to be congratulated on your involvement in your child's/children's education. It is this interest that provides a supportive framework for your child/children to thrive as they travel on their educational journey.

In conclusion our school motto, 'Where happy children grow,' tells simply what we believe our school is about. Making this a reality is underpinned by everyone in our school working in partnership based on mutual respect and understanding.

Appendix A

Budget Allocation and Expenditure Financial Year: 2017/18



DELEGATED BUDGET ALLOCATION FORM

School: **Knockloughrim Primary**

Financial Year: 2018/19

£

Cost Centre: **20594**

EA Office: **Ballymena**

Budget 2017-2018 (including Opening Surplus/Deficit)

Expenditure 2017-2018

Cumulative Surplus/(Deficit) March 2018

Opening Surplus / Deficit Balance for 2018-19

Common Funding Formula 2018-2019

CARETAKER REFUND

Delegated Resources In Year: £

Total Delegated Resources including Opening Surplus / (Deficit): £

372,360

358,079

14,281

345,072

6,700

351,772

366,053