Finaghy Primary School

Board of Governors

Annual Report

2013-2014

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Chairman's Report 2013-2014

The Governors have met regularly throughout the year to progress school business and encourage continuous improvement in all aspects of curricular and extra-curricular activity.

In February an audit of the financial and administrative systems and internal controls operating within the school was undertaken by BELB Audit Services. The audit concluded that there was an adequate and effective system of governance, risk management and control functioning in the school.

Several major initiatives including the refurbishment and upgrade of the Sports Zone pitch have been thwarted or delayed due to budget and bureaucratic restraints. We now expect the Sports Zone work to commence imminently.

The school has enjoyed another year of achievement and progress. Levels of academic achievement remain high and our pupils well motivated. AQE results met and exceeded our expectations.
Enrolment remained at capacity proving the popularity of all that Finaghy P.S. offers to children and their parents.
Throughout the period of this report, much of the agenda for discussion continued to focus on classroom practice, assessment, and budgetary issues.

The Exceptional Closure Days have been well used by staff to cover a wide range of topics including on line assessment, literacy and numeracy review. This training and preparation will compliment classroom practice and lesson planning

The Christmas and summer concerts were outstanding successes and showcased the talent amongst our pupils.

The PTA support in organising an excellent year of events and fund-raising is greatly appreciated by the governors. The school is fortunate to have such a committed PTA Committee.
Information on all the extensive school activities and our extended services can be found later in the Report.
I make special mention of our Daycare facility, managed by Mrs Anita Brown and supported by her enthusiastic colleagues, which continues to play an integral part in the life and success of the school. The extensive programme of outings and activities during the summer holidays was a great success with the children and their appreciative parents.
The Governors record their appreciation of the work undertaken by Mr Mackay, the Senior Management Team and all the staff, both teaching and non-teaching, to promote the welfare and development of our pupils.

At the end of this September, Mrs Janet Mercer stood down as Parent Governor after the reconstitution of the school board. Janet's contribution to the governance of the school was wholehearted and dedicated. We are delighted that she will remain involved with school life and wish her well in the future.

Thank you to all my colleague governors who have given so generously of their time and talents, in the interests of the school, staff and pupils.

Peter Breene Chairman. October 2014

COMPOSITION OF BOARD OF GOVERNORS 2010-2014

Area Board Representatives:

Mr T Dale (Vice-Chairperson)

Mr P Bell (Honorary Bursar)

Transferors' Representatives:

Mr P Breene (Chairperson)

Mrs D Nicholl

Rev A Boucher

Mrs N. Vincent

Parents' Representatives:

Mrs S Anderson (Resigned June 2013, as children have now left.)

Mrs J Mercer

Teachers' Representative:

Miss J Mawhinney

Co-Opted Governors:

Mrs R Corbett (Vice Principal)

Secretary to the Board (non-voting):

Mr A S Mackay (Principal)

Responsibilities of Governors

1 Finance

2 Management and appointment of Staff

3 Admission of pupils

4 Curriculum

5 Resources

6. Child Protection, safety and security

Responsibility for the day-to-day management of the school rests with the Principal who advises the Board on issues arising.

STAFF AND CLASS STRUCTURE 2013-2014

Principal: Mr A Mackay

Vice-Principal: Mrs R Corbett

Classes:
P1JL Mrs J Latimer / Mrs S Stevenson

P1JG Mrs J Gough

P1SG Mrs S Watson

P2DA Mrs D Adamson

P2EB Mrs E Brady

P3EBM Mrs E Boomer

P3OD Mrs O Ditty

P4 AF Mrs A Flanagan

P4RF Mr R Falls

P5RC Mrs R Corbett

P5SM Miss S Manly

P6AB Mrs A Bell

P6KP Mr K Platt

P7JM Miss J Mawhinney

P7SG Mrs S Graham

Special Needs & Reading Recovery: Mrs H Currie

English as Additional Language: Mrs C Campbell

Classroom Assistants: Mrs K Langtry, Mrs J Spence, Mrs M Lamont, Mrs A Brown, Mr P Murphy, Mrs A Cochrane, Miss L Chisholm, Mrs A Lozowsky, Mrs F Hillock, Miss S Humphries, Ms H McComb, Mr J Isbell Ms J Beattie (Temp)

Secretaries: Mrs S McCurdy, Mrs B Darling

Daycare Manager: Mrs A Brown

Caretaker: Mr T Courtney
Head Cook: Mrs Angela Brown

School Activities 2013-2014

We now operate as a 'full-service extended school' providing:

- Breakfast Club from 8.00am
- Daycare Centre operating until 6pm throughout the year
- Finaghy SportsZone, open to the community each night and during weekends.
- Public Library
- Benmore Community Pre-School Playgroup
- Evening classes including adult education, recreation classes and youth clubs.
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We can demonstrate a host of benefits for pupils, parents and the wider community developing from our extended school projects as they grow, mature and inter-link with each other. We have become a centre for life-long learning, sport and recreation, creating aspiration within the Finaghy community and beyond.
Our latest project, to establish a community services building, is currently on hold.
After much deliberation, governors felt it prudent to wait until a new education authority was established, in hope of a more visionary and supportive dynamic.
Our range of extra-curricular activities included sports (football, hockey, athletics, badminton, rugby and cricket), computer club, cookery, fitness and gardening. This year also saw the establishment of an Eco-Garden, which is proving a great curriculum asset, in addition to enhancing the outdoor school environment.

Our football team and girls' and boys' hockey teams played in both Belfast and Lisburn leagues and had a very successful year, reaching the finals of several tournaments. Our Annual Sports Day took place at the Mary Peters Track, and remained a very successful and enjoyable event. Our music department maintained a choir, string ensemble, percussion/African drum group and wind band. They took part in many events within school and a growing number out in the community.
Our bi-annual summer concert in collaboration with 1st Old Boys' Silver Band and Youth Band was, once again, an outstanding success.
Each year group organised educational visits to venues throughout Northern Ireland. In addition, P6 pupils attended a residential experience at Ardnabannon and P7 pupils travelled to Edinburgh. In December all pupils in P2-P7 attended the pantomime at the Grand Opera House.

Our PTA continued to prosper and provided a vital service for fund raising and the integration of pupils, parents and teachers. See separate report.

Teaching & Learning

The Revised Northern Ireland Curriculum has been fully implemented. Computerised Assessment has remained a difficult issue, with failure at system-level to implement a reliable platform. We await further developments. Revised annual reporting and planning formats have been implemented. Teachers have spent many hours revising curriculum notes and re-structuring schemes of work, with a focus on Mathematics, ICT and Assessment for Learning. End-of-Key-Stage testing also remains contentious due to action from teachers' unions.

In Key Stage 1, in addition to the introduction of more activities to promote independence and discovery-based learning, there has been further development of play and in-situ assessments.
In Key Stage 2, the Mathematics curriculum has been revised to incorporate new activities that reflect the enhanced areas of learning outlined above. In ICT, development of iPad usage has continued, including installation of Apple TV systems.

New School Development priorities included Assessment, Target Setting, Art schemes and The World Around Us. A comprehensive School Development Plan is presented annually to governors.

Open Morning
Our Open Morning and Family Fun Day attracted a great attendance and was very effective in promoting the school to potential parents.

By the end of June 2014 our school enrolment had reached 420 pupils

Academic Statistics
End Of Key Stage Assessment (P4 and P7) 2013-2014

Due to industrial action, we are unable to publish End-of-Key-Stage assessment result for this period. The majority of NI primary schools have now refrained from engaging in this process due to concerns over the educational validity of the system. Parents can be assured that our internal assessment and reporting systems are as robust as ever, and that every child continues to have the opportunity to reach their full academic potential.

Attendance and Enrolment:

Annual Attendance:	95.7%
On Roll (adjusted)	421

Accounts Summary
August 2013
School:

Balance Gen Acc. after adjustments	37,209.46
Investment Acc.	248,297.02

LMS Outturn 2012/2013:

Total Resources Available:	1,380,137.00
Expenditure	1,176,757.48
Carryover	203,379.52

Major expenditures anticipated:

School Fabric/	
Building & Maintenance Projects: (2012-2015)	300,000 (Under review)
SportsZone pitch refurb:	100,000
IT	10,000
Play areas re-furbishment	2000
Literacy/Numeracy/curriculum resources	20,000

School bank accounts are monitored by the Salaries and Finance Committee of the school's Board of Governors, reconciled by the school's honorary bursar and signed off annually by the Chair of Governors. Income derives from community services, school fund contributions and fund-raising initiatives. Delegated budget funds are allocated by DENI annually and are managed by governors through the accounting offices of BELB (Local Management of Schools: LMS)

An audit of all school accounts, procedures and policies was completed in May 2014 by BELB Audit Office. Governors were very pleased with the 'clean bill of health' presented, and were happy to provide an action plan to deal with the few recommendations made.

Maintenance of Child Protection Records

Concerns, referrals and contacts with outside agencies maintained and documented as appropriate.
Class teachers received updates throughout the year on a need to know basis.
Mrs R Corbett and Mr R Falls serve as 1st and 2nd Officers for Child Protection. Governors, Principal and staff were made aware of the (updated) requirements of DENI circulars:
Vetting of school governors
Acceptable use of the Internet
Child Protection – Training requirement for Governors on staff selection and recruitment panels.
Also: Use of pupil and staff images, Extended Schools and Child Protection, Cyberbullying and Disposal of Records schedule.
All policies, circulars and advice circulated to governors and awareness raised with staff.
Teaching staff received full update training in March 2014 from Mrs. Corbett and Mr Falls using material provided by DENI.
Volunteers and non-teaching staff received Child Protection training in school in May 2014 and is due again in May 2015.

Policy Review and Update:
The policy was reviewed and updated in September 2014.
Next review will take place in May 2015.
Information was received throughout the year from Theresa Moran and Lorraine O'Neill, Child Protection Officers with the Belfast Education and Library Board.

Additional Needs
Mrs H Currie continued in the role as Special Educational Needs Coordinator (SENCO) in 2013/14

Her role is to identify children who have an additional educational need and liaise with class teachers, parents and outside agencies to ensure adequate provision and to supply and maintain appropriate documentation.

Mrs Currie works alongside the Special Needs classroom assistants and provides ongoing support.
The Reading Recovery programme is delivered to P3 children, and small groups of children in P4-P6 receive additional assistance with literacy skills.
The school works with a BELB psychologist, BELB Peripatetic service, Children's Inter-Disciplinary Teams (CIDS) and Harberton Outreach and other agencies to provide individual assistance for children. We also employ a part-time teacher to assist with English as an additional language.

A number of volunteer helpers (parents, grandparents and friends of the school) have undergone training in Reading Partnership and provide excellent support for a number of children.

All children with an identified additional need (academic or behavioural) will have an Individual Education Plan (IEP) which is constructed and reviewed on a bi-monthly basis in consultation with the teacher, child and his/her parents/guardians.

Parent Teacher Association 2013/2014

The PTA enjoyed another busy and productive year.

The Family Fun Day and Open Morning was a great success in November. Many new parents and children visited the school and PTA members assisted with tours, stalls and catering.

Running up to Christmas we supported the School Concert by providing a raffle and refreshments.

PTA assisted with our 'Back to the 80's' charity events. Pupils raised an astonishing £6500, all of which was donated to Down's Syndrome NI.

Finally, we rounded off the term by helping out at the School Sports Day and running the end of year barbeque.

The PTA have been delighted to present the School with much needed funds from monies raised at these events. I would like to take the opportunity to thank everyone involved for their help, PTA Members, PTA Helpers, Teachers, Staff, businesses in the community and especially the parents and children who came along to support the events with their time and donations. Looking forward to another great year.

Karen Best

PTA Secretary 2013/14

Extended School Projects

Daycare Centre

Our Daycare Centre continued to expand and develop its services during the year. Managed by Mrs Anita Brown alongside her deputy leader Mrs Karen Langtry, the centre now employs 7 members of staff.

The centre operates from 2.00pm until 6.00pm term-time, from 8.00am to 6.00pm during school holidays and remains opens for exceptional school closure days and half-day holidays.
The Daycare Centre is a fully integrated feature of the school, providing an informal yet structured environment in which children are assisted with homeworks and offered a choice of activities including sports, art and craft, IT, toys, games and outdoor play.
During the summer there was an extensive programme of trips out, visiting coaches and special activities.
The facility is run as a community business by a sub-committee of the school's Board of Governors.

Trevor Dale

Chair of Daycare Management Committee

SportsZone
The SportsZone has now been operating successfully for 7 years. During term-time it has doubled the opportunity for pupils to participate in physical activity and broadened the range of sports on offer. It is also used in partnership with other schools for tournaments and competitions.

The SportsZone operates from 5.00pm – 10.00pm as a community sports resource. The range of user groups includes churches, youth clubs, mini-soccer, dads' team, cross-community projects, coaching clubs and 'works' teams.
During school holidays a range of clubs and camps operate, including 'Get Hooked' hockey camp and TW Sports.
Our charging and booking policy enables equality of access for all users and facility administration is conducted by Mrs B Darling in the school office. Income from the SportsZone enables us to employ part-time caretaking staff, secretarial staff and to maintain / replace equipment. In the longer term, savings need to accrue for pitch painting and eventual pitch renewal.
The past year has seen a down-turn in community bookings, mainly due to competition from nearby 3G facilities. We are pleased to report that a 3G refurbishment will occur during academic year 2014-2015

In general, the facility is treated with respect by all users, with virtually no reports of vandalism, or of disruptive / unruly conduct by any user groups. The SportsZone committee are delighted that the facility is proving to be such a major asset for both the school and the wider community.

Eco-Garden
Assisted by Awards for All funding, an Eco Garden has been established and is now in use to support environmental education.

In-Service Training 2013 / 2014

ICT Accreditation	**JG, KP**	**4/14**
CP Refresher	**RC**	**2/14**
CP New Officer	**RF**	**2/14**
CP Case Conf.	**RC, RF**	**2/14**
CP Dom. V	**RC**	**3/14**
Class Assist. Training	**JB, BA**	**6/14**
Safeguarding/CP	**All staff**	**4/14**

Principal and staff successfully completed PRSD (Performance Review and Staff Development) cycle for 2013 / 2014.

5 'Baker Days' and 5 'Staff Development Days' utilised for developing schemes and policies, Final planning stages of termly notes to reflect changes made to practice. Dissemination of new practice, Assessment, World Around Us, ICT, Special Needs and Child Protection updates, team development and Key Stage meetings.

Staff conference day held to audit whole school issues including curriculum, post- inspection, ethos and school vision.

School Security

Main front door is locked. Access to visitors is granted by office staff, who release door remotely. All exterior doors are locked during school hours (can be opened from inside.) Staff hold key-fobs which can release certain locked doors from exterior. Front door and most of school site is covered by CCTV.
The school has security risk-assessments in place and an emergency action plan for evacuation, lock-down and an off-site 'place of shelter.'
All contractors are signed in and briefed by caretaker or principal.
All unexpected visitors to site are challenged
During community use of site, caretaker is present.