

# **Finaghy Primary School**

Board of Governors



## **Annual Report**

2018-2019

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## **BOARD OF GOVERNORS**

### **Chairman's Report: 2018-2019**

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

However I am disappointed to report little has changed in the past year with the education budget facing large cuts and government funding for schools further reduced, thus much of the Board's time was spent in detailed consideration of budgets and how to manage the current financial environment.

Discussions with the Education Authority regarding the proposed extension to the school were positive and visible results are expected next spring.

Whilst you continue to hear about the lack of resources in schools due to the budget constraints; the public often overlook the greatest resource a school can have; that is its staff. Principals, Teachers, Classroom Assistants and non teaching staff are the forgotten victims of the current political impasse. So I record with appreciation the professional and dedicated performance of our staff under continuing difficult circumstances. Every day they are working in the best interests of the pupils.

The school has enjoyed another year of achievement and progress both in the classroom and on the sports fields.

Levels of academic success remain high and our pupils well motivated. AQE results met and exceeded our expectations.

Enrolment remained positive proving the popularity of all that Finaghy P.S. offers to children and their parents.

Throughout the period of this report, much of the non - financial discussion continued to focus on classroom practice and on-line assessment.

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. Strategies in support of staff welfare and mental health were also examined. This training and preparation compliments classroom practice and lesson planning

The Christmas activities and the fantastic school production of "The Lion King" were outstanding successes and showcased the talent amongst our pupils and highlighted the dedication and commitment of our staff, both teaching and non-teaching to provide their pupils with opportunities to have fun and excel.

The work of the PTA continues to provide the school with added value both in terms of resources and also in terms of the community feel that it has always had.

The excellent year of events and fund-raising is greatly appreciated by the governors.

During the year all classrooms had Promethean Activpanels installed ensuring the most up to date learning technology is available.

Our Daycare facility, managed by Mrs Anita Brown and supported by her enthusiastic colleagues, continues to thrive and play an integral part in the life and success of the school. Whilst fully subscribed during term time vacancies do exist during holiday periods; particularly during the summer. The extensive programmes of outings and activities that are organised during the summer holidays have proved extremely popular with the children and their parents.

The Board record their appreciation of the work undertaken by Mr Mackay, the Senior Management Team and all the staff, both teaching and non-teaching, as they "prepare today's children for

tomorrow's world." Concluding, I take this opportunity to thank my colleague governors who have given so generously of their time and talents, in the interests of the school, staff and pupils.

Peter Breene M.B.E. Chairman September 2019.

### **COMPOSITION OF BOARD OF GOVERNORS 2018-2019**

Reconstitution of Governors took place during the 2018-2019 session.

*Area Board Representatives:*

Mr T Dale MBE (Vice-Chairperson)

Mr P Bell (Honorary Bursar)

*Transferors' Representatives:*

Mr P Breene MBE (Chairperson)

Mr D Savage

Rev C Gracie

Mrs N. Vincent

*Parents' Representatives:*

Mrs K Best

Mrs K Gaw

- Following election of new parent-governors, Mrs Gaw and Mrs Best were replaced by Mr R Rice and Mrs D Cheevers. Mrs Gaw and Mrs Best are thanked for their faithful service and contributions during the past 4 years.

*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 2018-2019**

Principal: Mr A Mackay  
Vice-Principal: Mrs R Corbett

### Classes:

P1 Mrs E Brady

P1 Mrs J Gough

P1 Mrs S Watson

P2 Mrs D Adamson

P2 Mrs J Latimer / Mrs S Stevenson

P3 Mrs A Flanagan

P3 Mrs O Ditty

P4 Miss L Wright

P4 Mr R Falls

P5 Mrs R Corbett

P5 Mrs E Boomer

P6 Miss J Mawhinney

P6 Mrs S Graham

P7 Miss L Watson

P7 Mr K Platt

Reading Recovery (part-time) Mrs H Currie

English as Additional Language (part-time) Mrs V Kirk

Classroom Assistants: Mrs K Langtry, Mrs A Brown,  
Mr P Murphy, Miss L Chisholm, Mrs F Hillock,  
Miss S Humphries, Ms J Beattie

Secretaries: Mrs S McCurdy, Mrs B Darling

Daycare Manager: Mrs A Brown

Caretaker: Mr T Courtney

Head Cook: Mrs Angela Brown

## **School Activities 2018-2019**

We 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.
- 

We remain a centre for life-long learning, sport and recreation, creating aspiration within the Finaghy community and beyond.

Our project to establish a community services building was unfortunately blocked by the Education Authority. Governors sought EA approval to use the funds accumulated to build an extension to house a computer suite, small-group tuition rooms and a counselling room. We are pleased to report that permission has now been granted to pursue the extension.

Our range of extra-curricular activities included sports (football, hockey, athletics, badminton, rugby and cricket), computer club, cookery, fitness and gardening. Our Eco-Garden also continues to serve as a great resource for teaching and learning.

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 School Musical (Lion King) was a tremendous success.

Each year group organised educational visits to venues throughout Northern Ireland. In addition, P6 pupils attended a residential experience at Castlewellan 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. In 2018 a Santa Dash raised funds for PTA and NSPCC

## **Teaching & Learning**

The Northern Ireland Curriculum is fully implemented. Revised annual reporting and planning formats are working well. Teachers have spent many hours revising curriculum notes and restructuring schemes of work, with a focus on Literacy, ICT and Assessment for Learning. End-of-Key-Stage testing also remains contentious due to action from teachers' unions. The school has implemented online assessment and a 15-laptop suite has been installed in a section of our Special Needs room.

In Key Stage 1, in addition to the revision of activities to promote independence and discovery-based learning, there has been further development of play and in-situ assessments. P1 baseline assessment using iPads is also being trialled.

In Key Stage 2, the Literacy 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. We continue to invest in iPads, as their usefulness as a learning tool continues to grow. Activpanels have now replaced Activboards

in all classrooms.

Continued School Development priorities included Assessment, Target Setting, 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 2019 our school enrolment had reached 420 pupils

### **Academic Statistics**

#### **End Of Key Stage Assessment (P4 and P7) 2018-2019**

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:	2016: 95.9%	2017: 94.7%	2018: 94.2%
On Roll (adjusted)	423		




## Accounts Summary

### Private accounts – year ended 31 August 2019

General account £10,604 Investment account £370,742 Daycare account £31,183

Total funds 412,530

### LMS accounts – year ended 31 March 2019

		<b>Finaghy Primary</b>		CODE	20513
<i>Only complete cells in grey</i>					
		October 2016	October 2017	October 2018	October 2019
Full Time Equivalent Enrolment (excluding Spec Unit pupils)		428	425	433	439
Teaching Complement		17.80	16.40	16.40	16.40
Pupil/Teacher Ratio		24.04	25.91	26.40	26.77
<b>CFF BUDGET SHARE PER CAPITA</b>			£2,679	£2,682	£2,674
<b>Budget Summary</b>					
Common Formula Funding (CFF) Budget Share			£1,146,475	£1,139,725	£1,157,725
Transition Funding			£0	£0	£0
Other funding - (Please specify)			£0	£0	£0
Other funding - (Please specify)			£0	£0	£0
Other funding - (Please specify)			£0	£0	£0
<b>Total Delegated Budget</b>			£1,146,475	£1,139,725	£1,157,725
<b>Carry-over from Previous Year</b>			£96,378	£98,568	£68,154
<b>Total BUDGET</b>			£1,242,853	£1,238,293	£1,225,879
less PROPOSED EXPENDITURE			£1,144,285	£1,170,139	£1,191,323
<b>ANTICIPATED CARRY-OVER</b>			£98,568	£68,154	£34,556
<b>% CARRY-OVER</b>			7.93%	5.50%	2.82%
<i>In Year Movement (for officer use only)</i>			£2,190	-£30,414	-£33,598

#### Major expenditures anticipated:

School Fabric/	
Building extension proposal	350,000 (Under review)
IT	50,000 (Activpanels to replace whiteboards)
Play areas/Outdoor refurbishment	5,000
Literacy/Numeracy/curriculum resources	3,000

Accounts Summary		
Private accounts – year ended 31 August 2019		
The cash position of the school's private funds is summarised as follows:		
	31-Aug-19	31-Aug-18
	£	£
General account	45,375	10,604
Investment account	371,806	370,742
Daycare account	17,404	31,183
<b>Total cash on hand</b>	<b>434,585</b>	<b>412,530</b>
LMS accounts – year ended 31 March 2019		
In addition to staff costs, major expenditure is summarised as follows:		
	12 months to 31 March 2019	12 months to 31 March 2018
	£	£
Electricity	14,780	12,267
Water	3,492	3,906
Other premises, fixed plant & grounds	9,733	5,616
Books, practice materials & teaching requisites	28,020	8,009
School contribution - instrumental tuition	10,928	9,684
Other operating costs	16,671	8,655
Non-capital purchases	485	2,920
Capital expenditure	13,575	1,212
	<b>97,684</b>	<b>52,269</b>

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 EA (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 Mrs D Adamson serve as 1<sup>st</sup> and 2<sup>nd</sup> 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 2018 from Mrs. Corbett and Mr Falls using material provided by DENI.

Volunteers and non-teaching staff received Child Protection training in school in May 2018 and was updated again in May 2019.

Policy Review and Update:

The policy was reviewed and updated in September 2018.

Information was received throughout the year from Theresa Moran and Lorraine O'Neill, Child Protection Officers with Education Authority (Belfast Region)

### **Additional Needs**

Mr R Falls now serves as SENCO. Mrs H Currie continues to assist with Reading Recovery on a part-time basis.

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

The school works with a BELB psychologist, BELB Peripatetic service, Children's Inter-Disciplinary Teams (CIDS), 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. The Time to Read project also continues to operate in school.

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

Mrs V Kirk continues in the role of EAL teacher (2 days per week)

### **Parent Teacher Association 2018/2019**

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 charity events including Storehouse and Haig Fund.

Many parents assisted with our play preparations, and 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. £6000 was presented to the school to purchase new iPads. 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 2018/19

## **Extended School Projects**

### **Daycare Centre**

Our Daycare Centre continued to run excellent services during the year. Managed by Mrs Anita Brown alongside her deputy leader Mrs Karen Langtry, the centre 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 open 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 11 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 operate.

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 maintenance and upkeep.

The 3G refurbishment has required ongoing fixes and maintenance. To date these have been completed under warranty.

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, the Eco Garden is now in full use to support environmental education and received the Eco-Schools' prestigious Green Flag accreditation in 2017.



### **In-Service Training 2018 / 2019**

9/18	SG	Literacy updates
9/18	JM	Teacher/Tutor
9/18	Staff	Assessment
11/18	RF JG	First Aid
1/18	AM	C2K
1/19	AM	BETT
2/18	Staff	Assessment and School Development
4/19	KP	ICT updates
5/19	RC	SIMS
5/19	Staff	Behaviour Support
5/19	EB	Primary Maths
6/19	RC	Child Protection

Principal successfully completed PRSD (Performance Review and Staff Development) cycle for 2018 / 2019.

5 'Baker Days' and 5 'Staff Development Days' utilised for developing schemes and policies, Termly notes and IEPs adapted to reflect changes made to practice. Dissemination of new practice, Assessment, PDMU, ICT, Special Needs and Child Protection updates, team development and Key Stage meetings.

### **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, a caretaker is present.

