**Finaghy Primary School**

Board of Governors



**Annual Report**

2022-2023

**INDEX**

1. Chairman’s Introduction

2. Composition of Governors

3. Finance

4. Staff and Class Structure

5. School Activities

6. Teaching & Learning

7. Enrolment

8. Academic statistics

9. Child Protection

10. Additional Needs

11. PTA

12. Daycare

13. Extended School

14. In-service Training

15. School Security

**COMPOSITION OF BOARD OF GOVERNORS 2022-2023**

(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 D Cheevers

Mr R Rice

*Teachers’ Representative:*

Miss J Mawhinney

*Secretary to the Board (non-voting):*

Mrs Rosalind Corbett (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 2022-2023**

Principal: Mrs R Corbett

Vice-Principal: Ms J Mawhinney

Classes:

P1 Mrs J Gough

P1 Mrs S Watson

P2 Mrs D Adamson/Mrs S Stevenson

P2 Mrs E Brady

P3 Mrs A Flanagan

P3 Mr D Matchett

P4 Miss J Cargill

P4 Mr R Falls

P5 Miss S Davidson

P5 Mrs E Boomer

P6 Mr K Platt

P6 Miss S Torrans (covering a career break)

P7 Ms J Mawhinney

P7 Mrs S Graham

Reading Recovery (part-time) Mrs H Currie

English as Additional Language (part-time) Mrs S Stevenson

Classroom Assistants: Mrs K Langtry, Miss L Meehan,

Mr P Murphy, Miss L Chisholm, Mrs F Hillock, Mrs E Ward,

Mrs Quinn, Ms J Beattie, Mrs Bell, Miss Taylor, Mrs Russell, Mrs O’Hagan, Mrs Uprichard

Secretaries: Miss E McGarvey, Mrs C McPhillips

Daycare Manager: Ms J Beattie

Caretaker: Mr T Courtney (deceased June 2023)

Head Cook: Mrs Angela Brown

**Staff Changes**

Governors reviewed staffing and made forward plans for the academic year 22-23

Sadly Mr Timmy Courtney passed away in June 2023.

Mrs Julie Latimer resigned after a five year career break.

Mrs Sandra McCurdy was on a second year of her career break.

**School Activities 2022-2023**

We operate as a ‘full-service extended school’ providing:

* Breakfast Club from 8.00am. Breakfast Club won a national award for Best Breakfast Club in Northern Ireland.
* 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 sports clubs.
* Extension. Work was ongoing in 2022-23 on the new extension. This work was completed in May 2023 and included a computer suite, Music room, Sensory space, Counselling suite and small group workspace.

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

Our PTA ran a number of successful events including a Parentline event for parents and a family cinema night. They continued their Parents’ Working Group to provide practical maintenance work for the school grounds. They were able to run a very successful barbeque and family fun night at the end of the school year. There was a very successful fundraising “Golden Ticket Raffle” to coincide with the school play “Charlie and the Chocolate Factory”. Over £10,000 was raised for the development of the Outdoor Learning Zone and community garden.

**Teaching & Learning**

Revised annual reporting and planning formats are working well. Teachers have spent many hours revising curriculum notes and re-structuring schemes of work, with a focus on Literacy, ICT and Outdoor Learning. End-of-Key-Stage testing also remains contentious due to action from teachers’ unions. The school has refined their use of the GL suite of online testing and use the results to identify strengths and areas for improvement.

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.

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 with the use of 15 new iPads for QR code lessons outdoors.

Continued School Development priorities Outdoor Learning, Use of QR Codes, Assessment, Emotional Wellbeing, ICT and Music. A comprehensive School Development Plan is presented annually to governors.

**Open Morning**

We were able to host our Annual Open Morning again in November 2022. This was a very successful morning where we showcased the best of what Finaghy Primary has to offer to prospective parents. Enrolment numbers were positive with 47 pupils applying for places in Primary 1 for entrance in September 2023.

**Academic Statistics**

**End Of Key Stage Assessment (P4 and P7) 2022-2023**

Due to industrial action by teaching staff we did not carry out 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 Industrial Action. 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: 2018: 94.2% 2019: 93.1% 2020: 93.9% 2021: 91.8% 2022 92.8%

On Roll (adjusted) 383

**Accounts**

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)

**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 D Adamson is the designated Teacher for Safeguarding and Child Protection. Ms J Mawhinney is the Deputy Designated Teacher for Safeguarding and Child Protection. Governors, Acting Principal and staff were made aware of the (updated) requirements of any DENI circulars.

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 2019 from Mrs. Corbett and Mr Falls using material provided by DENI.

Volunteers and non-teaching staff received Child Protection training in school throughout the year as it was required.

Policy Review and Update:

The policy was reviewed and updated in September 2022.

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

**Special Educational Needs**

Mr R Falls continued in his role as SENCO. Mrs H Currie continued 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 EA Educational Psychologists, EA Peripatetic service, RISE Team, Harberton Outreach and other agencies to provide individual assistance for children. We also employ a part-time teacher and a classroom assistant two days each week to assist with Newcomer children.

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.

**Extended School Projects**

**Daycare Centre**

Our Daycare Centre continued to run excellent services during the year. Managed by Miss Janine Beattie and her team. The centre employs seven 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 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 Claire McPhillips and latterly, Mrs Karen McNeilly 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 had required substantial ongoing fixes and maintenance. These had been mostly completed under warranty but we are pleased to report that a completely new 3G surface was sanctioned an installed by EA in 2020.

In general, the facility is treated with respect by all users. The SportsZone committee are delighted that the facility is continuing to be such a major asset for both the school and the wider community.

I**n-Service Training 2022-2023**

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, Dyslexia, ASD and Child Protection updates, team development and Key Stage meetings. Staff also worked in year groups and key stage teams to begin development of Outdoor Learning from P1 to P4. All teachers were encouraged to take part in the TPL webinars (Teacher Professional Learning) Programmes organised by the EA. Training was also delivered for all staff in the new Anti-Bullying legislation.

**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.