

**Annual Board of Governors’ Report to Parents**

**September 2018 - June 2019**



**INTRODUCTION**

The Board of Governors is pleased to present this Annual Report. This report covers the school year 2018/2019 and we believe that it gives a very encouraging picture of the life of the school, the attainments and achievements of our children and the discharge of our duties.

As members of the Board of Governors, we would like to express our thanks to all members of staff for the work they do for the children. We have also been very encouraged by the many ways in which you, as parents, express your support for the school.

**Period of Office: 3rd January 2019** – **3rd January 2023**

At the end of the above Period of Office, parents will receive due notification of a meeting to be held to elect two parent representatives to serve on the re-constituted Board of Governors.

The Board of Governors comprises nine voting members and one non-voting member i.e. the school principal. The voting members consist of four transferor representatives, two EA representatives, two parent representatives and one teacher representative.

**In Lieu of Transferor Representatives:**

Mr Emrys McBurney

Mrs Anne Mundell

Mr Andrew Wilson

**EA-NE Representatives:**

Mrs Molly Martin

Mr William Taylor

**Parents' Representatives:**

Mrs Lesley McCausland

Mrs Emma Critchley

**Teachers' Representative**

Miss Montgomery

**Office Bearers**

**Chairperson:** Mrs Molly Martin

**Secretary:** Mr Paul Smith

**Meetings of the Board of Governors 2018-2019**

During the school year 2018/2019 the Board of Governors (BOG) met formally on many occasions.

Nine of these occasions were as a full BOG and took place on:

28th September 2018

22th November 2018

10th January 2019

24th January 2019

4th February 2019

4th April 2019

9th May 2019

25th June 2019

The Staff Sub-Committee and finance committee met on multiple occasions. In addition to this, the Governors were also involved in informal discussions and attendance at many school functions. Some of the main issues dealt with at the Governors’ meetings during 2018/2019 are noted below:

* L.M.S. Financial Procedures and their operation
* Annual Report to Parents
* Open Enrolment Procedures and Admissions Criteria
* Staff Appointments
* School Development Planning and Target Setting
* Monitoring and Evaluation of Targets and School Performance
* Safeguarding and Child Protection
* Maintenance of the School
* Numerous school policies
* Area planning

The Governors wish, once again, to record their appreciation of work done by the teaching and support staff of the school to promote the academic achievement, safety and all-round personal development and well-being of all pupils enrolled at Upper Ballyboley Primary School.

**Safeguarding / Child Protection**

Under the guidance of our Designated Teacher for Child Protection, Mrs Martin, the Board of Governors Child Protection Officer ensured that the policy and practices for Child Protection fully adhered to the following guidance documents:

* DENI 1999 Pastoral Care in Schools - Child Protection
* DENI Safeguarding and Child Protection in Schools (2019)
* DHSSPS 2003 Co-operating to Safeguard (Health)
* 2005 Area Child Protection Committee’s Regional Policy and Procedures

**Special Educational Needs:**

Upper Ballyboley Primary School staff are committed to providing equal access for all our pupils to a broad and balanced curriculum including the Northern Ireland Curriculum. We recognize that some pupils during their school career may have special educational needs and/or a disability. In the interests of these children we will endeavour to make every reasonable arrangement to provide for their individual needs.

This year’s in- take did not require the Board of Governors to make arrangements or adapt facilities for any child with special educational needs (SEN) or disabilities including any changes or adaption to the admission arrangements. Our arrangements have been agreed by the Governors to ensure that pupils with special educational needs or disabilities are treated no less favourably than other pupils.

**Special Educational Needs Coordinator’s comments:**

* Throughout the year the SENCO and the Principal attended all relevant training as provided by the Education Authority. The information gained from these courses was shared with the rest of the staff on staff training days and at staff meetings.
* As a staff we aim to identify the educational and welfare needs of each child at the earliest opportunity to ensure early intervention and cater for them accordingly.
* Once identified the educational needs of each child is catered for by his/her class teacher through differentiation i.e. group and individual teaching, in-class support and if appropriate, through withdrawal for further specialised learning opportunities/intervention and/or additional support from appropriate agencies.
* Where appropriate, an Individual Education Plan (IEP) will be drawn up for a child in collaboration with all relevant bodies.

**Arrangements made for the security of the pupils, staff and school premises:**

The Board of Governors take the safety and security of pupils, staff and school premises very seriously and undertake this responsibility in a thorough and professional manner.

All aspects of security conform to guidelines and advice as received from EA Health and Safety Guidance. The Board of Governors have in place procedures and protocols for the following specific issues:

* Door and entry access control.
* Premises / site video recording.
* Fire and Evacuation Procedures.
* Portable Appliance Testing.
* Child Protection Training for all staff.
* Child Protection Training for Chairperson of the BOG, Designated Teacher and Deputy Designated Teacher.
* Criminal Record Checks completed for all volunteers and staff.

**Sporting Success**

* Our school won both the Ballyclare Small Schools Football Cup and the Ballyclare Small School Hockey Cup.

**Other awards**

* Cycling Proficiency Training was completed by all of our Primary Seven Children.
* Heart Start training was completed by all of our Primary Seven Children.

**Charity Work**

* All children within our school participated in a charity fundraising for the British Heart Foundation and Northern Ireland Hospice.

**Attendance overview of the year**

The percentage attendance rate of pupils at the school in the 2018/2019 school year was 95.7%.

**End of Key Stage results**

The Assessment Coordinator compiled data from both End of Key Stage assessment and standardised testing for analysis. NRIT and PtE/PtM data was analysed to identify underachieving children in years 4-7. This information was shared with the SENCO and teaching staff to identify suitable interventions, including afternoon withdrawal and classroom differentiation. In addition to this information End of Key Stage data was compiled in order to make Northern Ireland wide comparisons.

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| --- | --- | --- | --- |
|  | **Literacy** | **Numeracy** | **ICT** |
| **Key Stage 1** | Level 2 or above 100%  NI Average 86.8% | Level 2 (or above) 100%  NI Average 88% | Level 2 (or above)  100%  NI Average 89.9% |
| **Key Stage 2** | Level 4 (or above|) 100%  NI Average 77.7% | Level 4 (or above) 100%  NI Average 78.6% | Level 4 (or above)  100%  NI Average 84.5% |

**End of Key Stage data indicates that more children are leaving Upper Ballyboley at / above the Key Stage target level than the Northern Ireland average.**

Literacy was the main focus for development within the School Development Plan with a particular emphasis on spelling. In the beginning of year 18/19, a new spelling programme was introduced from P2-7. The Complete Spelling and Language Programme focuses on phonic patterns and high frequency word knowledge with accompanying word work and language activities. The programme was evaluated at two points during the year and was found to be effective.

P3-5 trialled the use of a new spelling assessment and word study activities to further enhance practice in the area of spelling. At the end of the year, PtE scores were analysed and it was found that all year group averages had increased. This will continue to be monitored as we continue to develop our practice.

**Budget**

End financial year (March 2018) the school had a budget surplus of £5,567. This is the second financial year in a row the school has operated with a remaining surplus. The surplus is down from last year’s surplus of around £14,000. **This demonstrates that Upper Ballyboley is operating within its allocated budget.**

**Educational Visits**

Each class participated in a range of educational visits in the 2018 -2019 school year including:

**Whole School Visits**

* As a Christmas treat the children visited the cinema to see the Grinch.
* As part of the Ulster Scots’ Programme a whole school visit to the Ulster American Folk Park which involved meeting our twinned school Portlean National School.

**Primary 1 and 2**

* The children visited Belfast Zoo.

**Primary 3, 4 and 5**

* The children received a visit from the Amazon Jungle show.
* The children visited the Tropical Ravine at Botanic Gardens.

**Primary 6 and 7**

* The children participated on a Residential visit to Magilligan Field Centre the residential included visiting: Ballintoy Harbour, Giant’s Causeway, Magilligan Point for a beach study and a visit to Greencastle in the Republic of Ireland.
* The children participated in a Beesafe Event. In which, they met members of organisations which keep them safe, including the Police Service and Fire Brigade.