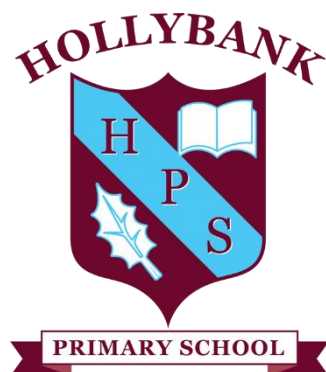


Board of Governors' Annual Report to Parents 2018/2019



Introduction

Dear Parents,

On behalf of the Board of Governors I am pleased to present the school 2018/19 Annual Report. It provides an overview of the life of the school and contains information on pupil attainment, staffing, finance, membership of the governing body and a range of other useful information.

We are very fortunate that our school is served by a team of dedicated and caring people – the senior management team, teachers, teaching assistants, support staff, office staff, canteen staff, playground supervisors, caretaker and cleaners. Consequently, this academic year has, as always, been busy and productive with many positive achievements. Whilst the school has continued to deliver an excellent education to all our pupils, it is disappointing to report that this has been hampered by the allocated school budget and the finances provided which have continued to be insufficient to fully meet our requirements.

I trust that you will find the contents of this report to be interesting and informative. If there are any issues you would like to know more about, please don't hesitate to contact us.

Mr Norman McCracken

Chairperson

Annual Report of the Board of Governors

2018-2019

This report was produced by the Principal and Board of Governors of Hollybank Primary School and is an account of the work that was undertaken in carrying out the responsibilities for the management of the school.

1.0 List of Board of Governors

During the year of this report the Board of Governors was made up of the following voting members:

Chairperson:	Mr N McCracken	Transferor
Vice Chairperson:	Mr K McCann	EA
Secretary:	Miss L Brett	Principal (Non-voting)
	Mr A Kernoghan	EA
	Mr M Duncan	Transferor
	Mrs V Robinson	Transferor
	Rev. A Carson	Transferor
	Mrs G Baxter	Parent
	Mrs N. Culbert	Teacher Representative

The Board of Governors (hereafter referred to as 'the Board') are required to meet at least once per term for a formal meeting.

1.1 Responsibilities of the Board of Governors

Specific duties of the Board include:

- Appointment / management of staff
- Discipline
- Grievances and suspensions
- The curriculum
- Admissions
- Control of the budget
- Links with the local community, equality and diversity
- Provision of information to parents
- Maintenance of the premises

- Child Protection
- Pastoral care of pupils and staff.

The overall responsibility for the day to day running of the school continues to rest with the Principal who is responsible for advising and informing the Board of any issues.

2.0 Deployment of Staff and Classes

During the academic year 2018 / 19, the staffing of the school was determined as follows:

2.1 Teaching Staff

Principal	Miss L. Brett
Primary 1	Mrs A. Graham
Primary 2	Miss N. McIlwain
Primary 3	Mrs L. Pherson
Primary 4	Mrs M. Nelson
Primary 5	Mrs N. Culbert (Acting Vice Principal)
Primary 6	Mrs H. Campfield
Primary 7	Miss L. Brett/ Mrs A. Martin (Mon/Tues/Wed)/(Thurs/Fri)
Need to Read	Mrs E. Fitzsimmons
Art Therapist	Mrs M. Mawhinney

2.2 Classroom Assistants

Primary 1	Mrs C. Elliot
Primary 2	Mrs A. Irwin
LSA	Mrs T. Lowry
LSA	Mrs G. Bunting
LSA	Miss C. McGuckin
LSA	Miss K. Corbett
LSA	Mrs H. Taylor
LSA	Miss S. Ashe

2.3 Clerical / Ancillary Staff

Secretary	Mrs K. Bryden
Building Supervisor	Mr C. McDowell

Ancillary	Mrs T. Cooper
Ancillary	Mrs G. Bunting
Ancillary	Mrs E. Holmes
Ancillary	Mrs. M Graham

2.4 Classes

Although the school is in a very serious period of austerity and relative budget reductions the Board continued to agree that all children would be taught in single age classes and that the school would not carry a composite class.

2.5 Staffing Migration

Miss L Brett has continued to be the school's Principal throughout this academic year, and Mrs Culbert has continued to be Vice Principal. The Board took the decision to advertise the Principal's post during term 3 of this academic year, and Miss Brett was appointed as Principal, and would take up the post in September 2019. To provide the school with some stability Mrs Culbert will continue to act as Vice Principal for the incoming term.

3.0 School Budget and Finance

3.1 LMS Delegated Budget (DE Funding)

The financial year for schools is different to the academic year, as it runs from April to March.

The delegated budget for the financial year April 2017 – Mar 2018 is summarised below:

Opening overspend: **£72,000**

<u>Income 2018/ 19</u>	<u>Expenditure 2018 /19</u>
Total delegated Budget: £501,782	Total Expenditure: 494,177

Closing Overspend into 2019 / 20 Financial Year: **£64,149**

Whilst this deficit is not ideal, most schools are currently having to spend beyond their budget due to the current economic situation.

3.2 Audit of Private Accounts

Private school accounts were audited by the Education Authority in June 2017. The Education Authority are extremely pleased with the management of this account and gave no further recommendations. The Board would like to pass on thanks to Mrs Karen Bryden for all her hard work in managing this account.

4.0 Academic Performance

4.1 Department of Education Benchmarking Data 2018 / 19

Due to ongoing industrial actions around End of Key Stage Assessment, the Senior Leadership Team do not credit the DE Benchmarking Data with any reliability. It is not used by Hollybank Primary School as a measure of school or pupil performance. However, we complete regular assessment procedures and tracking systems to ensure all pupils' progress is monitored.

4.2 Post-Primary Placements

Our pupils from Primary 7 have the opportunity to apply to and move on to a range of different post-primary schools. The tables below outline the range of scores from AQE testing and destination post-primary schools (information on pupils moving to post primary education in September 2018):

AQE Results	
<u>Score Banding</u>	<u>Number of Children</u>
40-49	0
50 – 59	0
60 – 69	0
70 -79	3
80 -89	3
90 – 99	1
100 – 109	0
110 – 119	0

2018 Leaver Destinations	
<u>School</u>	<u>Number of Children</u>
Carrickfergus Academy	2
Ballyclare Secondary	1
Ulidia Integrated	2
Abbey Community College	13
Hazelwood Integrated	2

4.3 Standardised Assessment

Throughout this last academic year, we have continued to use GL Assessment as our provider of standardised tests in both English and Maths. Our tests are called 'Progress Tests in English' (PTE) and 'Progress Tests in Maths' (PTM). The data from these assessments is presented to the Board of Governors on an annual basis.

The school is now using the online school information management system (SIMS) as a method for electronically recording and tracking pupil scores on an annual basis.

5.0 School Premises and Property

5.1 Internal Maintenance

Due to the severe financial pressure the school is under currently and the ever-decreasing budget forecast over the next 3 years, internal maintenance of the school building has been at a minimum this year. Mr McDowell, Building Supervisor, and his team of cleaners have been working to keep the grounds clean and tidy.

5.2 Minor Works

The Education Authority is responsible for all areas of minor works, up to the value of £500,000. We applied for various minor works applications last year, including, a redesign of the toilets next to the entrance lobby in school to make it a safer environment for all our young people and a covered play area to name but two. Applications were not granted, and Minor Works applications have been closed since, due to lack of funding.

5.3 Classroom organisation

All classrooms in school are fully utilised, for class use and small group work. This year a Sensory room is in development and a meeting room is used daily by parents and visitors.

6.0 P.T. A

As always, the PTA have worked incredibly hard throughout this academic year to raise much needed funds for school in order to better support all our pupils. The Board of Governors would like to extend our thanks to all involved in organising and staffing all of the events over the course of this year.

Total funds raised were approximately £1881.56. A list of events and funds raised is outlined below:

Fundraising events 2018/2019 as at 04/09/19

This academic year

	Profit	
Halloween Craft	£	217.24
Christmas Fayre	£	345.60
Valentine's Craft	£	89.90
Easter Raffle	£	306.00
Uniforms	£	371.21
Summer Fayre	£	551.61

The PTA have very kindly donated £2218.26 to school to help us provide the basic essentials for your children, due to the very severe financial situation we currently find ourselves in. We are very grateful, as a school, for this continued support.

7.0 Admission Policy and Enrolment

7.1 Primary 1 Admission

At the beginning of this academic year we admitted 20 pupils into our P1 Setting. 21 PEGS funded places were granted to our Pre-School.

8.0 The Curriculum and School Development

8.1 School Development Planning

We are currently ending the 3rd year of our 3-year development plan. The school was well on its way to meeting all of the objectives set out in our 3-year plan, however industrial action short of strike has curtailed progress. The individual subject co-ordinators took time at the beginning of this year to develop their action plans for their subject area. Each co-ordinator has had time to work through their action plan as well as lead whole school staff training.

This year, all parents and carers received a 'Coordinators;' Update' booklet giving you an update on all aspects of school development this year so far. We hope that you found this information useful.

8.2 Safeguarding

As with all school environments, we take Safeguarding and Child Protection extremely seriously at Hollybank Primary School. Our ETI Safeguarding Proforma has been used intensively this year to ensure that all aspects of safeguarding are covered effectively. Safeguarding and Child Protection is a standing item on each agenda at Full Board meetings. Our Safeguarding Team, consisting of; Mrs Culbert (Designated Teacher), Miss Brett (Deputy Designated Teacher), and Mrs Robinson (Designated Governor) meet on a regular basis, each term in school to discuss specific aspects in relation to safeguarding and child protection.

8.4 School Policies

The school staff have worked incredibly hard this year to review and update all school policies as well as implement new policies. The Board have reviewed these policies at full board level and ratified them. All school policies can be found in the policy section on our school website.

8.5 Provision for Special and Additional Educational Needs

The Board would like to pass on their thanks to Mrs Irwin and Mrs Elliot for providing children in receipt of an IEP with additional Literacy and Numeracy support. This support took place on a weekly basis for all identified children across school.

Unfortunately, our BOOST programme did not receive funding through THRIVE for this academic year, but it is in place for 2019/20, for children identified through our assessment data 2018/19 as underachieving in Literacy and Numeracy.

Mrs Fitzsimmons continued to provide daily support through our Need to Read Programme for those children identified in P3, who were struggling with reading. The Board would like to thank her and Mrs Robinson, Governor, for the daily extra help and support they provide to these children.

Time to Read volunteers continued to provide weekly support for identified P5 Pupils, the Board would like to acknowledge the time that they give up for these pupils.

In 2018 / 19 there were 5 pupils with Statement of Special Educational Needs ranging from P1 – P7.

In 2018 / 19 there were 5 pupils with English as An Additional Language from the following countries: Syria, Spain, and Portugal.

9.0 Extra Curricular Activities

9.1 Overview

Although there is Northern Ireland wide Industrial Action in relation to schools taking place, we are delighted that some staff here at Hollybank Primary School have decided to continue to give of their time to provide extracurricular activities during the course of this academic year. A list of activities provided is outlined below:

- Football (Mr C Barr and AMJ Coaching)
- Gardening (Mrs Culbert)
- Mustard Seeds (Mrs Nelson)
- Art Club (Mrs Pherson)(Mrs Graham)
- AQE (Mrs Campfield)
- Homework Club (Abbey Presbyterian Church Volunteers)
- STEAM Club (Mrs Martin)
- Heart Start (Miss McIlwain)

9.2 Extended Schools Services

In 2018 / 19, as in previous years, the Pre-School provided our Breakfast Club each morning for all pupils in P1 – P7 and Pre-School, starting at 8:00am.

2-3 club also continued this year. This facility is a paid for service that runs on a daily basis until 3:00pm Mon – Fri for our P1-P3 pupils.

10.0 Pastoral Care and Child Protection

10.1 Designated Staff

Designated Teacher for child protection is **Mrs Culbert**.

Deputy Designated Teacher for child protection is **Miss Brett**.

Designated Governor for child protection is **Mrs Robinson**.

10.2 Training

As stated in our policy, Safeguarding and Child Protection is of utmost importance in Hollybank Primary School and support is always available

Miss Brett attended separate Safeguarding and Child Protection training for Principals in line with requirements.

Mrs Culbert attended Safeguarding and Child Protection training for Designated Teachers.

All staff received training in August 2018 in line with requirements.

11.0 Promoting Good Links with the Community

Our school and its pupils participated in a range of community events and activities. These events provided additional skills and enjoyment as well as adding new experiences for our children. These included:

- Hollybank Primary School is a member of a cluster of schools in Mid and East Antrim. We attend meetings for the co-ordinators of English, Mathematics and SEN at Victoria Primary School. Thanks is given to the co-ordinators in Victoria Primary School for leading these meetings.
- Hollybank Primary School is a member of the THRIVE initiative, liaising with other local schools in the Monkstown and Rathcoole area, Barnardo's and all stakeholders. This group works with parents and professionals to encourage young people in the area to reach their full potential holistically through the "WE CAN" message.
- Miss Brett is a member of the Mid and East Antrim Principal Association and Newtownabbey Primary Principals' Association promoting positive links, good communication and joined-up thinking for schools in the local area. Our whole school joint training this year between all schools focused on the mentoring provided from Sir John Jones.

- We perform our annual carol service in our local churches in alternate years, and Abbey Presbyterian Church is represented on the Board via transferor reps. All our local Churches visit school throughout the year to provide school assemblies.
- St. Patrick's Church of Ireland generously donated a large number of Christmas stockings and presents for our pupils, for which the children were extremely grateful.
- Mrs M Mawhinney from Jordanstown University provides selected children with weekly Art Therapy, the Board would like to express their gratitude for her time, effort and dedication to this wonderful form of therapy.
- Our excellent PTA is an essential part of our school community hosting a range of events throughout the year. This ensures parents are an active and involved part of our school community.
- Our Pre-School and Primary 1 staff have positive links with local childcare providers and ensure effective transition for children during these key periods.
- Our Football team took part in regular tournaments throughout the year, off site, playing against other local schools.
- Our school is used to facilitate an adult 'Monday Moan' parent group and 'Wednesday Walkers' on a weekly basis.
- We work closely with Monkstown Village Centre who provide weekly mentoring for our KS2 pupils, and a family liaison worker, Mrs N Johnston. The Board would like to express their thanks for the time and dedication both she and Mr C. Barr provide to Hollybank families.
- P7 and P5 both enjoyed very successful programmes run by Stranmillis University College, with ICT.