

Board of Governors' Annual Report

2019/20

Board of Governors

The Board of Governors is comprised of nine voting members; four transferor (local church) representatives, two parent representatives, two EA representatives and one teacher representative, and two non-voting members, to include Mrs Ruth Turnbull and the school Principal, Mr Alastair Beacom.

TRANSFEROR REPRESENTATIVES:	Mr S Beatty
	Rev D McCorriston
	Mr T Montgomery
PARENT REPRESENTATIVE:	Mrs M Hayes
EA REPRESENTATIVES:	Mrs D Bennett
	Mrs S McNeill
TEACHER REPRESENTATIVE:	Mrs P Boyd
CO-OPTED REPRESENTATIVE:	Mrs R Turnbull

OFFICE BEARERS 2018 – 2022

CHAIRPERSON: Mr S Beatty

VICE-CHAIRPERSON: Mrs D Bennett

HON SECRETARY: Mr A Beacom

Governors' Meetings 2019/20

During the school year 2019/20 the Governors met formally on four occasions to discuss school business. Governors were also involved in informal meetings and governor training meetings.

Some of the main issues dealt with at Governors' meetings during 2019/20 are listed below:

- Adoption of various EA and School Policies
- LMS Financial Procedures and their operation
- Open Enrolment Procedures and Admissions Criteria
- Appointment of Teaching/Non-Teaching Staff
- Staffing Matters
- School Development Plan
- Curriculum Development
- Child Protection Policy
- School Building and Site Maintenance

Vision/Mission Statement:

To provide a caring, safe and stimulating environment where pupils are nurtured and challenged to fulfil their potential and grow to become confident, happy and responsible young people.

The Governors wish to record their appreciation of work done by the teaching and non-teaching staff of the school as we strive to achieve this vision. This was a challenging year for all schools as a result of the Covid-19 virus and the consequent school closures. Thanks to the staff for continuing to provide for our pupils and entire school community during the lock down.

The governors also wish to record their appreciation of parental support – both during the lockdown and throughout the whole school year. The work of parents and carers to continue pupils' learning at home was crucial this year more than ever. The governors record their thanks to parents and carers for upholding the ethos of the school and they also applaud the efforts of the '*Friends of Dunclug Primary School*' PTA committee throughout the past academic year.

Curriculum

Our aim is to offer children a broadly based, well-balanced curriculum which develops the whole child. Based on the requirements of the Northern Ireland Revised Curriculum, the teaching staff continuously revise and update schemes of work for all year groups in the following areas of learning:

- Language and Literacy
- Mathematics and Numeracy
- The Arts (Dance, Art and Music)
- The World about Us (History, Geography and Science)
- Personal Development and Mutual Understanding (PDMU)
- Physical Education
- Religious Education
- Primary Languages
- Activity Based Learning/Play-Based Learning

School Improvement

During 2019/20, the focus for development within numeracy was developing pupils' knowledge and understanding within number. As a result of data analysis (2019) there was a focus on developing pupils' understanding of:

- Number and number notation
- Patterns, relationships and sequences in number
- Operations and their applications
- Money

Staff took part in in-service training, sharing good practice from across the school. The acquisition of the online programme 'Mathletics,' proved very effective in promoting home learning and it was popular with both parents and pupils.

Within Literacy, we continued to review yearly overviews to show progression. The focus for the year was to develop pupils' reading comprehension skills. Literacy Coordinator Mrs Spence, supported by Mr

Beacom, introduced the online programme 'Bug Club'. This programme enhanced the teaching and learning of reading comprehension skills at home and school. Like Mathletics, the resource was particularly useful in aiding remote learning during the lockdown. Throughout the year, a new spelling scheme was also introduced for P4-P7 year groups.

Within UICT, the focus for development was to establish ICT links across the curriculum. The restoration of a computer room/I.C.T. suite was a great addition to the school community. Thanks to Chairperson Mr Beatty and Mr Gregg (husband of Kitchen Supervisor Mrs Gregg) for helping Mr Beacom over the summer months to create this room.

Within the area of Special Educational Needs, this year's focus was on continued staff development and training within the area of Autism Spectrum Disorder (ASD). Whole staff training was delivered in August 2019 by the EA ASD service. Learning Support Co-Ordinator Mrs Boyd also attended training provided from the EA on the new changes around SEN in 2019/20 and disseminated this with staff at arranged meetings. The creation of a 'Learning Hub' – a designated classroom in the school has also been a great addition to the school community. This room has been used on a daily basis for a range of interventions including literacy support, reading groups and social skills work.

As a school we are committed to Continued Professional Development. Congratulations to Mrs Spence who successfully completed the RTU Steps in Leadership Course during the 2019/20 academic year. Mrs Spence also coordinated the British Council *Connecting Classrooms* programme which paired Dunclug Primary School with Kindfund Hope PS in Kenya. As part of this, the classes exchanged letters and engaged in shared global learning lessons based on UNICEF themes such as the value of education. Mrs Spence visited Kindfund Hope PS in July 2019 and we shared a video that she created during our Harvest thanksgiving service in October 2019. The British Council have also provided funding for a teacher from Kindfund Hope PS to make a visit to Dunclug PS at a future date.

Extra-Curricular Activities

During the year the following Extra-Curricular activities were provided:

Football	Scripture Union	Forest Schools	Gardening
Choir	Young Enterprise Business	Tag Rugby	Drama
Tennis	Board Games Club	Art Club	PlaySport
Hockey	Cycling Proficiency	Dance	Gymnastics

Music tuition was provided in brass and woodwind instruments.

Congratulations

The Governors wish to extend their congratulations to the group of P6 and P7 pupils for their success at this year's Ballymena Speech, Drama and Music festival. Congratulations also to the school football team who participated in the annual Ballymena Primary Schools football tournament.

The Governors also wish to acknowledge their appreciation of the music and drama endeavours of the school during 2019/20. The Harvest Thanksgiving Service and Christmas Nativity Production were once again outstanding events in our school calendar.

School Council

The pupils' School Council Committee was re-elected in September and continued to meet regularly. Led by Mrs Spence they looked for ways to further develop their role in school. They played a crucial role in the creation of a new positive behaviour policy that was approved by the Governors. They also organised whole school fundraising events for our pupils to enjoy.

Classes 2019/20

At 11th October 2019, (the official annual census date), the school's enrolment stood at 70 pupils taught by 3 full-time and 3 part-time teaching staff. This number was made up as follows:

YEAR GROUP	NUMBER OF PUPILS	TEACHER/CLASS
Primary 1	14	Mrs Hood/Mrs Henderson
Primary 2	5	Mrs Boyd
Primary 3	10	Mrs Boyd
Primary 4	11	Mrs Spence
Primary 5	13	Mrs Spence
Primary 6	5	Mr Clarke/Mr Beacom
Primary 7	12	Mr Clarke/Mr Beacom

Attendance

The annual attendance rate for 2019/20 was 93.51%. The attendance for the previous years were 91.99% (2018/19) and 91.22% (2017/18).

Every month the class with the best attendance was awarded with the Attendance Cup. The introduction of recording attendance electronically on SIMS has proved very worthwhile.

Healthy Eating School

This year, the school council introduced a Healthy Eating reward system to promote and encourage other pupils to bring healthy snacks at break time. At the end of each month, the class with the highest percentage of healthy breaktime snacks was awarded with extra playtime.

Star Pupil Awards

Each month Star Pupil Awards are awarded to pupils from each class. We also gave out Kindness Awards throughout the year. The children enjoyed receiving these awards because, not only did it boost their confidence, but their success was shared with the entire school community through assemblies, wall displays, social media, our school website and in our termly parent newsletter.

Key Stage Assessment

The following section shows the percentage of Dunclug Primary School pupils working within Level 2 at the end of Key Stage 1 and within Level 4 at the end of Key Stage 2.

End of Key Stage 1 (Primary 4)

Communication	Level 2	58%
Using Mathematics	Level 2	58%
Using ICT	Level 2	67%

End of Key Stage 2 (Primary 7)

Communication	Level 4	42%
Using Mathematics	Level 4	58%
Using ICT	Level 4	58%

Most schools did not submit levels due to industrial action therefore Northern Ireland figures are not available to compare.

Child Protection, Safety and Security

Child Protection

Mrs P Boyd serves as Designated Teacher for Child Protection and is supported by Mr A Beacom and Mrs C Hood as Deputy Designated Teachers for Child Protection. Mrs M Hayes and Mr S Beatty serve as Governor with responsibility for Safeguarding.

All relevant policies, circulars and advice circulated to Governors. At each meeting of the Governors Child Protection was on the agenda. Teaching and Non-Teaching staff received full updated training in October 2019 from Mr Beacom - using material provided by EA and CPSS. Volunteers and coaches were vetted and received Child Protection training as required.

Policy Review and Update: The policy was reviewed and updated in September 2019. Next review will take place in September 2020.

Pastoral Care

At Dunclug Primary School we aim to establish a caring safe environment for all pupils. All the pupils have been reminded through assemblies and class activities who they should talk to if they have a worry or concern. Anti-bullying week took place in November and we have regular events to help celebrate our diversity. Within lockdown the school staff wore odd socks and shared photographs in the local newspaper and online to celebrate our diversity on World Downs Syndrome Day.

Security

The school is surrounded by fencing on all sides and the entire building has been fitted with an electronic alarm system and covered by CCTV. The main front door is locked at 9.00am. After this time, access is granted by office staff, who release the door remotely.

All visitors, including parents, are required to report to the office at the main entrance to the school during the day. All exterior doors are locked during school hours (can be opened from inside.) Pupils are always supervised by adults at play-time and exit gates from the playground are monitored. From September 2020, Dunclug College pupils will not be permitted to walk across our school playground.

Finance

School Finances

The staffing resources and budget for the school were approved by the governors. The three-year financial plan for the period 2018 – 2020 has been approved by the governors and forwarded to the Education Authority for approval.

Financial Report: 2019/2020

Budget analysis	
Initial budget	306,855
Additional allocations	9,277
18/19 carry-over	0
Total budget	316,132
Expenditure	
Staff costs	287,555
Non staff costs	38,986
Projected expenditure	319,475
Actual expenditure	313,271
Carry-over into 2020/21	+2860

Private School Funds

The school has a private account with Danske Bank, Ballymena. Funds are used for educational visits, private transport and general purposes. The accounts are audited annually. Details can be made available upon request.

Extended Schools Funding

As an Extended School, we continue to receive funding each year to provide pupils with the opportunity to participate in activities and clubs outside the normal school hours (9am-3pm). During 2019/20, we had a Literacy and Numeracy Club (every Monday and Thursday) and we also had a Multi-Sports After School club which was led by Playsports NI. Extended Schools funding also contributed towards the purchase of Bug Club and Mathletics,

both resources proved invaluable for remote learning as the school was closed during lockdown.

Hillside Community Church – Donations

Thanks to Hillside Community Church for their generosity throughout the past year. Members of the Hillside Community Church organised a Scripture Union Light Party in October 2019 and they provided gifts for every pupil on three occasions throughout the year. This was greatly appreciated by the entire school community.

St Vincent De Paul Funding

St Vincent De Paul very kindly funded our Breakfast Club for the past year and the club continues to be a great blessing to our school community. The club is well attended, with approximately 20-25 pupils each morning ranging from P1-P7. The club starts at 8.30am every day to help the children start the day with a nutritious meal. The pupils enjoy the opportunity to socialise with both their friends and our staff members before they start class.

Awards for All Funding

Over the past year, we were successful in obtaining £10,000 funding from the National Lottery *Awards for All* programme. This funding was obtained to purchase an outdoor sensory classroom which was delivered and set up in March 2020, just prior to the lockdown. We look forward to making use of this brilliant new resource in the new academic year.

British Council Funding










During the 2018/19 academic year, the school was successful in obtaining funding of £1500 through our participation in the British Council Connecting Classrooms programme. This money was to fund a teacher exchange, with Mrs Spence visiting Kindfund Hope PS, Kenya in July 2019. Kindfund Hope PS also received funding of £1500. Their teacher has had their visit to Northern Ireland postponed due to the Covid-19 virus outbreak.

School Development Plan 2019-22

This final section provides an overview of our current School Development Plan. This sets out our whole school strategy for the next three years. During June 2018, staff, governors, parents, carers and pupils completed questionnaires to obtain their feedback on our school. This feedback was extremely useful and it features within all areas of this plan. The full School Development Plan document can be accessed on our school website www.dunclugps.com and it is also on display at the front of our school.

Dundlug Primary School Development Plan 2019 – 2022

Parent Information

Improving Child Centred Provision			
Establish use of Learning Hub for all year groups P1-P7. Introduce Learning Support Centre for children with MLD and ASD. Recruit staff for Learning Support Centre and whole school training on supporting children with MLD.	SBEW, social skills and literacy withdrawal programmes established. 	Staff and pupils' School Council to review and revise Positive Behaviour Policy.	Telling the children about our School Development Plan. 
Improving Teaching and Learning			
Whole school focus on the teaching and learning of comprehension. Evaluating our new approaches to the teaching and learning of P4-P7 spelling.	Revise Numeracy Policy and evaluate our new medium-term planning  	Further cross curricular links and use of iPad and tablet technology to enhance literacy and numeracy lessons.	Self and peer assessment opportunities for our pupils in all lessons to ensure they are more involved in the learning process
Improving Leadership and Management			
Board of Governors to continue to update training. Curriculum Coordinators to continue their presentations to Board of Governors. Board of Governor representative on Curriculum and Child Protection teams.	Establish staff curricular and pastoral teams to monitor and evaluate Action Plans whilst building capacity within staff. 	Review and Revise Annual Report format. 	Staff to establish team teach programme to deliver our own staff development. 
Improving links with the Community			
Inform both pupils and parents of our school focus for 2019-20 to involve all our stakeholders. Continued use of the new termly newsletter, new social media sites and also our school website to share news and information with parents, carers and the wider community. 	Continue to organise termly events and activities to strengthen our links with the local nurseries and playgroups. 	Further community and family events. Exciting events such as the Summer Fair, Christmas Craft Fair, Harvest Thanksgiving Celebration to strengthen the links with the community.	Global Learning – Build on the success of last year's <i>Connecting Classrooms</i> programme and teacher exchange with Kindfund Hope Primary School in Kenya. Forest Schools – To continue with the Forest Schools programme at The People's Park. Eco Club to empower pupils to participate and take up meaningful environmental activities and projects 