



The Annual Report
of the
Board of Governors
2019/2020



Chairperson: Rev M Goudy

Secretary: Mrs S Williams

Our vision is to provide a warm, welcoming, secure environment where children will recognise and achieve their full potential.

Our purpose is to prepare children to meet the challenge of a changing world and make a positive contribution to society.

The Governors' report provides an overview of the working of Castleroe Primary School and how the Governors and others with responsibility for the school have carried out their duties. Should you wish to have any additional information or clarification on any aspect of the report please forward your request in writing to the Secretary of the Board of Governors.

I present the report for your consideration.

Samantha Williams (Secretary of the Board of Governors)

1. The Governing Body and Structure

Names and Categories of the Board of Governors

Rev M Goudy Chairperson

Mr S Chambers Vice Chairperson

Mr D McMillan Teacher Rep

Mr J Verner Transferor Rep

Mrs C Alexander Transferor Rep

Mrs O Mitchell Education Authority Rep

Mrs T Pollock Education Authority Rep

Mr K Watson Parent Rep

Mr S Stewart Parent Rep

The Board of Governors was reconstituted in June 2018. Each Governor's term of office will expire in Autumn 2022.

The Functions of the Board of Governors

The Governors are ultimately responsible for the overall management of the school. Some of their responsibilities include:

- The oversight of the curriculum.
- Selection of staff and other personnel responsibilities.
- Admissions policy.
- School maintenance.
- Implementation of new legislation.
- Fostering links with the local community and pursuing the objectives of Mutual

Understanding.

- Management of LMS (Local Management of Schools) Budget.

2. School Organisation

In September 2019 total school population was 97 pupils, with 16 new pupils joining Primary One.

- Teaching Staff 1 September 2019

<i>Principal (P3/4)</i>	Mrs S Williams
<i>Senior Teacher (P6/7)</i>	Mr D McMillan
<i>Primary 5/6</i>	Mrs A Crooks / Mrs L Redpath
<i>Primary 2</i>	Mrs H McFaul
<i>Primary 1</i>	Mrs A Wilson
<i>Principal Relief</i>	Miss L Shave

- Ancillary and Auxiliary Staff 1 September 2019

Senior Clerical Officer

Mrs S Verner

Classroom Assistants

Mrs C Pauley

Mrs J Craig

Mrs M Buick

Mrs L Strong

Mrs J Cochrane

Miss E Hooley

Supervisory Assistants

Mrs Ruth Savage

Mrs M Buick

Mrs J Cochrane

Miss E Hooley

Mrs L Strong

Building Supervisor

Mrs R Savage

Dinner Attendants

Mrs H Doherty

Mrs N Darragh

Mrs R Savage

3. School Finances

LMS (Local Management of Schools) Delegated Budget

The school operates under a fully delegated status. See Appendix A.

Income and Expenditure for the financial year April 2019 to March 2020

INITIAL BUDGET	£342,834
SAVINGS 2018/19	£3,875
ADDITIONAL FUNDING	£13,269
EXPENDITURE:	£390,330

The Three Year Financial Plan prepared by the Board of Governors for the period 2019-2022 was approved by the Education Authority.

Private School Funds.

The school operates one private account with the First Trust Bank, Coleraine. The account is audited on an annual basis. See Appendix B. These funds supplement the children's academic and social experiences throughout the year. This year the school student council held fundraising events to purchase outdoor playground equipment and the school purchased leaver's hoodies and gifted each child a tie for their new school. The school's private funds also gift each child a novel at Christmas time.

4. Attendance 2019/2020

The average daily attendance for the academic year 2019/20 was 95.2%.

5. The Northern Ireland Curriculum

The school continued to provide a broad and balanced curriculum for all its pupils and has fulfilled the statutory requirements of the Northern Ireland Curriculum.

Within each class, differentiation of work has taken into account the varying ability levels of the children. A variety of teaching techniques and styles have been employed, from class teaching to group workshops and field work.

All children on the Special Needs Register had an Individual Education Plan. Support for each child was in the form of differentiated learning within the class and support from Learning Support Assistants. The school offers a one to one and small group work for pupils who have been identified as not meeting their full potential with Mrs J Craig from 1.00pm – 3.00pm daily.

Curriculum/Professional Development

Curriculum/professional development during the year focused on:

Literacy & Communication

- Handwriting progression

- Review of Language and Grammar Scheme of work

Numeracy & Mathematics

- Use of bar modelling to problem solve
- Development of financial capability

ICT

- Developing use of ICT tasks to enhance ICT skills
- Develop the use of a Facebook page to interact with the community.

Other Areas:

- Develop a Scheme of work for ICT within our shared education partnership

Teachers availed of opportunities for professional development through attendance at in-service courses organised by the school, the Education Authority, Regional training unit the Health Trust and other outside agencies, as well as Shared Education Teacher Professional Learning opportunities.

Staff Development in the school focused on the areas detailed below. Subject coordinators in the school provided relevant training.

Area Specific Development

D McMillan – ICT Best Practice Conference

A Crooks – Steps into Leadership; Numeracy & Mathematics Leadership Training

H McFaul – Emergency First Aid Refresher; Psychological First Aid

S Williams – Great People Manager; EA ONE Training; SIMS Training; SENCO Training

L. Shave – Psychological First Aid; Nessy Teacher Training; Touch-typing Teacher Training

C Pauley – Dyslexia Awareness; Emergency First Aid Refresher; Epilepsy Training; Anaphylaxis Training

L Strong – Transition Back to School after Lockdown; Epipen Training

J Cochrane – Down Syndrome Training Sessions; All Inclusive: Supporting Young People with Additional Needs; All Inclusive: Making Sense of our Senses

J Craig – Dyslexia Awareness; Transition Back to School After Lockdown

E Hooley - Down Syndrome Training Sessions; Psychological First Aid; Dyslexia Awareness; Epipen Training; Anaphylaxis Training

S Verner – SIMS Training; EA ONE Training

Exceptional Closures

There were five Exceptional Closures during the year for staff development/training in the following areas during the academic year 2019/20:

1. Numeracy – Use of Bar Modelling throughout the school to promote problem solving
2. Development of Handwriting from P1 to P7
3. An overview of WAU from P1 to P7 ensuring continuity of skills and knowledge in History, Geography and Science
4. Preparing Paper Packs for Home Learning
5. Analysis of Data and Revision of Report Writing Template

6. Shared Education Project

The school had a very successful year working with staff and pupils from Ballyhackett PS Primary School in our Shared Education Project. Up until Covid19 restrictions came into effect the school was again working with staff and pupils from Ballyhackett PS Primary School in our Shared Education Project. The focus of this year's project has been ICT in the context of cross curricular thematic teaching. There have been opportunities for staff from both schools to plan for the joint pupil activities and to participate in joint CPD. In March our Primary Four to Primary Seven singers formed a choir with our Shared Education Partners, Ballyhackett PS, to travel initially to Queens University, Belfast for a rehearsal, before reaching the Peace Proms in the Odyssey Arena, Belfast. This was a memorable event for everyone involved.

7. Statutory Assessment Results 2019/2020

Due to Covid19 restrictions End of Key Stage Assessments were not completed at this time. 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.

8. Transfer Procedure

At the end of the academic year 2019/2020 100% of pupils transferred to their first preference choice of school, which included Ballymoney High School, Dalriada School, Coleraine Grammar, Coleraine College and Limavady High School.

9. Creative and Expressive Studies

Tuition

The Education Authority's music service provided instrumental tuition in strings (Mrs G Reid) and woodwind and brass (Mrs J Kutlu). The Music Loft, Ballymoney, also provided guitar tuition and Miss C McCook provided Singing lessons. Acting Lessons were provided by More School of Performing Arts. Unfortunately, due to COVID-19, no music examinations were taken during 2019/2020.

10. Sport

Up until Covid19 restrictions pupils were offered a wide range of sporting activities both within the normal school day and after school organised by both teaching staff and external coaches. Pupils enjoyed Judo with Triangle Judo coach Gary Jackson, football training with Coleraine Football Club youth coaches, swimming at Coleraine Leisure Centre, hockey and gymnastics

We experienced continued success with the following:

- The football team participated in league matches.
- The Primary 5, 6 and 7 pupils availed of swimming tuition at Coleraine Leisure Centre during the school year.

11. School Premises

Internally, the building is in good decorative order.

This year the PTA funded the painting of the school hall and externally we saw the erection of new boundary fencing at the front of the school, where car park markings were also refreshed.

However, some deficiencies in the school building still need to be addressed by the Education Authority:

- Lack of facilities for pupil withdrawal
- Windows and flooring in assembly hall needing replaced

These deficiencies will be raised with the EA.

We are very proud of our extensive school grounds. We plan to develop our outdoor teaching and learning provision and make further use of our woodland area.

12. Security of Pupils, Staff and School Premises

The following measures have been taken to ensure safety of all at Castleroe Primary School:

- The school has a controlled system of entry into the school. The main front door is locked. Access to visitors is granted by office staff, who release door remotely.
- All visitors sign in at the office
- Parents are encouraged not to enter the school grounds each morning
- When collecting children from school, parents first report to the office and a member of staff collects children from the classroom
- A perimeter fencing discourages unauthorised entry to the school grounds during out of school hours
- All pedestrian gates are locked/closed during the school day
- An alarm system in the school informs key holders of unauthorised persons within the school outside school hours
- Staff use a key pad system to release certain locked doors from exterior.
- The school carries out the Fire Evacuation Procedure on a regular basis
- Front door is covered by CCTV.
- The school has an emergency action plan for evacuation, lock-down and an offsite 'place of shelter'
- All contractors are signed in and briefed by Principal, Caretaker or Office Staff
- All unexpected visitors to site are challenged
- During community use of site, the caretaker is present

13. Child Protection

Child Protection Safeguarding Team

The Safeguarding team was comprised of the

Designated Teacher Mr D McMillan

Deputy Designated Teacher Mrs S Williams

Child Protection Governor Mrs T Pollock

Chair of Board of Governors Rev M Goudy

Child Protection Policy

Relevant Child Protection and Safeguarding policies were written/updated and approved by the Board of Governors including the Child Protection Policy and Attendance Policy.

The Child Protection Policy was made available to all members of staff and parents (via the app or hard copies available at school office). All new parents received a copy of the policy.

Child Protection Training

All teaching and non-teaching members of staff were trained in Child Protection matters by Mr D McMillan in August annually, and new staff are trained in a timely manner throughout the year.

Child Protection Issues

During the reporting period the school has been dealing with a number of Child Protection issues. During the year the Designated Teacher and Deputy Designated teacher attended Looked After Children Reviews and case conferences for children who were on the child protection register.

12. School and the Community

Partnerships

Castleroe Primary School were delighted to work collaboratively with Stranmillis College to host a student teacher in the Primary Three/Four class. We also enjoyed working with Ulster University to support their teaching and learning programmes as we welcomed a student optometrist to school who worked with our Primary Three class with parental permission. The school benefitted from providing a placement for a student classroom assistant from the Northern Regional College. Mrs Williams was also proud to represent Castleroe PS on the occasion of Dalriada Mock Interviews on Wednesday 13th November, supporting pupils in Upper Sixth with interviews and advice in preparation for the teaching degree application process. Mrs Williams also joined with other local teaching principals to form the Causeway Coast and Glens Teaching Principals Group. This group works collaboratively to seek funding opportunities, collaborative support and training for schools similar in nature and ethos to Castleroe PS. The Principal engaged with the Locality Leadership Forum to keep abreast of the latest ideas and initiative in education, as well as taking advantage of the support the Education Authority have to offer the school.

Parent Information Evenings

In October subject leaders and class teachers were happy to invite parents to school to share their expertise in the teaching of Phonics, and the use of Accelerated Reader and Mathletics to support the development of Literacy and Communication and Numeracy and Mathematics throughout the school. The school also hosted an information evening for the parents of Primary Six pupils in February to support them through the initial steps of the transition to key stage three.

Educational Visits

During the year classes participated in a range of educational visits and enjoyed a range of visitors to our school. Visitors included the Thorpe Family ministries, the Community Champion from Asda, Coleraine, for a fruit tasting session, Mr D Pavey and associates from the Vineyard Church and Stuart Reid, award winning author. Excursions included visits to the local forest and a trip to Dominoes pizza for P5 during their study of their WAU topic 'Food and farming.' Our foundation Stage classes enjoyed mutually beneficial exchange visits with our neighbours in Little Acorns Playgroup monthly, sharing resources and expertise, throughout the year until Covid19 restrictions were put in place. Unfortunately, all end of year trips and excursions, including the Key Stage Two planned residential trip, were cancelled due to Covid19.

Events

Throughout the year the school enjoyed marking a number of events both in the school building and remotely. These included World Book day, Internet Safety Day and NSPCC Number Day.

Charities

The school community continued to support the following charities:

NSPCC Number Day	£88.64
British Legion Poppy Appeal	£86.40
Christmas Shoebox Appeal	37 Shoeboxes

Assembly

A rota of local clergy visited weekly to lead morning assemblies from local churches and youth ministries, including Terrace Row Presbyterian Church, Hazelbank Presbyterian Church, The Vineyard, Scripture Union representatives and local evangelical speakers.

Musical Productions & Events

The school hosted a Harvest Service in the school hall for friends and family to attend on Friday 25th October 2019, when all children enjoyed entertaining the audience in song, prose and prayer.

All children from Primary One to Primary Seven participated in a Carol Service at Englishtown Presbyterian Church, Macosquin, on Tuesday 17th December 2019, with children taking a leading role in the presentation of the Christmas Story.

Pupils from across the school were trained by staff to compete in the Coleraine Music Festival 2020. Our choirs were very successful. Castleroe PS were awarded first place in Accompanied Choirs Section, First Place in the Primary Boys' Choir Section and Second place in the Primary Mixed Choirs Category, under the skilled tuition of Mrs McFaul with the assistance of volunteer Mrs Margaret Millen, who we are so grateful to for her time and the sharing of her musical talents.

In Speech and Drama, under the tuition of Mrs Wilson, Primary One were placed 3rd in the Choral Speaking section with Primary One/Two, Primary Two and Primary Four being highly commended in their respective categories. Over twenty pupils from Primary One to Primary Seven practised poetry pieces in readiness for Verse Speaking Classes at the Coleraine Music Festival in early spring but were unable to compete due to Covid19 restrictions.

After School Activities

A range of Extra Curricular activities were offered to the children during the school year up until Covid19 restrictions were enforced. These included: Choir, Orchestra, Football, Multi Skills, Judo with Triangle Judo Club, Choir, Cycling Proficiency, Gardening Club, Friday Fun Club, Good News Club and Lego Club.

Open Day

Our Open Morning Saturday 17th November, attracted a good attendance and was very effective in promoting the school to potential parents.

Parental Interest and Support

During 2019/20 school year the Castleroe Primary School PTA raised £1231.25. See Appendix C. This helped finance the renovation of the school hall, fund the children's Christmas selection box gifts and purchase our initial supply of hand sanitiser

Events/Fundraising this year included:

Light Party	23.10.19
Christmas Fair	07.12.19
Shop and Drop	12.12.19
Valentine's Disco	14.02.20

The hard work of the PTA continues to be invaluable in providing pupils with additional resources and develop the social cohesion within the community.

The PTA office bearers for the 2019/20 School Year included:

President	Mrs S Williams
Chairperson	Mrs N Darragh
Secretary	Mrs JA McGurk
Treasurer	Mrs C Watson
Teacher Rep	Mrs H McFaul

The Governors, Principal and Teaching Staff are most appreciative of the continued support and interest of the parents in the life of the school. A sincere thanks to all parents who have given so freely of their time to organise such enjoyable events for the school community.

12. School Closure

Schools were instructed to close from Friday 20th March 2020 due to the Coronavirus pandemic. The following measures were taken during this period of closure:

- Teachers emailed Daily Outlines (including worksheets, hyperlinks, videos and a range of activities) for each class on a daily basis.
 - Physical packs were prepared to support the emailed provision.
 - Parents were regularly updated via our school app
 - Pastoral and whole school support was shared daily and weekly via our app and Facebook page
 - Senior Leadership Team met to discuss plans for re-opening of school (including social distancing measures, hygiene, grouping children, delivery of curriculum, on-line teaching, session times etc.).
- A survey was issued to all parents regarding the school provision during the period of closure.

16. Concluding Remarks

All members of the Board of Governors extend their thanks to the Principal and Staff for the high standards achieved both inside and outside the classroom and to the parents for their support in achieving this high level of success.

APPENDIX A – DELEGATED BUDGET CASTLEROE PS 2019/20

	£
TEACHING STAFF	314,169
NON - TEACHING STAFF	59,126
TOTAL STAFF COSTS	373,295
RUNNING COSTS	22,499
LESS INCOME	-5464
TOTAL EXPENDITURE	390,330
TOTAL	390,330
ANNUAL BUDGET	359,978
LESS EXPENDITURE	390,330
2019/20 CARRY OVER	-30,352

	£
INITIAL BUDGET	342,834
SAVINGS 2018/19	3875
ADDITIONAL FUNDING	13,269
TOTAL BUDGET	359,978

APPENDIX B - CASTLEROE PS PRIVATE FUNDS ACCOUNT

CASTLEROE PRIMARY SCHOOL 19/20

BANK RECONCILIATION AS AT 31ST JULY 2020

		£
Opening balance as at 1st August 2019		2999.05
ADD	Total INCOME - to date	4470.77
	Total INCOME - PARENTPAY to date	6899.56
LESS	Total EXPENDITURE to date	8307.81
Balance as at 31st July 2020		6061.57

APPENDIX C – CASTLEROE PS PTA ACCOUNT

CASTLEROE PRIMARY SCHOOL – PTA – ANNUAL ACCOUNTS YEAR ENDING 31 July 2020

INCOME		£	EXPENDITURE		£
Aug 19	Opening Balance	2568.60	Oct 19	School renovation Donation	500.00
Oct 19	Light Party	181.85	Dec 19	Selection Boxes	106.80
Dec 19	Christmas Fair	894.40	June 20	Hand Sanitiser	220.99
Feb 20	Valentine's Disco	155.00			
				CLOSING BALANCE July 2020	2972.06