

KIRKINRIOLA PRIMARY SCHOOL



Board of Governors

Annual Report

2020 / 2021

Chairperson: Mr P. McBurney
Secretary: Mrs E. McCaffery

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Contents

Chairpersons Remarks	Page 3
Board of Governors Members	Page 4
Governors Responsibilities	Page 4
Teaching Staff	Page 5
Non-Teaching Staff	Page 6
Management Structure	Page 6
Staff Development	Page 7
Annual Attendance Rate	Page 8
The Curriculum	Page 8
Special Needs	Page 8
Assessment	Page 9
Post Primary Transfer	Page 9
Budget and Expenditure Report	Page 10
Parent and Teacher Association	Page 11
Safeguarding	Page 12
Child Protection	Page 13
Calendar of School Events	Page 14-15
Holiday List	Page 16
Signed by Chairperson (Board of Governors)	Page 16

CHAIRPERSONS REMARKS

This report covering the 2020/21 academic year outlines another productive and successful year for Kirkinriola Primary School, even amidst the unprecedented challenge of an ongoing global pandemic.

On behalf of the Board of Governors I wish to place on record in this report our sincere thanks to the staff of Kirkinriola Primary School who adapted their working practices during the year to enable home learning to be made available to all pupils. I think everyone would agree that this was an extremely challenging year for teachers, parents and pupils alike and I look forward to a return to a new 'normal' in due course.

It is also encouraging that enrolment trends in the school have continued in a positive manner which serves as further evidence of the hard work of the Kirkinriola Primary School team. The positive attitude and behaviour of our children has consistently been remarked upon and their adaptability to every changing circumstance during the pandemic is encouraging.

It is also encouraging that 100% of our pupils at Key Stage 1 and Key Stage 2 have reached their own personal target levels of attainment. This is once again testament to the hard work of teachers and parents during this difficult school year.

The Board of Governors recognise the vitally important partnerships between staff, parents and the local community at this school and would like to take this opportunity to thank all those who have helped and supported the school throughout the year.

Paul McBurney

Chairperson of the Board of Governors
November 2021

THE GOVERNORS

Membership of the Board of Governors 2020-2021

Chairperson	Mr P McBurney
Secretary	Mrs E McCaffery (I.Principal)
Transferor (Trustee) Representatives (4)	Mr R Hayes (Vice Chair) Mrs A Ramsey Mr T Heaney Mrs M Wilson
Parent Representatives (2)	Mr R Laird Mrs J Adams
E.A. Representatives (2)	Mr P McBurney (Chairperson) Mr A Kennedy
Teacher Representative	Mrs J Crabbe

Responsibilities of Governors

Our Board of Governors is responsible for the management of Kirkriola Primary School. They are required to meet three times each year but in practice meet more often than this. Some of their duties include: -

- The oversight of the curriculum
- The control of the budget (Fully delegated to the Governors since April 1991)
- The provision of information for parents
- The recruitment of staff
- The Admissions Policy
- The maintenance of the premises (Shared responsibility with EA)
- Fostering links with the local community
- Responding to DENI and EA initiatives on matters which affect the school
- Reporting to parents.

The day-to-day administration and organisation of the curriculum is the Principal's responsibility.

Certain Governors have designated responsibilities outlined as follows:

Designated Governors for Child Protection	Mrs A Ramsey
Designated Governor for Health and Well-being	Mrs M Wilson
PRSD Reviewers	Mr A Kennedy Mr T Heaney
Finance & Staffing Committee	Mr P McBurney Mr A Kennedy Mrs J Adams
Curriculum & Standards Committee	Mr R Hayes Mr R Laird Mr T Heaney Mrs A Ramsey Mrs M Wilson Mrs J Crabbe
Curriculum Link Governors	
Literacy	Mrs A Ramsey
Numeracy	Mr T Heaney
ICT / Assessment	Mr R Laird
Pastoral Care	Mrs M Wilson

Record of Board of Governors' Meetings 2020-2021

During the 2020/21 school year the Board of Governors held meetings on:

- 2nd September 2020
- 28th April 2021
- 23rd June 2021

Finance and Staffing Committee Meetings were held on:

- 10th November 2020
- 12th May 2021.

During these meeting the governors discussed various businesses items; including changes and new requirements from the Education Authority and the Department of Education. The Governors made recommendations, where necessary, to be implemented by the school.

Kirkinriola Primary School Staff Team**Teaching Staff**

Class	Teacher
P1/2	Mrs Crabbe / Mrs McCaffery
P3/4	Miss Kernohan
P5-7	Mrs Crawford / Mrs McKelvey

Classroom Assistant Staff

Class	Class Room Assistants
P1/2	Mrs Todd (General) Mrs Gaston (SEN) Mrs Logan (SEN)
P3/4	Mrs Walker (General) Miss Adams (SEN)
P5-7	Mrs Laird (SEN) Mrs Scott (SEN)

Support Staff

Name	Role
Mrs K Hanna	School Secretary
Mrs M Douds	Building Supervisor Cleaner Lunchtime Supervisor Breakfast Club Supervisor First Aider
Mrs Logan	Lunchtime Supervisor
Mrs Todd	After School Club Leader First Aider
Miss Adams	After School Club Supervisor

Senior Leadership Team & Curriculum Leaders

Name	Role
Mrs McCaffery	Interim Principal Deputy Designated Teacher for Child Protection Assessment Co-ordinator Literacy Curriculum Leader (Shared Role) PE Curriculum Leader PDMU Curriculum Leader Forest / Eco Schools Lead Teacher
Mrs Crabbe	Senior Teacher Designated Teacher for Child Protection Numeracy Curriculum Leader

Mrs McKelvey	SENCo RE Curriculum Leader The Arts Curriculum Leader
Miss Kernohan	ICT Subject Leader C2K Manager
Mrs Crawford	Literacy Curriculum Leader (Shared Role) World Around Us Curriculum Leader KS2 Transfer Lead Teacher

The Governors would like to take this opportunity to express their thanks and appreciation to the interim principal and all the staff for their high level of commitment and the high standards achieved both inside and outside the classroom.

STAFF DEVELOPMENT

Due to the 2020-21 staff development days were mainly focused on responding to the changing needs and requirements of the ongoing pandemic. Staff developed restart timetables and routines for September 2020, remote learning provision for January 2021 and a recovery curriculum to support pupils as they returned to the classroom in March 2021.

During this academic year, Mrs Crabbe also attended Maths Recovery Training, Miss Kernohan and Mrs McCaffery completed Sounds Write Training and Mrs Crawford attended Talk4Writing KS2 training online. Mrs McKelvey continued her training in preparation for the implementation of the new Code of Practice in Sept 2021. Miss Kernohan also completed 'New C2K Manager' training online and Mrs Crabbe updated her training as Early Professional Development teacher.

The Pastoral Care and Positive Behaviour Policies were review and following engagement by teaching staff with training materials, 'Flourishing Schools Webinars', by Joanna Brown, Safeguarding Board NI and in relation to Covid-19 recommendations by EA. We also ratified and began implementation of our new Anti-Bullying Policy.

As usual, the whole staff team completed annual training in Anaphylaxis and Asthma, Safeguarding & Child Protection and Online Safety. They also completed 'Anti-bullying' awareness training and attended Action Mental Health training 'Healthy Me' online.

Mrs Gaston completed her three-day ELKLAN: Speech and Language Support training and two Governors attended The Controlled School's Council Ethos Training.

Enrolment & Attendance

At the beginning of September 2020 the school roll was 68.

	Enrolment	% Attendance 2020/21
Primary 1	15	98.8
Primary 2	13	96.7
Primary 3	14	97.5
Primary 4	10	98.0
Primary 5	2	94.3
Primary 6	5	98.2
Primary 7	9	91.1
Totals	68	96.8

The annual attendance rate for 2020/2021 was 96.8%.

The Curriculum

It remains the policy of the Board of Governors of Kirkinriola Primary School that all pupils will receive their full entitlement under the Northern Ireland Curriculum. Therefore, Kirkinriola Primary School offers a broad and balanced curriculum which promotes the spiritual, moral, cultural, intellectual and physical development of the pupils.

This curriculum is regularly reviewed and developed in order to help prepare pupils to become citizens who play a positive role in society. The school provides a positive, safe and active learning environment which enables pupils to be the best that they can be. Our staff team strive to maximise the potential of each pupil, whilst developing self-confidence and promoting tolerance towards others.

Special Educational Needs

In keeping with the Code of Practice and our Special Educational Needs Policy, targeted interventions are used to support any pupils who are identified as having additional needs at Kirkinriola Primary School. The staff team has developed knowledge and experience of supporting pupils with a wide range of needs including; moderate learning needs, sensory needs, auditory or visual needs, speech and language needs or social, emotional and behaviour needs. Strong Links are also maintained with other professionals and support agencies who may, in line with the Code of Practice, be engaged to further support a child's needs.

The five stages of the Code of Practice 1998

- Stage 1 – Action Plan.
- Stage 2 – School Based Intervention.
- Stage 3 – School and External Help/Support.
- Stage 4 – Statutory Assessment.
- Stage 5 – Statement of Educational Need.

If any parents wish to discuss their child's needs, they should contact their child's class teacher who may refer them on to the Special Needs Coordinator in School, **Mrs Andrea McKelvey**.

ASSESSMENT

From September 2012 the Department of Education put new arrangements in place for the statutory assessment of Communication and Using Mathematics in key Stages 1 and 2. Pupils in Year 4 and Year 7 are involved in Statutory Assessment as organised by CCEA (Curriculum Council for Examinations and Assessment). In Year 4 it is expected that children, of average ability or above, will attain Level 2 or above in Communication and using Mathematics and in Year 7, children of average ability or above, will attain level 4 or above in Communication and Using Mathematics.

End of Key Stage Results - June 2021

Key Stage 1

	SEN Pupils	Level 2 and above*	% of Pupils reaching targets
English	10%	90%	100%
Maths	10%	90%	100%
ICT	10%	90%	100%

Key Stage 2

	SEN Pupils	Level 4 and above*	% of Pupils reaching targets
English	25%	75%	100%
Mathematics	25%	75%	100%
ICT	25%	75%	100%

**Please note due to the limited data submitted by schools as a result of the ongoing industrial action, Northern Ireland averages have not been included in this report this year. However, more information can be found in the DE Circular 2018/05*

POST PRIMARY TRANSFER

At the end of June 2020, eight Primary 7 pupils transferred to the following schools:

Ballymena Academy	25%
Slemish Integrated College	50%
Dunclug College	25%

School Inspection

On Monday 19th September 2016 ETI carried out a follow-up inspection. A report was issued by ETI on 21st October 2016 that included these key findings:

- 1. The quality and effectiveness of leadership, management and action to promote improvement is now good.*
- 2. The quality of learning and teaching remains good.*
- 3. The standards and achievements in English and mathematics remain good*

They concluded that:

"Kirkinriola Primary School demonstrates the capacity to identify and bring about improvement in the interest of all the learners."

SCHOOL FINANCES

The staffing resources and budget for the school were approved by the governors. The three-year financial plan for the period 2020 – 2023 has been approved by the governors and forwarded to the Education Authority for approval.

Financial Report: 2020/2021

Budget analysis	
Budget Allocation 20/21	242,375
Additional allocations	0
19/20 carry-over	-41,808
Total budget	200,567
Expenditure	
Staff costs	174,381
Non staff costs	50,726
Projected expenditure	240,438
Net expenditure	238,235
Projected 20/21 carry-over	-39,871
Actual 20/21 carry-over	-37,668
Net Saving	4,140

Private School Funds

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

Kirkinriola Primary School Parent Teacher's Association (PTA)

The Committee	
Chairperson	Mr B McCarroll
Vice-Chairperson	Mrs E Cooke
Secretary	Mrs L Glass
Vice-Secretary	Mrs K Millar
Treasurer	Mrs L McCarroll
Vice Treasurer	Mrs J Adams
Committee Members	Mrs A McNeice Mrs C Hilton Mrs C Fowler Mrs S Barr Mrs E McCaffery Mrs J Crabbe Mrs R Pedlow

SUMMARY OF KIRKINRIOLA PRIMARY SCHOOL PTA ACCOUNTS 2020-2021

Opening Balance	£2,535.19
Income	£3,298.50
Expenditure	£1,150.69
Closing Balance	+£4,683.00

These accounts were unanimously passed by the committee of Kirkinriola Primary School PTA at its AGM on 12th September 2021

The Board of Governors would like to thank all members of the Parent Teacher Association who have continued to work extremely hard this year for the benefit of all pupils. The Board of Governors recognise that 2020-2021 has been particularly challenging for the PTA, due to the ongoing restrictions and the Covid-19 pandemic but even so, the unrivalled support has continued. Sincere thanks are also extended to all parents and members of the local community who have supported fundraisers and donated supplies.

Safeguarding and Child Protection

The Board of Governors are fully committed to safeguarding all pupils and ensuring that the school meets all legislative requirements relating to Child Protection. Staff and governors undertake annual training and regular risk assessments are developed to promote effective management of any potential risks.

Safeguarding Team	
Designated Teacher	Mrs Judy Crabbe
Deputy Designated Teacher	Mrs Emily McCaffery
Designated Governor	Mrs Alison Ramsey
Chairperson of Board of Governors	Mr Paul McBurney

Building Accessibility and Security

Kirkinriola Primary School is a one storey building, easily accessible and has a disabled toilet facility. Access is via a door entry intercom system. The outside of the building is monitored by CCTV. We have a safeguarding system where all visitors and staff must sign in. Only staff and visitors who have a current Enhanced Access NI certificate are allowed to work unsupervised with pupils.

Pastoral Care

In line with the policy of maximising the potential of each child, the school recognises that it has a responsibility to do everything possible to care for each pupil's emotional wellbeing.

Every member of the staff team takes responsibility for the pastoral needs of pupils in our school and any concerns are raised in the first instance with the child's class teacher. Class teachers attempt to resolve concerns with pupils and may liaise with parents or members of the Senior Leadership Team where appropriate. The Principal and class teachers encourage parents to share any information about changes in a child's circumstances, emotional well-being or behaviours that might impact on their ability to learn or form positive relationships in school.

When a child is sick or injured the school will administer First Aid in line with our policy. If appropriate school may contact parents and if necessary, ask the parent to come to school. Parents will be notified in any event if their child receives First Aid using the school communication systems.

In all cases it will be the school policy to act in the best interest of the pupils at all times.

Child Protection

If you have a concern about the safety of your own, or another child and you wish to make a complaint about possible child abuse, the following procedures should be used:

1. Talk to the class teacher of the child.
2. If you are still concerned, talk to the designated teacher for Child Protection, Mrs Judy Crabbe, and in her absence, the deputy designated teacher, Mrs Emily McCaffery.
3. If you still have a concern, talk to the designated governor for Child Protection, Mrs A Ramsey.
4. If you are still concerned talk or write to the Chairperson of the Board of Governors, Mr Paul McBurney
5. If you are still concerned, contact the NI Public Services Ombudsman Tel: 0800 343 424
6. At any time, you can contact the local Children's Services Gateway Team (Tel: 03001234333) or the PSNI Central Referral Unit at 028 9025 9299

Paul McBurney

Chairperson of the Board of Governors
November 2021