

Portglenone Primary School



**Annual Report
of the Board of
Governors
2022/2023**

The Annual Parents' Report 2022/2023 for Portglenone Primary School

The Board of Governors

Mrs. J. McDonald (Chairperson)	Transferor
Mrs. S. Greer (Vice-chairperson)	Parents' Representative
Mr. J. Harris (Secretary)	Principal (non-voting member)
Mrs. C. Forsythe	Teacher Representative
Mr. A. Bell	Transferor
Mrs. D. McClean	In lieu of Transferor
Mrs. B. Connolly	Education Authority
Mrs. R. Clarke	Parents' Representative
Mr. T. Wilkinson	Transferor
Mrs. M. Courtney	Education Authority

Role of the Board of Governors

A Board of Governors manages all controlled schools. A new Board was set up in the autumn of 2018. Each Board is constituted for a period of four years although due to the impact of the Covid-19 pandemic the process to reconstitute the current Board will not commence until December 2023. Parents are entitled to elect two representatives to the Board and teachers elect one representative. Other members are nominated to serve as church or community representatives.

The Board of Governors of Portglenone Primary School is responsible for the effective management of the school and it meets at least once per term to fulfil that obligation. The governors are responsible for: -

- The School Curriculum
- Appointment and dismissal of staff
- Control of the school budget
- Admission of pupils to the school
- Maintenance of the premises

- Effective management of human and other resources
- Provision of information to parents
- Fostering links with the community

During the 2022/2023 school year the Board of Governors met on seven occasions to discuss the following issues: -

School budget	Pupil issues	School Development Plan
Annual report	Enrolment	PRSD
School premises/maintenance	Child Protection	School policies
Attendance	Curriculum	Class Structure
Admissions criteria	Staffing	Special Educational Needs

Areas of Focus

During the 2022/2023 school year, in addition to the teaching and learning commitments, staff worked on the following areas –

- Creation of a new website and school Facebook page
- Reorganisation of the Reading materials/schemes in school
- Introduction of new non-fiction resources
- Introduction of maths withdrawal support
- GDPR/Health & Safety/Fire Safety training
- WAU/Stem project with Ulster University
- Staff Wellbeing through the Educational Psychology service
- The rollout of Operation Encompass
- Child protection training – update to scheme
- Use of the revised PLP format to replace IEPs
- Online Annual review completion
- Work on PE schemes and progressions
- School production of Wizard of Oz
- Celebrations to mark the 40th Anniversary of the school
- Completion of the ETI Safeguarding proforma & collating evidence
- Several staff worked on EPD

Annual Attendance Rate

Regular attendance at school is an important element in ensuring a sound education for our children. To this end a target attendance figure of 95% has been set for the school's overall attendance figure. The annual attendance rate for the 2022/2023 school year was **95.7%**.

We would encourage parents to ensure that their children miss as few school days as possible and parents are advised not to take pupils out of school for family holidays during term time.

Extra-Curricular and Sporting Activities

During 2022/23 children were able to engage in a wide range of extra-curricular clubs including

Cycling Proficiency	Netball	Football
Transfer Club	ICT Club	French
Cookery	Fit & Fun	2-3 Club

Coaching for Christ were involved with curriculum PE sessions and in Term 3 the P6/7 pupils were involved in a Sport Changes Lives programme funded by Apex Housing Ltd. The children enjoyed a day of sport with coach Ian Getty in the summer term.

School Website

The school updated its website at www.portglenoneps.com during the 2022/23 year. The website has been set up to provide an online presence for the school, to showcase our achievements and to provide parents with information on forthcoming events. Many of the school policies are available on the Private Download section and parents are provided for the log-in details for this area.

The school also uses an app called Seesaw to communicate with parents and to share children's learning and school information in the form of an individualised online journal. During 2022/23 an official school FaceBook page was also created.

Achievements.

In the 2022/2023 school year, grammar schools once again operated their own entrance assessments. Twenty-one P7 pupils transferred to secondary education and the schools they moved to are shown below:

Ballymena Academy	- 4
Cambridge House Grammar School	- 7
Cullybackey College	- 8
Slemish Integrated College	- 1
St Conor's College, Kilrea/Clady	- 1

A number of pupils achieved their gold certificate in Mathletics and achieved Multi-Millionaire Word status in the Accelerated Reader Programme.

School Buildings and Maintenance

The governors are very pleased with the cleanliness of the building and would like to thank Mr. Galbraith for his hard work. Maintenance of the building and development of the school grounds are important priorities for the governors. A budget of £6,000 which was earmarked for painting the school corridor was diverted to the replacement of ICT equipment.

Staffing and Personnel

In 2022/2023 the staff consisted of the principal, and five teachers. There were four classroom assistants, a secretary, a building supervisor, a cleaner, three supervisory assistants and one crossing patrol. Through the ENGAGE funding, children received Spanish tuition and school staff withdrew individuals/small groups for support. This took place between September 2022 and March 2023.

The Financial Report

1. Local Management of Schools (LMS) - the Board of Governors is responsible for the financial management of the school and it delegates responsibility for the day-to-day running of the budget to the principal. The figures below relate to the financial year April 2022 – March 2023

Total LMS Budget for 2022/2023	-	£ 554, 085
Total Expenditure for 2022/2023	-	£ 502, 943
This resulted in a carry-over of	-	£ 51, 143

2. The General Purposes Account consists of money donated by the Parents' Association, profits from the sale of school photographs, non-uniform days etc. At the end of August 2023 there was a balance of £5, 524.37 in the account. The money in this account is used to make donations to charities, provide trophies and prizes, subsidise class trips, purchase equipment, provide additional books for libraries and meet general expenditure. This account is audited and a certificate is awarded to verify this. Accounts are available to view in school.

3. Through ParentPay, parents donated £737 to the fundraising efforts during 2022/23 which will be used towards replacing aging interactive whiteboards.

4. Additional donations/commissions were received from:

Easyfundraising	-	£ 83.74
CS Moments Photography	-	£ 281.00
Cookstown Recycling	-	£ 220.00
St Vincent de Paul donation	-	£ 100.00
Donations at Harvest/Prize Day etc	-	£ 273.00
Friends of Music	-	£ 378.67

Security and Personal Safety

During the school year 2022/2023 the Board of Governors continued to manage security and personal safety for the school through an annually reviewed risk assessment. The intention is to provide a safe and secure environment for everyone who works at the school. The recent building work assists the school to operate a secure access system and all visitors are asked to use the main front door to visit the school and sign in at the school office. Visitors to the school are supervised during their visit and wear an identifiable lanyard.

The school has a fire safety testing and maintenance log. Fire drills are carried out regularly. The principal and building supervisor received fire safety training. Fire safety training is cascaded to all members of staff annually.

Special Needs Provision

The school operates a special educational needs policy. The policy sets out the school's approach for dealing with pupils who have learning difficulties. Mrs. Forsythe is the special needs co-ordinator (SENCO) and carries out literacy withdrawal. Any queries about pupils with special educational needs should be directed to her. The school has a register for pupils with special educational needs which is updated regularly. Some pupils are withdrawn from class for learning support. Education plans are drawn up for pupils in need of support. Parents of pupils on the register are invited to regular review meetings to discuss their children's progress.

During the 2022/23 school year the number of children at each stage of the SEN Code were:

Stage 1	13
Stage 2	3
Stage 3	4

Preparatory work was completed for the implementation of the SEND Act and training from the Educational Psychology Service on Precision Teaching methods was delivered to several staff.

Community Involvement and Shared Education

Pupils from Portglenone P.S. were involved in the following activities with the local community and beyond -

- Local ministers visited school for assemblies
- Open Day
- Shared Education Project – Literacy/PDMU/ICT/INTO film/ Salmon Project with P5-7 pupils, Art & Music with P3 & 4 pupils, Play Based Learning and Literacy with P 1 & P2 pupils
- Class trips to Portballintrae, Transport Museum, City of Derry Airport, Belfast Zoo.
- Prize Day
- Residential Trip for P6 and P7 to Delamont EA Outdoor Learning Centre
- Class visits to the local library
- Team sporting events in local competitions
- Christmas hamper donations to the Rotary Club
- Stay and Play day with the local Playgroup

During 2022/23 the following donations were made

NI Children's Hospice	£20
Air Ambulance	£1000
Coaching for Christ	£1327

In conclusion, the Board of Governors wishes to thank all the staff in the school for the commitment they have shown during the year. The governors also wish to thank all the parents for the support they have given during the past year.

Mrs. J. McDonald

(Chair of the Board of Governors)