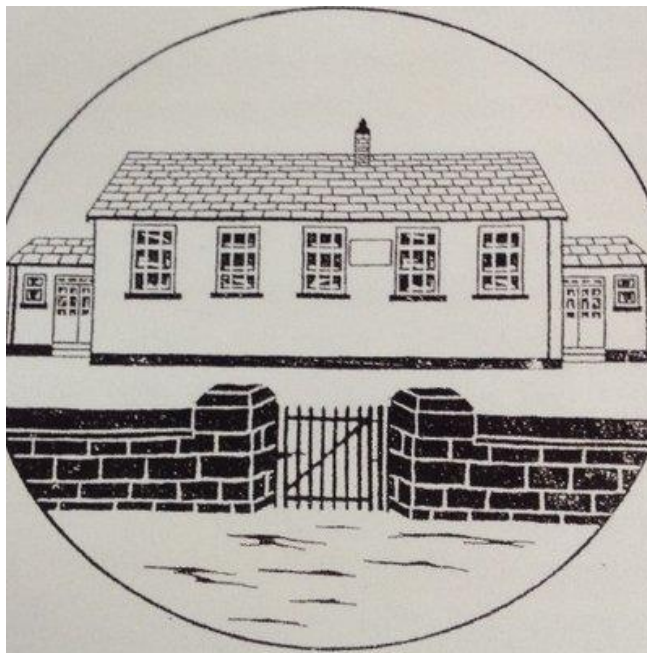




CREAVERY PRIMARY SCHOOL

GOVERNORS' REPORT

2023 – 2024



CREAVERY PRIMARY SCHOOL

BOARD OF GOVERNORS ANNUAL REPORT 2023-24

MEMBERSHIP

Name	Membership Category	Date of end of term of office
Ms H Bonar (Acting Chair)	EA Representative	31/12/24
Mr T Clarke (Acting Vice Chair)	EA Representative	31/12/24
Mrs P Davison	Teacher representative	31/12/24
Miss L Dunwoody (Secretary) Mr T McMaster (Associate Principal) Secretary	Principal	31/12/24
Mrs C Hunter	In Lieu of Transferors	31/12/24
Mrs L Hunter	In Lieu of Transferors	31/12/24
Mrs A McClure	Parent Representative	31/12/24
Mr D Quail	In Lieu of Transferors	31/12/24
Mrs L Warwick	In Lieu of Transferors	31/12/24
Mrs L Williamson	Parent Representative	31/12/24

ELECTIONS

The next elections for parent representatives will be held in October 2024. Any parent is welcome to stand for office. They should be proposed and seconded. In the situation where more than two parents are proposed and seconded a secret ballot will be held in which every parent will be asked to vote for two candidates. In the case of a draw a ballot will be re-held for that position.

GENERAL

- (i) The Governors met on three occasions during the year 2023-24 to deal with administrative, maintenance, and enrolment matters, and with correspondence from the Department of Education and the Education Authority. The Appointment Sub Committee met on two occasions throughout the year.
- (ii) The delegated budget was allocated and monitored throughout the year. A financial report on the school account was presented by the Secretary. A financial statement for the next three years can be seen on request.
- (iii) Maintenance involved the ongoing upkeep of the school and school grounds.
- (iv) A number of policies were ratified.
- (v) The enrolment for 2023-24 was 53. Numbers for the year 2024-25 are expected to remain at 53.

STAFF

Mrs Brown continued in the position of Senior Teacher. She also taught P1-P2 throughout the year as she carried out her own duties along with the teaching duties of Miss Dunwoody as Miss Dunwoody continued to perform her role as interim remote principal.

Mrs Sproule continued her maternity leave from the start of the year to 6th June. Mrs Dennison, who had been moved to teach P3-P5 on Monday-Wednesday during the previous year taught this class full time until Easter when the pupils in P5 moved into the P6-P7 room, she then taught P3-P4 full time until Mrs Sproule returned from her maternity leave.

Mrs Davison was off on long term sick from the start of the year until the start of March 2024 when she worked a phased return. As Mr Dickson had been employed to teach in the P6-P7 class on a Thursday and Friday he covered Mrs Davison's class on a Mon-Wednesday until she returned.

The general classroom assistants continued to job share in the P1-P2 classroom.

There were 5 Special needs classroom assistants who worked on a 1-1 basis with specified children.

Mrs Currie's hours remained at 19 hours per week.

Ms Quaite continued to cover the position of Building Supervisor until the job was advertised and applicants interviewed in February. Ms Quaite was successful in this process and continued in the post. Mr Darby (an interviewee who was placed as reserve in the interview process) covered this post when Ms Quaite was off sick from 26th February – 14th March.

SCHOOL DEVELOPMENT PLAN

Due to teachers working 'Action Short of Strike' no School Development Plan was written.

STAFF TRAINING

Staff used their school development days and exceptional closures for planning, training in autism, child protection, literacy, shape and space and use of the Surface Pro. Courses that teachers attended are noted below

Teacher	Course
Mrs P Davison	Child Protection
Mrs J Brown	Maths
Mrs D Dennison	Literacy

GOVERNOR TRAINING

Training undertaken by the governors is listed below:

Name	Training
Helen Bonar	The Safeguarding Role of the Chair and Designated Governor 2023/24
Helen Bonar	An Introduction to Recruitment and Selection 2023/24
Carol Hunter	Finance Induction Training for Governors 2023/24
Carol Hunter	An Introduction to Recruitment and Selection 2023/24
Lesley Hunter	An Introduction to Recruitment and Selection 2023/24
Lesley Hunter	Directed Time Budgets for school Governors 2023/24
Lesley Hunter	Data Security & Personal Data Breach Management 2023/24
Alison McClure	The GDPR in Schools
Alison McClure	The Addressing Bullying in Schools Act (2016) NI – The Role of Governors 2023/24

David Quail	An Introduction to Recruitment and Selection 2023/24
David Quail	Finance Induction 2023/24
David Quail	Promoting, Encouraging and Facilitating Shared Education 2023/24
David Quail	Environmental and Fire Risk Compliance 2023/24
Lisa Williamson	An Introduction to Recruitment and Selection 2023/24

ACCOMMODATION

The outdoor covered area remained out of bounds under EA instructions. Debate regarding the use of this continues.

Maintenance included the rotten wooden play equipment being removed and the ground being covered with wood chippings. Slates on the roof were also replaced and gutters cleaned. A water connection to the polytunnel was also installed.

SPECIAL NEEDS

In keeping with the Code of Practice and Special Educational Needs policy, provision is made for children with special educational needs, and this continues to prove effective. Classroom Assistants are provided for specific individual children. Presently, there are 5 children who avail of this assistance.

SECURITY

The alarm system continues to be used to ensure the safety of the premises. The internal locking system is used for the security of the pupils.

The staff can enter through the fence using their fob. All visitors must be let into the school through the use of a buzzer system.

LINKS WITH THE COMMUNITY

The Creavery Gospel Hall lent us their premises for our Easter service.

Tots and Co continued to meet in the school grounds on Friday mornings.

The Christmas Celebration took place in the hall of St. Saviour's Kells..

P.T.A.

The Governors expressed their gratitude for the on-going hard work of the PTA, for the good of all the children in the school. This year individuals applied for an AccessNI check and then organised after school clubs. This year they provided food at the Christmas party and paid towards the cost of buses to various trips as well as covering the cost of after school activities.

Fundraising events included wreath making, breakfast with Santa, producing a school calendar, afternoon tea and a games' night.

ANNUAL ATTENDANCE RATE

The annual attendance rate for 2023-24 was 94%

SPORT

The P6-7 children started the usual pattern of attending swimming classes on a weekly basis.

Unfortunately, due to renovations at the pool these were ceased between November and April.

Any PE lessons were held outside.

Sports day was run and included all classes.

AFTER SCHOOL CLUBS

Stay and Play for P1-P2 continued on a Monday and Tuesday. Other clubs were organised and overseen by the PTA. These included rugby, Taekwondo, multi-sports and cricket.

SCHOOL TRIPS

The visits are listed below:

Class	Visit	Topic
P1-P7	Greenmount	Autumn walk
P1-P7	Creavery Gospel Hall	Harvest Service
P6-P7	Radio Cracker	Christmas
P1-P7	Pantomime (Theatre at the Mill)	Christmas
P7 volunteers	Antrim Cenotaph	Wreath laying
P6-7	Gortatole	Residential
Individuals from P1-P7	Ballymena Festival	
P6-7	Bee Safe	Road Safety
P6-7	Parkhall fun day	
P1-4	Craig Hill Farm	

Shared Education Visits

Due to no funding Shared Education ceased for the 23/24 year.

EVENTS AND VISITORS TO SCHOOL

Brass, piano and strings tuition continued throughout the year while the library van called at the school every other week.

Other events and visitors to the school included:

Class	Visitor/event
P6-P7	Professional basketball player
P1-P7	Flu jabs from school nurse
P1-7	Scavenger Hunt
P1-7	Christmas jumper day
P1-7	Christmas party
P1-P7	Odd Sock Day
P1-7	World Book Day
P1-7	Easter egg hunt
P5-P7	Fire Service
P1-P7	Farm Safety talk
P1-P7	Opening of Pollinator Garden
P1-P7	Sports Day
P1 & P7	Time capsule event

CREAVERY P.S. STAFF HOLIDAY LIST – 2023/2024

2023:

Autumn Term:

School Days:

Monday 21 – Friday 25 August – **5 Baker Days (Pro-Rata) – Teaching Staff Only**

Tuesday 29 August – Wednesday 20 December (**inclusive**)

Term 1 Staff Development Days (2) - School Closed:

SDD 1 - Monday 30 October

1 day

SDD 2 - Thursday 21 December

1 day

Half-Term:

Closed:

Monday 30 October – Friday 3 November

5 days

Christmas and New Year: Autumn Term ends for pupils at noon on Wednesday 20 December 2023.

Closed:

Thursday 22 December 2023 – Friday 5 January 2024 (**inclusive**)

12 days

2024:

Spring Term:

Term 2 Staff Development Days (1) - School Closed:

SDD 3 - Friday 5 January

1 day

Monday 8 January – Friday 22 March (**inclusive**)

Half-Term:

Closed:

Monday 12 February – Friday 16 February

5 days

Easter: Spring Term ends for pupils at noon on Friday 22nd March 2024.

Closed:

Monday 25 March – Friday 5 April (**inclusive**)

10 days

Summer Term:

Monday 8 April – Friday 28 June (**inclusive**)

Term 3 Staff Development Days (2) - School Closed:

SDD 4 - Monday 6 May

1 day

SDD 5 - Monday 27 May

1 day

May Day Bank Holiday:

Closed:

Monday 6 May

1 day

Spring Bank Holiday:

Closed:

Monday 27 May

1 day

School will close at noon on Friday 28 June 2024 for the Summer Vacation.

Creavery P.S. - Annual Schedule of Meetings

Baker Days (5) 09:00-14:45:

Monday 21st August 2023
Tuesday 22nd August 2023
Wednesday 23rd August 2023
Thursday 24th August 2023
Friday 25th August 2023

Staff Development Days (SDD's) 09:00-14:45 (5):

Monday 30th October 2023 (Bi-Annual IEP Writing Term 1 & Term 2)
Thursday 21st December 2023
Friday 5th January 2024
Monday 6th May 2024
Monday 27th April 2024 (Annual Report Writing)

Staff Meetings (8) (3.00 – 4.00 p.m.):

Tuesday 29th August 2023 from 3.00-4.00p.m.
Tuesday 3rd October 2023 from 3.00-4.00p.m.
Tuesday 7th November 2023 from 3.00-4.00p.m.
Tuesday 5th December 2023 from 3.00-4.00p.m.
Tuesday 6th February 2024 from 3.00-4.00p.m.
Tuesday 5th March 2024 from 3.00-4.00p.m.
Tuesday 9th April 2024 from 3.00-4.00p.m.

Bi-Annual Parent Interviews – October (3 days):

Monday 16th October 2023 - 2.00-4.00 p.m.
Tuesday 17th October 2023 - 2.00-4.00 p.m.
Wednesday 18th October 2023 - 2.00-4.00 p.m.

Bi-Annual Parent Interviews – June (3 days):

Monday 10th June 2024 - 2.00-4.00 p.m.
Tuesday 11th June 2024 - 2.00-4.00 p.m.
Wednesday 13th June 2024 - 2.00-4.00 p.m.

TPL/CPD:

Time has been built into the 'Time Budgets' for TPL/CPD meetings from 15:00 – 15:30 if and when required. At least a week's notice will be given in the event of a meeting being called.

**Creavery Primary School - Private Fund Account
From 1 September 2023 to 31 August 2024**

	23/24 Yr £	22/23 Yr £
Opening Balance at 1 September 2023	6,422.94	13,005.27
Income/Refunds		
Pollinator Grant	-	8,767.65
Education and PTA Funding Laptops	-	-
Music Tuition and Fees	2,868.00	2,000.00
School Trips and Transport Reimbursed/Donation	3,094.00	1,173.00
Donations	505.00	-
Fundraising	220.60	940.58
Breakfast Club	-	155.00
Stay and Play	930.20	651.00
Ulster Scotts	-	970.00
Money for Envelopes/Book Bags	73.00	136.50
Swimming	673.00	596.70
Recycling Clothes	144.00	96.00
Miscellaneous	-	69.86
Staff Coats and Hoodies	525.00	60.00
Bank Interest	8.64	15.39
Total Income	9,041.44	15,631.68
Expenditure		
Education Authority Reimbursement Music/Woodhall/Classroom Boards etc	-	11,000.00
Music Costs and Festival Fees	1,187.00	-
Pollinator Costs	-	6,033.75
Travel	1,270.00	1,710.00
Classroom Resources/Activities for Pupils	309.45	969.85
Swimming	1,356.50	761.00
Maintenance	-	358.20
Clothing for Pupils/Staff	596.00	303.04
Recycle Clothing Revenue to PTA	144.00	-
Cleaning	70.35	240.47
Envelopes and Book Bags	536.99	-
Refreshments and Gifts	230.56	-
Advertising	-	225.60
School Trip Costs and Pantomime	3,315.00	234.00
Printing	-	181.00
Bank Fees	77.20	60.36
Licenses, Subscriptions and Memberships	601.88	40.00
Donation for Use of Hall	50.00	-
Sports Lesson	£150.00	-
Books	-	30.00
Stationery and Postage	230.98	66.74
Total Expenditure	10,125.91	22,214.01
Closing Balance at 31 August 2023	5,338.47 ✓	6,422.94
	TRUE	TRUE
Reconciliation		
Balance Per Bank Statement at 31 August	6,001.87	6,422.94
Outstanding Cheques	- 663.40	-
Balance Per Annual Statement of Account	5,338.47 ✓	6,422.94

Signed: _____

Chair - Board of Governors