



# **CREAVERY PRIMARY SCHOOL**

## **BOARD OF GOVERNORS ANNUAL REPORT 2022-23**

### **MEMBERSHIP**

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

Mrs N Lyons resigned from the Board of Governors. The other Governors wish to convey their thanks for her years of hard work and dedication to the school.

### **ELECTIONS**

The next election for parent representatives is still to be confirmed by DE as is the reconstitution of the Board of Governors.

### **GENERAL**

- (i) The Governors met on three occasions during the year 2022-23 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 three 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. The school grounds and buildings were inspected by the Associate Principal and Building Supervisor and concerns put in writing to the EA.
- (iv) A number of different policies were ratified.
- (v) The enrolment for 2022-23 was 51. Numbers for the year 2023-24 are expected to rise to 52.
- (vi) School was closed for a full day and two half days due to strike action being taken by the teaching staff.

### **STAFF**

The post of Senior Teacher and Special Needs Co-ordinator was internally trawled in August 2022. Mrs Brown was the only teacher who applied for this and after interview was appointed.

In June, due to Mrs Sproule requesting 'flexible working' for the next year, the three days she was not teaching were internally trawled. Mrs Brown applied for these days and was temporarily appointed (3 days p.w.) for a year with a possible extension.

Mrs Brown continued to teach P1-P3 throughout the year as she carried out her own duties along with the teaching duties of Miss Dunwoody as Miss Dunwoody performs her job as interim remote principal.

Mrs Sproule taught P4-P5 on Thursdays and Fridays. Mrs Harkness taught with Mrs Sproule on the other three days until Christmas when she went off on maternity. Mrs McKay replaced Mrs Harkness after Christmas until June when Mrs Dennison replaced Mrs McKay due to budgetary pressures.

Mrs Davison and Mrs Dennison maintained the same work pattern of 3 days: 2 days respectively as they taught P6-P7. Mrs Dennison also taught the 'Engage' programme and one day as a Learning Support Teacher until she went off on long-term sick until March.

Mrs Pope carried out the two days of learning support teaching until Mrs Dennison returned. In April Engage money was withdrawn and so Mrs Dennison was no longer employed for this day. Mrs Dennison's Learning Support Teacher hours were lost when she started to teach three days a week in P3-4.

Mrs Hall requested that she reduce her hours by having a job share. This was agreed by the governors and instead of working 22 hours a week she started to work 11 hours a week while Mrs Houston worked the other 11. She also changed her 5 hours of supervisory assistant hours to 2.5 hours and Mrs Houston took on the job share hours of this as well. Mrs Houston continued working 5 hours of supervisory assistant per week and Mrs Smyth agreed to work the other 2.5 hours of classroom assistant.

There were 5 Special Needs Classroom Assistants who worked on a 1-1 basis with specified children. Mrs Saunderson returned from maternity leave in February 2023.

Mrs Currie's hours as Clerical Officer remained at 19 hours per week.

Mr J Alexander's hours were decreased to 18 hours a week (as they had been prior to Covid). He went off on long term sickness in August and remained off until he resigned in May 2023. Mrs Quaitie provided cover for Mr Alexander in a temporary capacity and continued to carry out the role of building supervisor for the rest of the school year.

### **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 for planning and organising remote learning as well as ensuring the school was as safe as possible. Courses that teachers attended are noted below:

<b>Teacher</b>	<b>Course</b>
Full staff	Child Protection (led by EA)
Full staff	First Aid
Full staff	GDPR
All teachers	Reading
Mrs Davison	The Science of reading
Mrs Brown, Mrs Davison, Miss Dunwoody, Mr McMaster	Operation Encompass training
Miss Dunwoody	Designated teacher training
Mrs Brown	Deputy Designated teacher training
Mr McMaster	Principal Child Protection training

## **GOVERNOR TRAINING**

The Governors were signposted to the EATV for training purposes. They were also informed of Operation Encompass. Other training is listed below:

<b>Name</b>	<b>Training</b>
Ms H Bonar	Safe Guarding Role of Chair & DG
Ms H Bonar	Recruitment & Selection
Ms H Bonar	Finance Induction
Ms H Bonar	Managing & Supporting Staff Attendance
Mrs C Hunter	Recruitment and Selection
Mrs L Warwick	Recruitment and Selection
Mrs L Williamson	Recruitment and Selection
Mrs L Williamson	Handling Complaints
Mr D Quail	Recruitment and Selection
Mr D Quail	Induction for School Governors
Mrs A McClure	Data Security & Personal Data Breach Management
Mrs A McClure	Induction for School Governors
Mrs A McClure	Handling Complaints

## **ACCOMMODATION**

Temporary fencing was erected to make the school site more secure.

The EA instructed that the outdoor covered area be put 'out of bounds' due to there being no building or planning permission and that the structure had not been erected by a named source on the EA contract list.

Repairs were also made to the P1-3 mobile. These included repairs to the outside walls, steps, and heating. The path also had to be replaced in parts due to subsidence.

The P4-5 mobile's toilet was repainted, and more ventilation added. The guttering, air-conditioning unit, barge boards and base were also fixed.

Works were carried out on the oil tank to repair it.

A tree had to be felled as it posed a risk to the health and safety of people within its proximity.

## **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 staff and pupils.

The staff can enter through the access-controlled gate in the fence using their security fob. All visitors have to be let into the school through the use of access control.

## **LINKS WITH THE COMMUNITY**

Links with the community were renewed and Rev Boyd was invited to take school assemblies. The Creavery Gospel Hall lent us their premises for our Easter service.

A star gazing event and CE meeting were held in the school which included parents and pupils.

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

The Christmas Celebration took place in St Saviours Church, Connor.

### **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 they paid towards the cost of buses to various trips and provided food at the Christmas party.

Fundraising events included

PTA	Sponsored Sports Spectacular
PTA	Spring Fair

### **ANNUAL ATTENDANCE RATE**

The annual attendance rate for 2022-23 was 92.3%

### **SPORT**

The P6-7 children continued to attend swimming classes on a weekly basis. Any PE lessons were held outside.

Sports day was run and included all classes.

### **AFTER SCHOOL CLUBS**

Clubs were started up again after Covid and included Stay and Play on a Wednesday and Thursday for the children in P1-3. Breakfast club was also trialled from February – Easter but was withdrawn due to lack of interest and support.

### **SCHOOL TRIPS**

The visits are listed below

<b>Class</b>	<b>Visit</b>	<b>Topic</b>
P1-P7	Clotworthy	Autumn walk
P6-P7	Bible Exhibition	R.E.
P6-7	Policing & Community Safety Partnership	Bee Safe
P7 volunteers	Antrim Cenotaph	Wreath laying
P6-7	Ballymena Academy	Carol Service
P4-7	Fairhill	Radio Cracker
P1-7	Movie House	Christmas Movie
P6-7	Mossley Mill	Ulster Scots event
P1-7 volunteers	Ballymena festival	Poetry reciting
P1-3	Portballintrae	Beach School Experience
P6	Cambridge House	Taster Day
P4-5	Armagh Planetarium	Space
P4-7	SSE Arena	Peace Proms
P1-7	Creevery Gospel Hall	Easter Assembly
P6-7	Ulster-Scots Trip - Scotland	Ulster Scots Twinning

The P6-7 participated in a residential to Ayrshire, Scotland to meet the pupils from our partner school, Sorn P.S.. This was funded by the Ulster Scots Agency.

## Shared Education Visits

Class	Visit	Topic
P1-7	Creggan PS	Art and literacy
P1-3	Clotworthy	Getting to know you
P6-7	W5 Dreamspace	coding
P1-3	Streamvale Open Farm	The Farm
P4-5	Belfast zoo	The Rainforest
P6-7	Titanic, Belfast	Titanic
P1-7	Ramble Inn	Celebration event

## 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
P1-P7	Flu vaccines from school nurse
P1-7	Harvest Service
P1-7	Yoga day
P1-7	Scavenger Hunt
P1-7	Christmas Jumper day
P1-7	Christmas Party
P1-7	World Book Day
P1-7	Usbourne Book Fair
P1-7	Easter Egg Hunt
P1-P7	Sports Day
P1-P7	Coronation Street Party
P1 & P7	Time capsule event

## School Holidays and Closures for 2022-2023

### **HALLOWEEN**

School closed:- Monday 31 October – Friday 4 November  
(5 days)

### **CHRISTMAS**

School closed:- Thursday 22 December – Wednesday 4 January  
(10 days)

### **MID TERM**

School closed:- Monday 13 February – Friday 17 February  
(5 days)

### **EASTER**

School closed:- Monday 3 April – Friday 14 April  
(10 days)

### **MAY DAYS**

School closed:- Monday 1 May

School closed:- Monday 29 May

**School finished for the summer on Wednesday 28<sup>th</sup> June 2023.**

<b>SDD &amp; BAKER DAYS 2022-23</b>	
<b>DATE</b>	<b>FOCUS</b>
Wednesday 24 <sup>th</sup> August 2022 (B1)	Classroom set-up Handover Information
Thursday 25 <sup>th</sup> August 2022 (B2)	Joint staff training with Creggan PS - all day (First Aid in Creggan)
Friday 26 <sup>th</sup> August 2022 (B3)	10am-12 noon Getting Started with your Microsoft Surface Pro 7+ Teacher Device Webinar via Teams (link will be sent to teachers by Mrs Moody) GDPR Training (2x35 minute pre-recorded videos online). Classroom set-up
<b><u>STAFF TRAINING</u></b> Tuesday 30 <sup>th</sup> August 25 <sup>th</sup> October 2022 (children home @ 1:15pm) Training from 1.30 – 3.30 pm-classroom assistants/building supervisor/secretary/teachers/school meals assistant can adjust their hours/days to attend	WHOLE STAFF CHILD PROTECTION TRAINING led by Margaret Brady (EA CPSS) margaret.brady@eani.org.uk Deputy Designated Teachers to keep a register of the training (template provided by Mrs Moody)
<b><u>STAFF TRAINING</u></b> Wednesday 31 <sup>st</sup> August (children home @ 12:15pm) Training from 1-3:30pm-classroom assistants & teachers can adjust their hours/days to attend	STAFF TRAUMA & ATTACHMENT TRAINING (Led by Adoption UK via Teams-link to follow)
Friday 4 <sup>th</sup> November 2022 (B4)	PPA time; <ul style="list-style-type: none"> <li>• PRSD Objectives</li> <li>• SDP - Literacy &amp; Numeracy Action Plans</li> <li>• Assessment – data analysis</li> <li>• School Codes – formulation</li> <li>• Positive Behaviour protocols</li> </ul>
Wednesday 4 <sup>th</sup> January 2023 (SDD1)	Joint staff training for teachers on Shared Reading with Creggan PS led by Anne McErlean Non-teaching staff - First Aid Training at Creggan PS
Monday 13 <sup>th</sup> February 2023 (SDD2)	GL Assessment Data <ul style="list-style-type: none"> <li>• ID of underachievers</li> <li>• Interrogation of 'Combination Reports'</li> <li>• Formulation of U/A Profiles</li> </ul> Units of work for LST re. U/A's & LA/LA's
Tuesday 14 <sup>th</sup> February 2023 (SDD3)	Microsoft Surface Pro Training. BenQ CPD (Panel Training) SDP Mid-Year Review ISEF Review
Monday 3 <sup>rd</sup> April 2023 (SDD4)	SEND implementation-Personalised Learning Plan (PLP)Training; IEP Review/Writing
Tuesday 4 <sup>th</sup> April 2023 (SDD5)	Report Writing
Thursday 29 <sup>th</sup> June 2023 (B5)	Review of 2022-23 SDP targets, setting of targets for 2023-24 (Analysis of PTE & PTM) Co-ordinators' evaluations of Literacy, Numeracy, WAU, SEN and ICT Setting PRSD targets for 2023-24

**Creavery Primary School - Private Fund Account****From 1 September 2022 to 31 August 2023**£**Opening Balance at 1 September 2022** **13,005.27****Income**

Pollinator Grant	8,767.65
Music Tuition	2,000.00
School Trips and Transport Reimbursed/Donation	1,173.00
Fundraising	940.58
Breakfast Club	155.00
Stay and Play	651.00
Ulster Scotts	970.00
Money for Envelopes	136.50
Swimming	596.70
Recycling Clothes	96.00
Miscellaneous	69.86
Hoodies	60.00
Bank Interest	15.39

**Total Income** **15,631.68****Expenditure**

Education Authority Reimbursement Music/Woodhall/Classroom Boards etc	11,000.00
Pollinator Costs	6,033.75
Travel	1,710.00
Classroom Resources/Activities for Pupils	969.85
Swimming	761.00
Maintenance	358.20
Clothing for Pupils	303.04
Cleaning	240.47
Advertising	225.60
School Trip Costs	234.00
Printing	181.00
Bank Fees	60.36
Licence	40.00
Books	30.00
Stationery	66.74

**Total Expenditure** **22,214.01****Closing Balance at 31 August 2023****6,422.94**