



Annual Report of the Board of Governors of  
Loughries Primary School  
School Year 2021-2022

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## BOARD OF GOVERNORS

2021-2022

The Board of Governors was reconstituted at the end of the school year 2018.

School Boards of Governors are usually reconstituted every four years, when members complete their term of office and may be replaced.

The most recent reconstitution period for Boards of Governors of controlled and maintained schools was expected to have run to 2022. However, given the pressures and disruption placed on schools and managing authorities due to the Covid-19 pandemic, the Minister of Education has given approval to reschedule the next reconstitution for controlled and maintained schools to 2023.

Boards of Governors are asked to note that the current reconstitution period will therefore be 2018 to 2023 and are reminded that Schemes of Management permit Governors to remain in post until either re-nominated or replaced.

### Our Board of Governors

Mr R Lyttle	Chairman
Mrs L Girvin	Vice-Chair and Designated Governor for Child Protection
Mr L Patton	Transferor
Mr R Armour	Transferor
Mrs K Patton	EA Representative
Mrs A Duncan	EA Representative
Mrs S Forbes	Parent Representative
Mrs Cunningham	Parent Representative
Mrs Gilmour	Parent Representative
Mr Procter	Parent Representative
Miss Miller	Teacher Representative
Mrs C Bowers	Teacher Representative
Mrs J Thompson	Secretary

### Finance Committee:

Mr R Lyttle, Mr R Armour, Mrs Cunningham, Mrs S Forbes, Mr Procter and Mrs J Thompson.

## **THE GOVERNORS' MAIN RESPONSIBILITIES**

The school's Board of Governors and the Principal work in partnership to manage the school. This involves meetings dealing with issues as varied as determining staffing levels, appointing staff, formulating and reviewing policies, discussions on the School Development Plan and drawing up and implementing the school's admissions criteria. Under Education reform the Governors are responsible for the overall allocation and management of the school's budget. The Governors also respond to proposals from a range of educational agencies and comment upon issues which may have an impact on the provision of education for the local community.

## **ENROLMENT AND ADMISSIONS 2021/22**

The overall enrolment number for Loughries Integrated Primary School is 102 and the admissions number is 15. At the start of the 2021 - 2022 school year 92 children were attending the school. During the Spring Term (2022) the Board of Governors considered applications for admission to Primary One for September 2022. In August 2022 10 P1 children started in the P1/2 class.

## **Policies & Procedures**

An important role for Governors is the formulation of policies which guide the Management and operation of the school. During the year the Governors updated a number of policies including the Road Safety Policy, Curriculum Policy, First Aid Policy, Healthy Eating Policy, ICT Policy, Complaints Procedure and Cash Handling Policy. The school's admission criteria was also reviewed.

## **CURRICULUM**

The curriculum of the school consists of experiences and activities designed to promote the academic, emotional, physical, social and spiritual development of its pupils. The curriculum includes the programmes of study of the six areas: Mathematics and Numeracy, Language and Literacy, The World Around Us, The Arts, Personal Development and Mutual Understanding and Physical Education. At the heart of the curriculum lies an explicit emphasis on the development of skills and capabilities for lifelong learning and for operating effectively in society. The children continue to develop the Cross-Curricular skills (Communication, Using Mathematics, Using Information and Communications Technology) and Thinking Skills and Personal Capabilities (Thinking, Problem-Solving and Decision making, Self- Management, Working with Others, Managing Information and Being Creative). Extra-curricular activities are also offered.

## **Chairman's Remarks**

The past two years, both in school and in the wider community, have been dominated by the Coronavirus pandemic. This has had a very unsettling influence on all our schools and ours is no exception. I am pleased to report that all our staff have gone above and beyond what was required of them and the school is now returning to more normal practices.

I would like to convey our thanks, and indeed the appreciation of all Governors, for the diligent and professional manner in which this very difficult situation has been managed within our school.

Loughries Integrated Primary School continues to flourish and pupil intake continues to be strong which again is a reflection of the dedication and professionalism of our excellent staff.

Unfortunately, some of our valued staff have moved on to new positions recently and we wish them well in their new posts.

We have also welcomed some new members of staff and I hope that they will settle in well and feel part of our 'Loughries Community'. The enthusiasm which the children demonstrate for their learning is very evident and I am confident that Mrs Thompson and her team will continue to lead our school forward in the exciting years to come.

The PTFA must also be recognised for their outstanding work. They continue to be very active in promoting Loughries IPS in the local community and raising much needed funds for additional resources as well as providing an important point of social contact.

I would like to thank you, the Governors, remembering that yours is a voluntary role. Your enthusiasm and dedication are evidence of the support which this community continues to give to our valued school.

The Annual Report summarises the achievements and activities of the school within the past school year.

Mr. Roy Lyttle

## CLASS ORGANISATION AND STAFFING

2021 – 2022

Class	Key Stage	Teacher	Assistant
P1/2	Foundation	Miss Miller	Mrs Rea and Mrs McMaster
P3/4	1	Mrs Cooke/Mrs Bowers	Mrs Daniel, Mrs Burns and Mrs Greeves
P5/6	2	Mr Stewart	Mr Seeds, Miss McMeekan, Mrs Graham, Mrs Reid and Miss Harris
P7	2	Mrs Thompson/Mrs Gibson	Mrs Irvine
Special Needs Teacher		Mrs Rea	
Teaching Principal		Mrs Thompson	
School Secretary		Mrs Emery	
Building Supervisor		Mrs McCann	
Lunchtime Supervisors		Mrs Reid, Mrs Rea, Mrs McMaster, Mrs Greeves, Mrs Burns, Mrs Graham, Mrs Irvine.	
Catering Assistants		Mrs Campbell	

## **MISSION STATEMENT**

Loughries Primary School fosters a nurturing environment which encourages, supports, develops and challenges each child to reach their full potential. We endeavour to equip our pupils with the skills and qualities needed to work together for a shared future.

Our Motto: Learn Integrate Participate Succeed

## **SCHOOL AIMS**

- We believe that each child will succeed through:
- A warm, caring and stimulating environment
- A culture of support, rapport, challenge and encouragement
- A rich, varied, up-to-date range of learning resources
- A broad, balanced and challenging curriculum
- Innovative teaching and investigative approaches to learning
- An enriching programme of extra-curricular activities and visits
- Effective learning partnerships between school, home and the community

### **We demonstrate our commitment through:**

- Continually evaluating and improving all that we do
- Effectively monitoring standards of provision
- Collaborating towards common goals

### **We aim for our children to:**

- Have high self-esteem, based on self-respect, respect for others and their environment
- Acquire attitudes of acceptance, tolerance, equality, honesty and trust
- Take responsibility for their own behaviour and actions
- Achieve their best across all areas of the curriculum
- Develop a range of communication, practical, technological and life skills
- Work independently, creatively and collaboratively
- Become confident, well-motivated and inquisitive life-long learners
- Enjoy their time at Loughries

## SCHOOL DEVELOPMENT PLAN

The Board of Governors and Staff of the school believe that school development planning is an essential feature of a successful organisation. In Loughries we engage in a continuous process of self-evaluation and improvement with the key purpose of enhancing the quality of learning and teaching. During the 2015 follow up Inspection the Inspectorate Team stated the Action Plan produced by the school was of a very good quality.

We continue to make sure we are challenging ourselves by asking questions about what we're doing, why we're doing it, how well we're doing it and if we could be doing things better.

In the academic year 2021 – 2022 the Staff identified several key areas for development through the whole school.

Our annual cycle of Action Planning meant that Evaluation Reports had been completed the previous June and targets had already been provisionally identified through those evaluations and other monitoring and evaluating processes. We looked at the results of the assessment data, book scoops and teacher observations as well as more informal feedback from Co-ordinators.

Co-ordinators were then able to incorporate those targets into detailed Action Plans.

Co-ordinators then began to implement the plans. Some of this work required Staff working as a whole group within the Staff Development time and resources allocated to that particular area.

During Staff meetings throughout the year the Co-ordinators reported on the progress made on the Action Plan. Progress made on SDP and Action Plans were reported to the Board of Governors to keep them informed of the work going on in the school.

In June, final Evaluation reports were completed and Mrs Thompson shared the reports with the Board of Governors on Monday 20<sup>th</sup> June 2022. The area developed this year in Literacy was Comprehension Strategies and in Numeracy Shape and Space. During the year school was closed for ten days, five Baker Days and five School Development Days for Staff to engage in activities linked to the targets set within the School Development Plan. The programme for these days included:-

- Child Protection Training
- Numeracy - Shape and Space
- Assessment - Targeted Plans underachievers and overachievers
- Assessment – Analysis Day
- Anti-Bullying recording on SIMS
- P.E. Planning
- SEN Training for Teachers
- SEN Training in Numeracy for the SEN Classroom Assistants

## **PRSD**

Due to COVID the Department of Education agreed that this would not take place this school year.

### **Special Educational Needs**

The Education (Northern Ireland) Order 1996 requires the Board of Governors to report on aspects of Special Educational Need (SEN) provision and funding in school. Children with Special Educational Needs are treated in the same way as all other children seeking admissions to the school. The school building is not specifically designed for children with mobility difficulties. However, there are no steps at the front door or back door. There is a purpose built toilet, with appropriate aids that allow wheelchair access.

The Special Educational Needs Policy is based on the SEN Code of Practice and the school's Co-ordinator (SENCO) has responsibility for reporting on its implementation to the Principal.

During the year 2021-2022 ten children with statements of Special Educational Needs attended the school. Annual reviews were undertaken for these children involving parents, teachers and other professionals in determining needs and provision for the following year.

A further 22 children are on the Special Needs Register.

Three children received Outreach support from Cottown for Specific Learning Difficulties in Literacy.

The school's Educational Psychologist provided guidance throughout the year. There have been 5 children seen by the Educational Psychologist this year. One P7 child who is at stage 3 of the code of practice was assessed as part of a transfer review. One P6 child who was at stage 2 of the code of practice was assessed as a school referral. One P5 child was assessed as a school referral and one child in P5 and one in P7 were assessed by the EP after a parental referral.

Mrs Rea supports our Special Needs children during the afternoon Monday – Friday.

Children identified by class teachers requiring extra support due to COVID were supported throughout the year through the Engage Programme.

### **PASTORAL CARE**

The Designated Teacher for Child Protection (Miss Miller) updated Staff with procedures and legislation through Inset training in August. It was made clear to all Staff about the procedures to follow if a child makes a disclosure to them.

Due to COVID the class teachers were responsible for making the children aware of which teachers to go to if they felt they had a problem they needed to share. The KS2 teachers have a 'Worry Box' in their classroom where children can write down any worries or concerns.

NSPCC Child Line resources were available for the class teachers to use.

P5/6 received a workshop on Resilience and P7 received a workshop on moving to post primary school.

During Anti-bullying week each teacher completed Circle Time activities and activities related to anti-bullying.

During Internet Safety week each teacher discussed safety on the computer and the children completed activities appropriate to their age group.

## **PDMU**

At Loughries we endeavour to provide opportunities for all children to participate in:

- Fostering respect for self and others
- Building relationships
- Understanding conflict
- Interdependence at local and global levels
- Cultural traditions – awareness of and respect for shared and diverse traditions

## **VISITORS**

HIP Psychology provided workshops:

P5/6 Resilience

P7 Transition

P7 Scripture Union - It's Time To Move

P1/2 Toytime Nanny

P1/2 Vet

P5/6 Rainforest Animals

P7 Ards and North Down Borough Council 'Be Safe'

Principal from Strangford College talk for P7

P7 Shared Voices Programme

P7 Self-Esteem Talk

P7 Smoke Busters

## **CHARITIES**

The school supported Storehouse North Down by collecting packets and tins of food.

The school supported the Poppy Appeal in October.

A wacky hair day was held to support The Children's Hospice.

The children dressed up to support Children in Need in November.

Christmas Jumper Day for Save the children raised £83.

The P7 Charity Morning raised £186.18 (Cancer Research and Air Ambulance both received £93.09)

## **MUSIC**

Each teacher is responsible for the music for their class. Charanga is an online resource used to support the teaching of music. A number of pupils received music tuition for Woodwind and Violin from the Education Authority.

## **SPORT**

Provision for sport was made through the Programmes of Study for Physical Education which incorporates the teaching of key fundamental movement skills as well as gymnastics, dance, athletics and games. P5/6 attended the Blair Mayne Leisure Centre for swimming lessons during the third term. Each class had access to the Ards Evangelical Church Hall for P.E. when the weather was too wet or too cold. When the weather was fine then the children used the playground or grass area. Our P7 Girls came third at the Glastry College Rounders Competition.

### **After school Activities**

P7 Games Club – Mrs Thompson

P7 Badminton Club – Mrs Thompson

P6/7 Netball Club – Mrs Thompson

P6/7 Rounders Club – Mrs Thompson

P4/5 Outside Club - Mrs Bowers and Mrs Burns

6/7 Football Club Mrs Cooke and Mrs Burns

P4/5 Games Club – Mrs Rea and Mrs Graham

Cookery Club – Thank you to Mr Graham who showed the children his chef skills. Mrs Graham and Mrs Gibson

### **Educational Visits**

P7 W5 Wallace and Gromit workshop

P7 Activity Day at Crawfordsburn Scout Centre

P1/2 Belfast Zoo

P3/4 Quarry

### **Integration**

The school celebrated 5 Years as an integrated school and Mrs Thompson organised activities for the whole school for the day. The school community celebrated 40 years of integration with the staff and children making a large number 40 on our grass, the children completed a sponsored walk and the P7 children planted an oak tree.

## PTFA

Thank you to our PTFA who have supported our school:

The P7 Hoodies were subsidised by the PTFA.

The Mother's Day event raised £330. The children decorated jars and added a tea light and a ballot was held.

Easter – Guess the number of eggs in the jar which raised over £100.

Sponsored walk for the children in March to celebrate 40 Years of Integration. The PTFA provided treats and medals for the children. £1044 was raised.

4th May The Belfast Marathon - Three teams were made up of Staff, Governors, PTFA, Marketing and Parents. One parent ran the whole marathon. This raised £1700.

May Fun Evening – An enjoyable event for everyone.

The PTFA have linked into Amazon Smile. The school receives money back if you use this link when purchasing from Amazon.

## Transfer Procedure 2021-2022

The pupils in this group transferred to the following schools: Glenlola Collegiate, Regent House, Bangor Grammar, Strangford Integrated College, Glastray College, Killard House and Movilla High School.

## Attendance

The attendance for each month is recorded in the table below:

Month	%		%
August	94.9%	February	85.2%
September	92.2%	March	93.3%
October	92.2 %	April	94.9%
November	89.7%	May	93 %
December	88 %	June	91.9%
January	87.3%		

## Financial Statement

The total budget share allocated to this school for the financial year 2021/22 was £337,834. The budget calculated is based on pupil numbers reported in the annual school census taken in October of the previous school year, size of premises and other factors such as the number of pupils receiving free school meals. It also takes into account the deficit of £-49,976 carryover for 2020-2021 and the extra funds received of £56,056. Last year's expenditure was £358,107. The carryover is -£20,274. This puts the school in category 3 which are schools with a decreasing deficit.

		<b>Income</b>
CFF Allocations for April 2021-March 2022		£331,754
Carryover Surplus/Deficit for 2020-2021		-£49,976
Other Funds		£56,056
<b>Total Budget</b>		<b>337,834</b>
	<b>Expenditure</b>	
Teaching Staff and Non-Teaching Staff	£340,831	
Premises, Fixed Plant and Gds	£9256	
Operating costs	£16,859	
Non capital purchases	£421	
Re-allocations	£741	
Funds transferred from Ulster Bank to LMS		£10,000
	£368,108	
<b>Total</b>	<b>£358,108</b>	
Carryover Surplus/Deficit	<b>-£20,274</b>	

## Audit Review

An audit was completed in June 2022, to review and appraise the adequacy and application of internal control systems and to assess the extent of compliance with the control framework established by the Education Authority in the following areas:

- 1) Section 1: Corporate Governance; and
- 2) Section 2: Finance

On the basis of the review completed the Internal Audit confirmed that there was satisfactory management control in operation at the school.

The Internal Audit Team recognised that the audit was performed at the school at a very difficult and challenging time and they wished to express sincere thanks to the Principal and administrative staff for their time and valued co-operation during the course of the audit review.

## Ulster Bank

Income		Expenditure	
IEF	-500.00	Bank charges	62.82
Parental contributions	-2292.78	Staff Training	240.00
GRANTS	65.48	Trips	30.55
P1 Bags	70.20	Charities	79.00
XMAS CARDS	339.22	B.C. Morning Supervision	1973.45
Music Tuition	288.18	Leisure Centre	767.16
Microgrant	266.32	LIPS ANIV	590.48
Deficit	5506.84		
	<b>£3,743.46</b>		<b>£3,743.46</b>

### BALANCE SHEET at 31st March 2022

OPNG BALANCE	16540.14	BANK BALANCE AT at 31st March 2022	11281.54
Surplus/Deficit in yr	-5506.84	Petty Cash	35.41
		Debtors	0
		Less creditors- unrepresented cheques	-283.65
Closing Balance	<b>£11,033.30</b>	Net assets	<b>£11,033.30</b>

## **Grants**

IEF Integration in Action Grant £1500

IEF Transformation Support Marketing Grant £4390

Live Here Love Here Grant £2000

Micro grant £ 300

## **Other Finances**

The school operates with two Bank Accounts:

1. Loughries Primary School Pupil Fund Account
2. Loughries Primary School Fund Reserve Account

The Principal reports on these accounts to the Board of Governors for their approval.