



Forge Integrated Primary School



Annual Report to Parents by the
Board of Governors
2015 - 2016



**ANNUAL REPORT TO PARENTS BY THE BOARD OF GOVERNORS
OF
FORGE CONTROLLED INTEGRATED PRIMARY SCHOOL
2015 - 2016**

Foreword

The 2015 - 2016 School year was another very successful year for Forge. We again saw a modest increase in the number of parents who have chosen an Integrated Ethos for their children's education and the Board of Governors of the school have continued to work hard to try and honour that preference.

As this report is published we reflect on a school year that was both successful and challenging.

It has been a successful year in terms of attainment with the table below details the % of pupils performing at average or above level (within the top 5 bands) in Standardised Tests in English and Mathematics

Literacy	May 2015	KS1 (P3-4) 60%	KS2 (P5-7) 76%
Literacy	May 2016	KS1 (P3-4) 68%	KS2 (P5-7) 81%
Maths	May 2015	KS1 (P3-4) 65%	KS2 (P5-7) 71%
Maths	May 2016	KS1 (P3-4) 69%	KS2 (P5-7) 65%

A school achieving scores in line with national expectations could reasonably aspire to having 60% or more pupils in the top 5 bands. For 2017 we aspire to have 70% of pupils on /above target across both Key Stages in Literacy & Numeracy.

Having achieved permission from the Education Minister to continue to grow to double form entry in February of 2015, the 2016 school year has seen us work towards achieving sustainable and adequate accommodation to meet our needs for the long term. This has led to a review of current accommodation and future needs and we have seen the tabling of a Development Proposal for the possible relocation of the school and a new, fit for purpose building. These are complex but exciting times and while there is significant progress to be made we want to thank our parents, pupils and staff for their support, flexibility and courage in working with us towards ensuring that there is a quality, sustainable integrated presence in this community.

1 This report is presented under the Scheme of Management of Forge Controlled Integrated Primary School and refers to the academic year 2015 – 2016.

2 The Board of Governors, constituted in 2014 and serving until 2018 comprised:

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|----|---|----|---|
| a. | elected parent representatives | b. | elected staff representatives |
| | Mrs Catherine McKeown
Mr Peter Day
Mrs Christine O'Toole
Mrs Denise Toner (Deputy Chair) | | Mr David Thompson
Mrs Grainne Kerr |
| c. | Education Authority
Nominees | d. | Department of Education
Nominees |
| | Mrs Claire Humphrey (Safeguarding) | | Mrs Catherine Seawright
Mr Michael Prendergast |

Chairperson:	Mr Michael Prendergast
Vice Chair:	Mrs Denise Toner
Designated Governor for Child Protection:	Mrs Claire Humphrey

3 The board held 5 full board meetings in discharge of its statutory functions. Those functions include employment of staff, delivery of the curriculum, financial management of the school and care of its premises. Additionally governors met in sub groups to consider specific issues and carry out certain duties.

4 **People 2015/ 2016**

4.1 **Forge Staff**

<u>Principal</u>	Mr N Watson	<u>Supervisory Assistants</u>
		Ms J Heaney (Senior) Ms J McLoughlin Ms C Morsman
<u>Teachers</u>	Mrs G Kerr – Vice Principal Mrs P McAleer Miss S Rocks Miss A Masterson Ms D Mahon Mrs M Graham Mr D Thompson Mrs F Reiman Mrs J Foster Mrs J Mercer Mrs S Gowan Miss L MacKenna Mrs Gamble Mrs P Salmon	<u>Caretaker</u> Mr Meehan <u>Cleaner</u> Mrs G Whyte <u>Classroom Assistants</u> Ms C Morsman Ms J McLoughlin Mrs A Kirk Mrs C McConnell Mrs R Maxwell Miss J Murphy Miss C Castellucci Mrs S Lyons Mrs C Adams

4.1 Forge Staff Contd.

<u>Pre-School</u>	Mrs S Cherry Ms S Veitch Miss K Wilson Miss R Brown Mrs H Reid	Leader Playgroup Assistant Playgroup Assistant Playgroup Assistant Playgroup Assistant
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<u>Office</u>		<u>Dining Attendants</u>
Secretary	Mrs L Kerr	Mrs H Palmer Mrs T Toner

Staff Development

In relation to staff development teachers and classroom assistants were engaged in after school meetings, in-service training at BELB centres as well as internally organised in-service days.

These involved programmes of professional development for staff/Curriculum Development including;

- Barnardos Paths Training for Classroom Assistants and Teachers
- Nerve Belfast ICT Training for Teachers – Apps in the Curriculum
- Nerve Belfast ICT Training for Teachers – UICT Assessment
- Anaphylaxis Training for Key Staff
- Child Protection Refresher Training for Relevant Staff
- Literacy Co-ordinator Training
- Diversity Co-ordinator Training
- Vice Principal Cluster Meetings
- Bereavement Training (Barnardos NI)
- SENCO Clusters
- Nerve Centre ICT Coordinator Training
- First Aid Requalification for Secretary
- Anxiety Based School Refusal
- Supporting Child Development for Classroom Assistants
- KS2/3 Transition Project with Lagan College, Loughview IPS & Millenium IPS
- Nursery/P1 Transition Project
- Principals Seminar
- Primary School Principals
- ADHD – form Understanding & Support
- Assessment Analysis

Time to Read

The school continued to benefit from the Time to Read programme co-ordinated by Business in the Community. A number of children have been able to spend constructive reading time with volunteers from local businesses.

Pre School

Mrs Stephanie Cherry has continued to lead the Pre School team who continue to develop the Pre-School which has again enjoyed full capacity this school year.

4.2 Pupils

Parents and pupils are to be congratulated for the creditable attendance rate of 95.6%.

It remains important to note that overall percentages can be lowered by frequent absences from a small number of pupils. We are working to address this through the appropriate channels.

We do want to encourage all parents to help ensure that their children do attend school during term time unless the child is unwell. We will not be approving absences for holidays during school term time.

Punctuality is generally good; however there are still a small percentage of children who arrive late each morning. We remind parents that school doors open at 8.50am and formal lessons start at 9.00 am.

A group of Key Stage 2 pupils have again been trained and have acted as 'Playground Buddies' this year supporting their peers and assisting with the smooth running of the playground. We commend our pupils for the positive contributions that they make to school life. Our Eco – Council were also active and we successfully achieved Green Flag status for the second time.

4.3 Students

The school has accommodated students during the year - Trainee teachers from Stranmillis College including students placed from teacher training colleges in University of Ulster and work experience students from Wellington College and Lagan College.

4.4 Parents

As well as the individual Parent/Teacher Meetings held in October and February, there were other meetings including a Curriculum Information Evening, Transfer Procedure Meeting, Sacramental Preparation, Linguistic Phonics, and Special Needs meetings. Our Open Day was well supported.

The Christmas Concerts, Sports' Day and as well as social events organised by the Parent Teacher Association were all very well attended.

4.5 Parent Teacher Association

The Governors and Staff wish to thank all those involved in the Parent Teacher Association for their positive contribution to the development of the school.

Another very successful year with well supported and enjoyable events including amongst other events:

- Christmas Fair
- Summer Festival

Many thanks to our PTA Committee who continue to give of their time and energy. Your hard work and support is much appreciated.

Activities

The lists below are not exhaustive but give an outline of some of the activities that occurred during the school year.

- Time To Read Volunteers continue weekly reading sessions
- School swimming continues for P5/6/7
- Various classes on educational visits around the country.
- P7 pupils participated in community safety workshops with community police
- P6 & 7 Classes attend residential courses to Newcastle and Castlewellan
- Christmas Plays from Key Stage 1 and 2
- Spanish teacher continues to work in P2 classes

Parents

- Parent Information Evenings
- Parent Teacher Interviews
- Linguistic Phonics Workshops for P1/2 Parents
- PTA Christmas Fair
- Induction Meetings for P1 Parents
- Transfer Procedure Meeting for P6 Parents
- Summer Concerts

Children

The list below is not exhaustive but gives an outline of the kinds of extension activities children availed of during the school year.

- P3 Visit W5
- P7 Pupils complete confirmation in Good Shepherd Church
- P6 pupils attend residential trip to Greenhill YMCA Newcastle
- Football Coaching for KS 1 & KS2 Pupils
- Galaxy football after School
- Rugby Coaching at Key Stage 2
- P7 Residential – Castlewellan Castle
- P7 pupils attend golf coaching
- Sports Day for pupils and parents
- P1 Pupils visit Crawfordsburn Beach
- Fire Service Visits
- P3 Pupils complete First Confession
- P4 Pupils complete Holy Communion
- P6 pupils attend taster day at Lagan College and Malone College

Charities

Supporting local and international charities allows us to provide real material assistance to real people in need.

It also helps our children learn about; the differences in school provision between developed/developing countries, the need to support people with long term illness and our responsibility to respond to assist other people when disasters beyond their control leave them vulnerable and in need.

To this end the Charities below were supported by the school during the course of the 2013/14 school year.

- Praxis

- Children in Need
- Lepra
- Little Buds School, Chennai, India.

Thank you for your generosity in supporting the above charities throughout the past year.

5 Financial Statement for the academic year 2015-2016

The year's financial breakdown is given in Appendices 1 - 2.

6 Transfer to Secondary Education 2015 -2016

The 2015/16 school year has again seen a majority (49%) of pupils transfer to Integrated Colleges, most notably Lagan College. A number of parents entered their children for the Association for Quality Education (AQE) Common Entrance Assessment as used by most controlled and voluntary grammar schools or the Post Primary Transfer Consortium (PPTC) GL Entrance Assessment as used by most Maintained Grammar Schools and Lagan College. Some P7 pupils did both tests. There were also a number of pupils who did not participate any in selection tests.

Pupils transferred to the following post-primary schools:

Lagan College	16
Wellington College	7
Methodist College Belfast	3
Aquinas Diocesan Grammar	3
Breda Academy	2
Victoria College	1
St Joseph's College	1
Campbell College	1
Malone College	1

7 Premises (Health, Safety and Security)

Mr. Watson is the health and safety officer. Notices about health and safety are displayed on the notice board in the staff room. Two members of staff – The Principal and the Secretary are trained in First Aid up to First Aid at work standards. All teaching and assistant staff have completed anaphylaxis training and Fire Safety training. Procedures for emergency exits are displayed in each room and evacuation drills are carried out on a half-termly basis. The school has operated a rolling maintenance programme to enhance the learning environment and ensure that the school is equipped to deal with the changing curriculum and pupil population. A new additional classroom was installed during the autumn of 2011 funded by the Integrated Education Fund which has been of great support to the school in recent years. The school has continued to try and address the issue of traffic congestion in the school grounds and requested additional fencing and car parking to increase pupil safety. BELB have drawn up plans for an improved traffic scheme and sought planning approval pending adequate funding. We continue to appeal to parents to be cautious and patient when driving in the vicinity of the school.

8 Curriculum

During the 2015 – 2016 school year we have continued to implement a number of action plans aimed at improving learning with a particular emphasis on English and Maths.

We have continued to use and develop the use of assessment data and results have been extensively used to identify Special Needs and also to identify areas of teaching and learning where there is underperformance or potential for improved performance. Subject co-ordinators have worked with all staff to develop the curriculum in maths, English, ICT, Religious Education, The World Around Us (with a specific focus on science) and Assessment.

We have employed teaching methods in keeping with a publication called 'The Big Write' which aims to improve children's skills in writing and we have seen significant improvement in the quality of children's writing, across a number of genres as a result. We rolled out the Barnardos Paths Plus Scheme for the second year extending it to P1-3, having started with P4-7 last year. This has significantly enhanced our PDMU and Pastoral Care provision and we were delighted to gain Paths Model School status in the Spring Of 2016.

The child remains at the heart of the curriculum at Forge Integrated Primary School. We continue to use and develop strategies such as circle time, Personal Development activities and positive behaviour strategies to develop confidence, self esteem and respect for others.

9 Special Educational Needs

A total of 74 pupils were on the special needs register for the 2015 school year. This represents 23% of pupils. The level of support offered to children is determined by individual needs and circumstances. Support in place for children includes:

Support from within school from our own part – time Learning Support Teacher.

Support from Harberton Language Unit outreach teacher and Harberton School

Support from a specialist hearing support teacher

Advisory support from Oakwood ASD Centre

Support from peripatetic teachers from EANI Fortwilliam Teacher's Centre

Special Needs vary as children move through school and the 'stage' children are placed at will also vary. Children at stage 2 – 5 have Individual Educational Plans (IEPs) which are updated at least twice each year and discussed with parents and support staff as necessary.

Teaching staff worked closely with the SENCO and advisors to enhance education plans and target setting. Teachers were further supported by Miss MacKenna, our Learning Support Teacher who was timetabled for in class support and some out of class support when appropriate. We are confident that the provision has improved and will continue to plan for future development.

Ms Mahon is our SENCO (Special Educational Needs Co-ordinator). We continue to monitor and evaluate our special needs provision. There are significant changes in store in terms of SEN provision with the implementation of the Special Educational Needs Review and the CCET.

10 Child Protection

The school's Child Protection Team consists of Ms. Mahon (Designated Teacher for Child Protection), Mrs. Kerr (Deputy Designated Teacher) and Mr. Watson (Principal).

All concerns and queries regarding child protection should be addressed in the first instance to Ms. Mahon or one of the other team members.

Everyone has a duty to protect children from abuse and neglect. At Forge we like to keep in close contact with parents about their children's progress and if there are any day to day concerns, these can be discussed between the teacher (and sometimes the Principal) and the parents.

If there are more serious difficulties, school staff need to pass their concerns on to Social Services. Teachers have a legal duty to tell Ms Mahon, the school's designated teacher for Child Protection who can discuss matters with the Principal then notify necessary agencies. All staff teaching and non-teaching receive training in child Protection and all parents receive information about the school's Child Protection policies and procedures. We also take steps to ensure that all of our children know who the designated teachers for Child Protection are. Outside agencies retain their supportive role in this area.

Appendix 1 School LMS (Local Management of Schools) Budget

Schools are given a budget so that they can plan spending to meet the priorities they have identified.

The initial budget for the financial year ended 31 March 2016 is set by the Education Authority based on the Common Funding Formula. Additional funding to these two figures has been obtained on a one off basis.

The Board of Governors monitor and plan expenditure with the Principal. The school has managed to avoid significant deficit during the 2015 financial year but the combined pressures of budget reductions and escalating costs meant that in order to maintain a level of staffing that allowed us to avoid putting additional composite classes in place, we availed of a bridging grant from the IEF to allow us to employ an additional teacher.

This funding was crucial to allow us to get through the financial year and remain viable to continue to maintain an adequate compliment of staff.

It is important to understand that schools are required to plan spending over a three year period (see Appendix 2) and surpluses and deficits are planned to try to keep staffing and resource levels adequate, while also keeping the budget at levels which are manageable.

The tables below show projected available budget balanced against expenditure. Deficit figures are shown in brackets. Note that expenditure is greater than income but carry over allows us to remain out of deficit with a carryover of 4% of total budget by year 3 of plan.

Financial Year	2013/14	2014/15	2015/16
Total Estimated Budget Available (income)	758692	812825	825888
Total Estimated Expenditure	(766180)	(780132)	825650
In year surplus/(deficit)	(-7488)	32693	238
Surplus/(deficit) carried forward from previous year	4462	(-3027)	0
Year end surplus/(deficit)	(-3027)	29666	238
% surplus/(deficit)	0%	4%	0%

Appendix 2 School Funds (Non LMS) Balance Sheet & Income/Expenditure.

The documents overleaf represent the balance and transactions on the schools private funds. In common with most schools we maintain accounts to service day to day transactions and to manage fundraising and non LMS spending. We also maintain an account for use as a hardship fund through which we plan to finance initiatives such as in school counselling for pupils and a contingency fund, which allows us to cope with unforeseen pressures such as additional costs for staff due to unforeseen circumstances and the essential replacement of large items of equipment due to unforeseen failure – for example interactive whiteboards. These accounts are subject to external independent examination by a chartered accountant on an annual basis and are currently in draft form – we will update the report with the final version when it becomes available although no significant change is expected.

Forge Integrated Primary School

Income & Expenditure for the Year Ended 31 March 2016

INCOME	2016	2015
	£	£
Breakfast Club & Milk	13,206	10,334
Swimming	4,841	4,691
Music	2,682	3,812
Trips	9,934	11,568
Holy Rosary - SVP	0	6,000
PTA & Donations	4,545	7,140
Forge Pre School	168	0
Play Equipment	0	1,387
University of Ulster	0	550
British Council	0	900
TLSNI - Sub Cover	0	1,425
IEF Grant	19,985	765
Edge Hill PGCSE	0	300
Science Show	0	178
Non-Uniform Day	284	40
Cookstown Textiles	153	145
Street Monkey	300	0
Cookery Demo	0	310
Summer Ballot	0	339
Christmas Concert/Play	593	604
World Book Day	0	198
Little Buds	360	0
Miscell	245	0
	<u>57,294</u>	<u>50,686</u>
EXPENDITURE		
EA - Milk	2,150	1,693
EA - Breakfast Club	8,283	5,426
Trips	2,615	12,324
Buses & Coaches	6,525	7,042
Spanish Lessons	360	0
EA - Music Fees	1,460	6,815
EA - IEF/TLSNI Grant	19,300	1,425
EA - iPad Insurance	630	315
EA - Advertising	0	1,025
Outdoor Equipment	0	1,387
EA- Temp Teacher	900	900
NICIE Expenses	76	0
Classroom Expenditure - books, crafts, etc	947	708
Kitchen Equipment	95	232
Post Office	312	221
APTIS	0	75
NASEN	197	0
Alliance Youth Works	546	0
NMNI	120	0
EA - Multi Cultural	850	0
Diversity NI	92	0
BHSCT	60	0
LEPRA	284	0
IEF Concert	90	0
Little Buds	356	0
The Book People	361	308
Information Commissioner	35	35
British Psychologists Society	0	37
Staff Meal	190	250
Staff Training	2,923	36
Templemore Users	2,650	0
Miscellaneous	683	0
Bank Interest & Charges	69	113
Depreciation	3,155	1,867
	<u>56,313</u>	<u>42,234</u>
Surplus/(Deficit) Of Income Over Expenditure	<u>982</u>	<u>8,452</u>