



Forge Integrated Primary School



Annual Report to Parents by the
Board of Governors
2013 - 2014



**ANNUAL REPORT TO PARENTS BY THE BOARD OF GOVERNORS
OF
FORGE CONTROLLED INTEGRATED PRIMARY SCHOOL
2013 - 2014**

Foreword

The 2013 - 2014 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 worked hard to try and honour that preference. As we move into a period of change in education with an amalgamation of education and library boards into a single authority we will continue to work towards establishing a firm and sustained integrated presence in this community.

Financial pressure has been significant and the combination of on-going budget cuts and increased running costs has continued to present difficulties.

The challenge has been significant but as we reflect on a school year passed and a new one beginning it is clear that the open minded and creative outlook so characteristic of our parents, pupils and teachers will see us through and help us to rise above the challenging times we are currently experiencing.

It has been a successful year in terms of attainment. At end of Key Stage 2 (P7) 72% of pupils achieved level 4 and above in English and 78% of pupils achieved level 4 and above in Mathematics. At end of key stage 1 (P4) the number of pupils achieving level 2 and above in English was 95% and in Maths was 92%.

It is not always the case that we can realise such outcomes as groups of children and their levels of ability and needs vary significantly from year to year. However, the school strives to improve standards and we set targets for attainment ambitiously. It is encouraging to have those targets realised.

The Board of governors would like to extend their gratitude to the whole school community for the support and assistance that has been shown in working together to maintain positive attitudes and outcomes.

- 1 This report is presented under the Scheme of Management of Forge Controlled Integrated Primary School and refers to the academic year 2013 – 2014.
- 2 The Board of Governors, constituted in 2010 and serving until 2014 comprised:
 - a. elected parent representatives
Mr Michael Prendergast
Mrs Claire Humphrey
Mrs Denise Toner
 - b. elected staff representatives
Chair Mr David Thompson
Mrs Grainne Kerr
 - c. Belfast Education and Library Board nominees
Mrs Margaret Andrews
 - d. Department of Education Nominees
Mrs Catherine Seawright
- 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 2013/ 2014**

4.1 **Forge Staff**

<u>Principal</u>	Mr N Watson	<u>Supervisory Assistants</u>
		Ms J Heaney (Senior) Ms McLoughlin Ms. C Morsman
<u>Teachers</u>	Mrs G Kerr – Vice Principal Mrs P McAleer Miss S Rocks Miss A Masterson Ms D Mahon 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 Mrs P McCullagh Miss C Castellucci

4.1 Forge Staff Contd.

<u>Pre-School</u>	Mrs S Cherry Ms L Devlin Ms S Veitch Miss K Wilson	Leader Deputy Leader 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;

- Assessing the Cross Curricular Skills Modules 1 & 3
- Profiling Communication Skills in Year One
- Child Protection Training
- Anaphylaxis Training
- Child Protection Training
- CRED Policy
- SEN – Cluster Training
- Virtual Classroom Training
- Self Evaluation in Primary Physical Education
- Using ICT to Enhance School Capacity for Inclusion
- Talking & Listening Feasibility Trial
- Risk Assessment Training
- SEN Regional Pilot : Pilot B – Certificate of Competence in Education Testing
- Helping Hands
- Count Read & Succeed
- Effective Use of Classroom Assistants
- Principals Seminar
- Primary School Principals

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 and to develop the Pre-School which has again enjoyed full capacity this school year. This was the third year the pre-school offered an afternoon session enabling 48 pupils avail of an integrated start to their education.

4.2 Pupils

Parents and pupils are to be congratulated for the creditable attendance rate of 95.6%. It is encouraging to note that this represents a small increase on last year's attendance percentage although we still need to continue to improve attendance to restore levels to pre-2011 rates which were in excess of 97%

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.

4.3 Students

The school has accommodated students during the year - Trainee teachers from Stranmillis College including students placed from teacher training colleges in Dublin, students from Queens and 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 Barbecue

PTA have contributed towards play equipment and the purchase of Tablet devices greatly enhancing the learning experiences of pupils.

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
- P5 take part in dissolving boundaries project with Rush National School County Dublin.
- 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 KS2 Pupils
- Galaxy football after School
- Rugby Coaching at Key Stage 2
- P7 Residential – Castlewellan Castle
- P7 pupils attend golf coaching
- P5 Visit Tanagh Outdoor Centre with pupils from Rush National School as part of Dissolving Boundaries Partnership
- Sports Day for pupils and parents
- P1 Pupils visit Exploris Aquarium in Portaferry
- Fire Service Visits
- P3 Pupils complete First Confession
- 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

- Trocaire

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

5 Financial Statement for the academic year 2013-14

The year's financial breakdown is given in Appendices 1 - 3.

6 Transfer to Secondary Education 2013 -2014

The 2013/14 school year has again seen a majority (58%) 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	22
Wellington College	6
Grosvenor Grammar School	1
Methodist College Belfast	1
Newtownbreda High School	1
Belfast Royal Academy	1
Victoria Grammar	1
Our Lady's & St Patricks	1
Rathmore Grammar	1
Campbell 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.

8 Curriculum

During the 2013 – 2014 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 reviewed and updated our Religious Education Programme to try to make it as inclusive and accessible as possible to children from families of all faiths and none. We also implemented a science action plan aimed at raising the profile of science amongst our pupils which included a very successful 'Science Week' in the spring term and Maths Week in the Autumn Term.

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 72 pupils were on the special needs register for the 2013 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 BELB 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.

11. School Development

The Principal, staff and Board of Governors of the school, in consultation with pupils and parents have drawn up a school development plan for the period 2013 – 2016. Detail of the plan can be seen on the school website and parents are supplied with a revised summary copy each autumn.

Part of the current plan is to seek to have admissions and enrolment at the school stabilised through submission of a development proposal to the education minister for a permanent increase to a two form entry school. This process was started by the school in December 2013 and at time of writing we are waiting for it to progress to the education minister who will make a decision on its approval or rejection.

Should the proposal be approved the school will potentially grow to a two form entry school of 420 pupils by 2018. This will involve further change in staffing and in accommodation during this period and we will need the continued support, enthusiasm and patience of our parent body during this period.

We appeal to all of our parents to continue to work with us as we see our school work towards achieving its potential in offering a service to the children of this community.

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 2014 is set by the Belfast Education and Library Board 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 been in a reasonable position during the 2013 financial year but the combined pressures of budget reductions and escalating costs have led to the school carrying a modest deficit into the 2013 financial year.

In September 2013 we employed an additional teacher to facilitate the continued growth we have experienced.

The Board of Governors have committed to facilitating integrated places for as many pupils as we can provide for and will continue to maintain the best possible teacher pupil ratios that we have the funds to support.

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.

Careful spending in the first year of this financial planning cycle will help ensure that the plan is sustainable through to its third year. It would not have been beneficial to continue with levels unchanged in the first year of the cycle only to have to make more drastic cuts in the second and third year. The planned changes should allow the school to continue with a more manageable level of change that has a minimal impact in the medium term.

FINANCIAL RESULTS 2013 -2014

Belfast Education & Library Board Local Management of Schools (LMS) Forge Integrated Primary School Delegated Budget

Resources Available

Total LMS Allocation (Funds Available)	824181
Staffing Costs	750077
Other Costs	75381
Total Expenditure	77844
Actual Balance Carried forward To 2012/2013	-3741

LMS Expenditure 2013/14 Breakdown

Appendix 2 Projected LMS Expenditure 2014 -2017

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 1% of total budget by year 3 of plan.

*Estimated figures which may vary significantly depending on government spending reductions.

Financial Year	2012/13	2013/14	2014/15
Total Estimated Budget Available (income)	797747	837058*	885104*
Total Estimated Expenditure	(828460)	(836745)	(885104)
In year surplus/(deficit)	(-30713)	(-948)	47098
Surplus/(deficit) carried forward from previous year	(-3741)	(-34454)	(-35401)
Year end surplus/(deficit)	(-34454)	(-35401)	11697
% surplus/(deficit)	-4%	-4%	1%

Appendix 3 Forge IPS Current Account

Gifts and Fundraising Money Received

Edge Hill University	300.00
NICIE Sub Cover	450.00
NI War Memorial	100.00
Sports Relief	329.32
Non Uniform Day	288.44
Dissolving Boundaries	550.00
World Book Day	180.77
Play Donations	466.01
Tesco Competition	50.00
Cookery Demo	310.00
Summer Ballot	339.00
Parent Donation	100.00
Belfast City Council Competition	100.00
Barclays Fund	20 277.40
Total	23840.94

Expenditure from Gifts and Fundraising

Book People – P1/P2 & P6/P7	220.00
Index Books P3/P4	50.00
Deca thlon - Footballs	29.94
APTIS	75.00
J Foster (Cabling for Computers)	12.54
P McAleer (Dawsons Music)	26.94
F Reiman (Applegreen services food - Wicked trip)	284.24
G Kerr – Fantastic Forgies Gifts	23.98
P McAleer – Spywatch	61.22
DVDs for Breakfast Club	15.00
BELB FORGE LMS Budget (NICIE Sub Cover)	450.00
British Heart Foundations	288.44
J Mercer – Fantastic Forgies	10.74
S Gamble – Science Week	34.91
F Reiman	109.90
J McLaughlin (Eco Club)	94.72
B&Q – Sand	68.94
P McCartney – Ginger Gift Voucher	50.00
Total	1906.51