



# Annual Report to Parents by the Board of Governors 2014 - 2015



**ANNUAL REPORT TO PARENTS BY THE BOARD OF GOVERNORS  
OF  
FORGE CONTROLLED INTEGRATED PRIMARY SCHOOL  
2014 - 2015**

**Foreword**

The 2014 - 2015 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 a new Education Authority in place we will continue to work towards establishing a firm and sustained integrated presence in this community.

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

Financial pressure has been significant and the combination of budget cuts and increased running costs has created a challenge.

Since 2010 the school have been in discussion with the Belfast Education and Library Board (now the Education Authority) to look towards a long term solution to our enrolment situation, as the school has been over-subscribed for a significant period due to growing demand for places. In February 2015, the Education Minister approved a Development Proposal to allow the school to grow to permanent double enrolment. This is good news for parents and children in our area and will help to increase the likelihood of children gaining a place in an integrated primary school. There remains a significant challenge in resolving the accommodation issues that our continued growth presents and we will continue to work closely with the Education Authority to try to resolve these issues.

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.

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 2014 – 2015.
- 2 The Board of Governors, constituted in 2014 and serving until 2018 comprised:
  - a. elected parent representatives  
Mrs Christine O'Toole  
Mrs Catherine McKeown  
Mr Peter Day
  - b. elected staff representatives  
Mr David Thompson  
Mrs Grainne Kerr
  - c. Education Authority NI representatives  
Mrs Claire Humphrey  
Mrs Heather Harold
  - d. Department of Education representatives  
Mrs Denise Toner  
Mr Michael Prendergast  
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 2014/ 2015**

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 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 Mrs S Lyons Mrs C Adams

**4.1 Forge Staff Contd.**

<u>Pre-School</u>	Mrs S Cherry Ms S Veitch Miss K Wilson	Leader Playgroup Assistant Playgroup Assistant
<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

### **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 again this school year. The Pre School again ran two 24 place sessions, morning and afternoon allowing 48 children to avail of the Pre School Curriculum in an integrated setting.

#### **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 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 in early December was well supported and we have been oversubscribed again for P1 admissions. Sixty P1 pupils started school at Forge in September 2015.

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

Many thanks to our PTA Committee who continue to give of their time and energy. This year's summer barbecue, which formed part of our 30<sup>th</sup> Anniversary Celebrations was a particular highlight and a number of parents did a fantastic job in supporting and contributing to the running of this event and we are grateful for that support.

## **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.

## **5 Financial Statement for the academic year 2014-2015**

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

## **6 Transfer to Secondary Education 2014 -2015**

The 2014/14 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	25
Wellington College	4
Methodist College Belfast	7
Ashfield Boys High School	1
St Louise's Comprehensive College	1
RBAI	1
St Joseph's College	1
Bloomfield Collegiate School	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 2014 – 2015 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.

We enhanced our PDMU offer with the introduction of the Barnardos Paths Plus Programme with classes from P4 – P7 and this will continue to roll out next year the lower primary classes.

We are also now very proud to have gained Eco Schools and Forest Schools status and participation in these schemes brings benefit to the whole school.

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 2014 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.

## 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 2015 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 2014 financial year but the combined pressures of budget reductions and escalating costs have led to the school breaking even into the 2014 financial year.

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 2014 -2015

#### LMS Expenditure 2014/15 Breakdown

Total LMS Allocation (Funds Available)	826552
Staffing Costs	769670
Other Costs	56882
Total Expenditure	826552
Actual Balance Carried forward To 2015/16	0

## Appendix 2 Projected LMS Expenditure 2015 -2016

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 carry-over of 12% of total budget by year 3 of plan.

<b>Financial Year</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
Total Estimated Budget Available (income)	825888	868722	922827
Total Estimated Expenditure	<b>(825650)</b>	<b>(833906)</b>	<b>(842245)</b>
<b>In year surplus/(deficit)</b>	<b>238</b>	<b>34816</b>	<b>80582</b>
Surplus/(deficit) carried forward from previous year	0	238	35054
Year end surplus/(deficit)	238	35054	115636
% surplus/(deficit)	<b>0%</b>	<b>4%</b>	<b>12%</b>

### Appendix 3 Gifts and Fundraising Money Received

Competition Donation (Tesco)	50.00
IEF	13 985.00
Street Monkey	300.00
Cookstown Textile (Cash for Clobber)	152.50
World Book Day	507.95
PTA	1 387.41
Parent Donation	250.00
IEF Grant	765.00
TLSNI – Sub Cover	1 425.00
PTA – iPads	5 600.00
Holy Rosary – SVP	6 000.00
School Plays – Xmas	604.10
Charities Aid (Time to Read Volunteer)	200.00
<b>Total</b>	<b>31 226.96</b>

**Total**

### Expenditure from Gifts and Fundraising

P Salmon (Eco Club)	29.98
S Rocks (RE Resources)	18.10
P McAleer (School Dictionaries)	22.77
APTIS	75.00
P Salmon (Eco Club)	41.96
Book People	232.00
Information Commissioners	35.00
Book People	76.00
N Watson – Paths Training	35.50
N Pauley – Sandwiches (School Development Day)	94.05
S Gowan – IKEA (kitchen equipment)	220.50
S Gowan – IKEA (kitchen equipment)	31.50
NICIE – APTIS Conference	30.00
N Watson – Smyth's Toys	76.93
IEF – Concert Tickets	90.00
Quality Book People	45.00
Quality Book People	30.00
Travelling Books	9.72
F Reiman (Sports Day Stickers)	32.53
D Guerreo – Spanish Lessons	200.00
P McAleer – IKEA	26.25
D Guerreo – Spanish Lessons	160.00
P McAleer – Leavers Asssembly	10.39
<b>Total</b>	<b>1 623.18</b>