



Forge Integrated Primary School



Annual Report to Parents by the
Board of Governors
2017 - 2018

Chairperson's Foreword

The 2017 school year was another very busy and productive period in the development of Forge Integrated Primary School.

Significant progress has been made to improve the accommodation we have both in the short term, with new classrooms for P1 pupils, and in the longer term, with plans well established for a new, 14 class, purpose built school.

Advances have been made too in the educational support available to our pupils with a sharp focus on maintaining standards in the core areas of English and Mathematics, while also embedding learning practices that develop the whole child with Eco-Schools and Personal Development a key characteristic of the school's ethos.

Governors and teachers benefitted from a workshops and feedback which offered opportunities to exchange information and share plans and progress across the school curriculum.

This joined up approach to school improvement is one that we are keen to foster and as we move into the 2018-19 year, we look forward to building upon these very functional working relationships which help to enhance our child centred approach.

As this term of governance ends and a new one dawns, I want to acknowledge and express gratitude to those governors who will be leaving us this year: Mrs Catherine Seawright, Mrs Christine O'Toole and Mr Peter Day, all of whom have provided the school with many years of service and support. We hope that the continued success and progress of our pupils and school is a fitting reward for and tribute to the voluntary service that they have given.

Michael Prendergast.



Principal's Note

The 2017 – 2018 school year has been another busy one for us at Forge. We saw the completion of a significant buildings improvement programme to extend our Foundation Stage wing with new classrooms for P1 pupils and also additional space for small group teaching and meetings. This has made a real positive difference to the learning environment we have, giving us some 'breathing space' while we await the coming to fruition of plans for a brand new purpose built school.

In the meantime, our teachers, pupils and parents have continued to work hard together to maintain the high quality learning experiences, sound relationships and good educational outcomes that have come to define our school.

Initiatives such as our community relations work through 'Walking in Each Other's Shoes' with P7 pupils, Eco Schools projects like Green Flag and Forest Schools and the maintenance of strong pastoral support through the Paths programme and our embedded counselling service have gone from strength to strength in bolstering the resilience our children need to become effective learners and rounded people.

We have also enhanced the core academic work that we do with sharp focuses on reciprocal reading and investigative maths with a continued emphasis on chipping away at barriers to learning through the development of strategies like Maths Recovery. We have tears as well as laughter at times but the positives greatly outweigh the negatives and we plan to keep it that way.

This Annual Report is the last one from the current term of our Board of Governors. The Board is in the process of reconstitution at the time of writing and I look forward to working alongside some returning governors and some new members in the coming months and years.

I would like to put on record the gratitude we have as a staff for the very significant commitment our governors have made to overseeing the management and development of the school, putting in many hours of work on a voluntary basis. I also 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.

Neville Watson



This report is presented under the Scheme of Management of Forge Controlled Integrated Primary School and refers to the academic year 2017 – 2018.

Boards of Governors are made up from volunteers and at Forge we have elected parent representatives, elected teacher representatives, representatives nominated by the Education Authority and representatives nominated by the Department of Education

Forge Integrated Primary School Governors, (constituted in 2014 and serving until 2018)	
Chairperson	Mr Michael Prendergast
Vice Chairperson	Mrs Denise Toner
Designated Governor for Safeguarding	Mrs Claire Humphrey
Elected Parent Representatives	Mrs Catherine McKeown Mr Peter Day Mrs Christine O'Toole Mrs Denise Toner
Elected Staff Representatives	Mrs Grainne Kerr Mrs Joanne Mercer
Education Authority Nominees	Mrs Claire Humphrey Mr Nicky McBride Mrs Florence McCaw Mrs Heather Harold
Department of Education Nominees	Mrs Catherine Seawright Mr Michael Prendergast
Secretary/ Principal (Non – Voting)	Mr Neville Watson

In 2017-18 the board held 5 full board meetings in discharge of its statutory functions including the 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.

They also attended meetings relating to current Development Proposals with representatives of the Education Authority. Members sit on the Steering Group, and subsequently the Project Board for the new school build along with representatives from the Education Authority and Department of Education.

The new build process is underway and at time of writing the project board are moving towards the tendering phase of the project. A schedule has been drawn up and the estimated timeframe for physical construction work to begin is 2020.

Issues around outstanding development proposals for nursery and a special unit remain unresolved, largely due to the absence of ministerial adjudication at the NI executive. This situation is untenable and the school will be meeting with all the relevant authorities to pursue a satisfactory resolution to the impasse in the coming weeks and months.

Governors also contributed to a number of school and community events and undertook training organised by the Education Authority.



Attainment and Achievements

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 2016	KS1 (P3-4)	68%	KS2(P5-7)	81%
	May 2017	KS1 (P3-4)	69%	KS2(P5-7)	77%
	May 2018	KS1 (P3-4)	63%	KS2(P5-7)	74%
Mathematics	May 2016	KS1 (P3-4)	69%	KS2(P5-7)	73%
	May 2017	KS1 (P3-4)	65%	KS2(P5-7)	66%
	May 2018	KS1 (P3-4)	68%	KS2(P5-7)	63%

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.

The school also worked towards improving the learning experiences of children across a broad range of themes and topics, details of which can be found in the School Development Planning Documentation published on the school website.



New Build

Forge IPS was announced in March 2016 as one of a number of schools to have a new school built as part of the Fresh Start programme. During the course of the 2017 – 18 school year we have seen the approval of a development proposal to build a new purpose built 14 class primary school on the site of the former Knockbreda High School and Governors have contributed to the project Steering Group and subsequently the Project Board. The 2018 -19 school year should see the project progress to the planning permission application stage and we will also be working hard to resolve outstanding issues around the relocation of our Pre School provision.

Community

The Board of Governors have encouraged, overseen and contributed to a number of community projects that the school has been involved with during the school year. These have included:

- Community relations, equality and diversity projects such as the IEF funded 'Walking in Each Other's Shoes' carried out successfully with pupils from Forge, Rosetta and Botanic Primary Schools.
- Encouraging engagement with local political representatives from all parties
- Maintaining link with South Belfast Foodbank
- Maintaining Tradition with local Churches through churches trails and carol services
- Maintaining curricular links with other schools and Pre School settings through Eco Schools, Forest Schools, CRED, KS2/3 Transition and Pre-School/P1 Transition
- Meetings with other schools in relation to ongoing development proposals
- Partnership with Nerve Belfast to enhance learning in ICT
- Partnership with Business in the Community 'Time to Read' and Time to Code Schemes
- Supporting South Belfast Foodbank, Children in Need and the IEF.



Security, Safety and Safeguarding

The Board of Governors continue to oversee security and safety at the school and work with the Principal to address Health and Safety issues. The school has improved physical security in recent years through the installation of additional safety fencing, door access systems and CCTV. Emergency Plans are reviewed and updated regularly and regular evacuation and lock down drills are carried out. Two members of staff – The Principal and the Secretary are trained in First Aid up to First Aid at work standards.

Safeguarding and Child Protection Policies and Practice are reviewed annually and a full review was conducted in Autumn 2017 and approved by the Board of Governors. There is a dedicated Safeguarding Governor who meets with the staff Safeguarding team and reports back to the Board of Governors. ETI inspectors visiting the school in 2016 found our Safeguarding arrangements to be comprehensive.

The governors have supported the implementation of a number of pastoral care initiatives including the Barnardos Paths Plus scheme, which includes a 'Friendships Group' and now a Paths Pals pupil support scheme, and the continued provision of counselling services for pupils through a contractual agreement with FamilyworksNI.

The school's Child Protection Team consists of Ms. Mahon (Designated Teacher for Child Protection), Mrs. Kerr (Deputy Designated Teacher) and Mr. Watson (Principal). Mrs Claire Humphrey is the dedicated Safeguarding Governor.

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

Safeguarding Policies and Procedures are available on the school website and on request from the school office.



Special Educational Needs

The Board of Governors continue to oversee the school's policy and procedures on SEN and the Special Educational Needs Coordinator (SENCO), Ms D Mahon, reports to the Board of Governors on an annual basis. The School also employ a dedicated Learning Support Teacher, Miss L MacKenna.

The school's SEN and Inclusion policy was reviewed and approved by the Board of Governors in Autumn 2016 and is compliant with the 1996 SEN Order and the SEN Code of Practice. Funding has also been approved for additional training and development in the form of Maths Recovery.

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.

A total of 75 pupils were on the special needs register at time of Census for the 2017 school year. This represents 20% 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

The school's accommodation remains accessible to all pupils and additional accommodation currently being constructed will be compliant with the most recent disability access regulations.

Forge Staff

Teaching		
Senior Leadership Team	Mr N Watson - Principal Mrs G Kerr – Vice Principal & English Ms D Mahon SENCO/DTCP Mrs P McAleer - Assessment Mrs S Gowan – Maths Mrs J Foster - ICT	N/A P5 P7 P4 P3 P1
Middle Leaders	Mrs J Mercer – PDMU Mrs P Salmon – Eco-Schools Mrs S Gray – Newcomers, Integration and Diversity Miss S Houston - Music Mrs L O’Malley – RE Mrs S Rocks – PE Miss A Masterson – Paths/PDMU Miss C Mahon – Art Mrs S Gamble – World Around Us Mrs G Wood – Pupil Voice Miss L MacKenna – Learning Support	P1 P2 P2 P3 P7 P3 P3 P4 P5 P6 P6 N/A
Non-Teaching		
Classroom Support Staff/ Supervisory Staff	Ms J Heaney Ms C Morsman Ms J McLoughlin Mrs A Kirk Mrs C McConnell Mrs R Maxwell	Miss J Murphy Mrs S Lyons Mrs C Adams Miss Y Moynihan
Secretary	Mrs L Kerr	
Caretaking & Cleaning	Mr D Reid Mrs G Whyte Ms T Toner	Mrs B Jones
Catering	Mrs H Palmer Ms T Toner	
Pre School Playgroup Staff		
	Mrs S Cherry - Leader Ms S Veitch - Deputy Leader Miss K Wilson - Playgroup Assistant Miss R Brown - Playgroup Assistant Mrs H Reid - Playgroup Assistant	

Our staff continue to engage in a broad range of professional development opportunities to feed into school improvement. The Board of Governors recognises the very significant contribution made by teachers and also by Non-Teaching staff in ensuring that Forge is a safe, positive and progressive place to learn.

Our staff compliment has been evolving according to need and during 2017 we welcomed two new teachers to the school, Miss S Houston and Mrs G Wood.

Professional Development

Staff engaged in after school meetings, in-service training at Education Authority centres and internally organised in-service days.

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

<ul style="list-style-type: none">• Barnardos Paths Training for Classroom Assistants and Teachers• Nerve Belfast ICT Training for Teachers• Child Protection Refresher Training for Relevant Staff• SENCO, ICT, Literacy & Numeracy Clusters• Maths Recovery Training for LST• Early Intervention Training for SENCO	<ul style="list-style-type: none">• Nerve Centre ICT Coordinator Training• KS2/3 Transition Project with Lagan College, Loughview IPS & Millenium IPS• Nursery/P1 Transition Project• Assessment Analysis• Anti-Bias Training for recently appointed staff• Epilepsy Awareness• Resilience, Ethos and Team Building Workshops
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Contributing to External Teacher Training and Development

The school has accommodated students during the year - including trainee teachers from Stranmillis College and the University of Ulster and work experience students from Wellington and Lagan Colleges. We also assisted with aspects of teacher training/Development for Stranmillis College and NICIE.

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. The Board of Governors acknowledges

the solid work done by the Pre-School team and the voluntary Pre-School Management Committee in giving our children the best start to their education.

Parental Engagement

The Governors acknowledge the high levels of parental engagement through home learning, attendance at curriculum information meetings and individual Parent/Teacher Meetings held in October and February. Parents contributed with enthusiasm to initiatives such as Maths Week and Workshops on Linguistic Phonics, Mental Maths and various other aspects of the curriculum were also well attended.

The school has continued to develop home school communication through use of social media pages on Facebook and Twitter, a static website and the phased introduction of See Saw in P1-3. A gradual switch from use of paper notes sent home via 'schoolbag post' to email has been ongoing and an emergency SMS service has been maintained for urgent notifications.

The Parent Teacher Association (PTA) has been a valuable body providing support to the school through fundraising and through social events. Maths resources, play equipment and books were all sourced through PTA funding as were gifts for P7 leavers. Governors and Staff wish to thank all those involved in the Parent Teacher Association for their very positive contribution to the development of the school both financially and socially.

Pupils

The Board of Governors recognise that pupils are at the heart the school. We congratulate our current pupils and leavers on their successes in every sphere of life.

Parents and pupils are to be congratulated for the creditable attendance but frequent absences by some children contribute to poorer outcomes and diminished social benefit. Punctuality is also important and we encourage parents to do their utmost to ensure pupils are at school on time. We continue to address this through the appropriate channels.

We recognise the value of the very broad and holistic nature of learning at Forge where classroom learning is supplemented by well-structured, field trips, visitors to the school, residential experiences and participation in sporting, arts and cultural events.



The School Development Plan and School Development Plan Evaluation offer a more comprehensive overview of the current and ongoing work of the school and can be viewed on the school website www.forgeips.co.uk

The 2017/18 school year has seen 46 pupils transfer to post primary education. Lagan College continues to be the most popular (48%) destination school for transferors but we have also seen a greater range of destination schools than ever before this year. 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 and/or the Post Primary Transfer Consortium (PPTC) GL Entrance Assessment, as used by most Maintained Grammar Schools and Lagan College. There were also a number of pupils who did not participate in any selection tests.

Post Primary Schools Transferred to by Forge P7 leavers:

2017	No. Pupils	% Total	2018	No. Pupils	% Total
Lagan College	24	69%	Lagan College	22	48%
Wellington College	2	6%	Wellington College	4	9%
Methodist College Belfast	2	6%	Methodist College	5	11%
Aquinas Diocesan Grammar	0	0	Aquinas Diocesan Grammar	0	0%
Breda Academy	0	0%	Breda Academy	0	0%
Victoria College	0	0%	Victoria College	2	4%
St Joseph's College	1	3%	St Josephs' College	4	9%
Campbell College	0	0%	Campbell College	0	0%
Malone College	0	0	Malone College	1	2%
RBAI	2	6%	RBAI	0	0%
Grosvenor Grammar School	1	3%	Grosvenor Grammar School	1	2%
Ashfield Girls' High School	1	3%	Ashfield Girls' High School	0	0%
			Our Lady & St Patrick's Coll	1	2%
			Bloomfield Collegiate	1	2%
			Blessed Trinity College	1	2%
			St Louise's Comprehensive	1	2%
			Crumlin Integrated College	1	2%
			Down High School	1	2%
			Unplaced	1	2%
Total	35		Total	46	

Finance - 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 2018 was set by the Education Authority based on the Common Funding Formula.

The Board of Governors monitor and plan expenditure with the Principal. The school ended the 2017 financial year with a small surplus. This has been possible thanks to support from the Integrated Education fund to help offset costs that come with pupil growth and also due to some incidental factors such as changes in staff. The combined pressures of budget reductions and escalating costs will make the next few years very challenging. We will need to continue to spend carefully and avail of all additional funding opportunities to maintain resource levels into the foreseeable future.

The table below shows 2017 - 18 budget balanced against expenditure.

Fiscal Year : **2018** Fiscal Period : **Apr17 -Mar18**

Finance	Annual Budget (£)	Total to Date	Balance Available (£)
Income Total (includes grants, rental income)	-15,883	-24,066	8,183
Staff - Pay Teaching Total	776,065	774,057	2,008
Staff - Pay Non-Teaching Total	125,671	126,838	-1,167
Staff - Other Costs Total	1,500	695	805
Premises, Fixed Plant & Gds Total	22,208	21,726	482
Operating costs Total	53,763	54,232	-469
Non capital purchases Total	4,300	2,720	1,580
Re-allocations Total	0	139	-139
Capital Expenditure Total	6,000	3,348	2,652
Grand Total	973,624	959,689	13,935
			Year End: 13,935

Financial Outlook 2018 – 2020

It is important to understand that schools are required to plan spending over a three-year period 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.

Deficit figures are shown in brackets.

Financial Year	2018/19	2019/20	2020/21
Total Estimated Budget Available (income)	1,023,175	1,049,262	1,079,258
Total Estimated Expenditure	1,012,297	1,030,806	1,048,905
Year end surplus/(deficit)	10,878	18,456	30,353
% Surplus/Deficit	1.06	1.76	2.81

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

The tables below represent the balance and transactions on the school's 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 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 (RWCA Ltd.) on an annual basis.

<u>Forge Integrated Primary School</u>		
<u>Income & Expenditure for the Year Ended 31 March 2018</u>		
<u>INCOME</u>	<u>2018</u>	<u>2017</u>
	<u>£</u>	<u>£</u>
Breakfast Club & Milk	15,774	15,633
Swimming	4,945	5,326
Music	2,760	4,148
Trips	10,266	10,166
PTA & Donations	692	4,867
Tesco - Bus	0	180
Rosetta - Bus	96	0
Ulster Swim	80	
Forge Pre School	0	0
NI War Memorial Travel Grant	100	100
NFER	0	200
IEF		2,145
IEF - Odd Socks	184	0
IEF - Gala Dinner	175	0
Non-Uniform Day	0	206
Cash for Clobber	90	0
Book Bags/School Bags	935	0
Concerts/Plays/Jumble Sale	1,823	1,130
	<u>37,921</u>	<u>44,101</u>
 <u>EXPENDITURE</u>		
EA - Catering / Milk	9,047	11,557
Trips	12,198	7,421
Buses & Coaches	6,855	6,602
EA - From Charity Account	0	5,000
EA - Music Fees	4,368	0
EA - IEF/TLSNI Grant	0	0
EA - iPad Insurance	0	315
EA- Temp Teacher	0	144
NICIE Expenses	0	57
Classroom Expenditure - books, crafts, etc	1,799	591
Post Office	576	76
Cleaning & Repairs	570	0
APTIS	0	201
NASEN	160	20
Diversity NI	0	0
LEPRA	0	0
IEF Concert & Donation	0	293
IEF Gala Dinner	700	0
IEF Odd Socks	216	0
Alliance Youth Works	0	476
Children in Need	0	194
Habitat for Humanity	0	206
Save the Children	0	231
Care Call	0	297
New Life Counselling	0	250
Little Buds	0	0
Unicef	500	0
Tens Foundation	1,330	0
Fitzroy Church	140	0
Actions Cancer	118	0
Barnardos	240	0
St Annes Trust	10	0
PTA	72	0
Ulster Table Tennis	18	0
Athletics NI	34	0
Party Animals	0	327
Funtastic	0	314
Fitness Freddie	0	400
The Book People	221	351
Street Monkey	0	274
Information Commissioner	0	0
Staff Meal	40	50
Staff Training	212	485
Accountancy	960	600
Miscellaneous	0	33
Bank Interest & Charges	189	98
Depreciation	3,815	4,418
	<u>44,387</u>	<u>41,281</u>
 <u>Surplus/(Deficit) Of Income Over Expenditure</u>	<u>-6,466</u>	<u>2,820</u>

Forge Integrated Primary School

Balance Sheet as at 31 March 2018

		2018 £	2017 £
<u>Fixed Assets</u>			
iPads	Note 1	0	3,815
<u>Prepaid Expenses</u>			
iPad insurance	Note 2	0	0
<u>Accrued Income</u>			
	Note 3	0	0
<u>Bank Accounts</u>			
Current Account		42,332	46,168
Charity Account		358	368
Total Cash at Bank		<u>42,691</u>	<u>46,536</u>
Fidelity Investment		43,387	43,444
<u>Accrued Expenses</u>			
	Note 4	-770	-2,128
		<u>85,308</u>	<u>91,668</u>

REPRESENTED BY

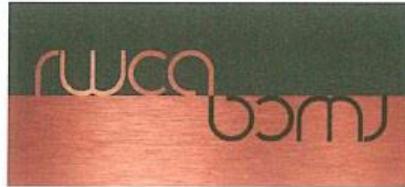
General Fund

Balance At Start Of Period	91,668	88,730
Bank Interest Received	106	118
Surplus/(Deficit) For Period	-6,466	2,820
	<u>85,308</u>	<u>91,668</u>

MWCH-WY

RWCA Ltd

08/11/2018



Forge Integrated Primary School

Notes

	<u>2018</u>	<u>2017</u>
	£	£
1 Fixed Assets		
iPads		
Cost b/fwd	13,255	9,464
Additions	0	3,791
	<u>13,255</u>	<u>13,255</u>
Depreciation b/fwd	9,440	5,022
Depreciation at 33% pa	3,815	4,418
	<u>13,255</u>	<u>9,440</u>
Net Book Value	<u>0</u>	<u>3,815</u>
2 Prepaid iPad insurance		
B/fwd & Cost	0	315
Covered until 30/09/2016		
Nil prepaid at 31/03/17	<u>0</u>	<u>0</u>
3 Accrued Income		
EA - Multi Cultural Event	<u>0</u>	<u>0</u>
4 Accrued Expenses		
Trips	770	2,128