

St Francis' Primary School
Drummaroad



Report to Parents and Carers
from the Board of Governors
2016-2017

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INTRODUCTION

Dear Parents and Carers,

I am delighted to introduce to you the annual report of St. Francis' Primary School for the year 2016-2017. The report details the work undertaken by the Principal and staff to ensure that the children attending St. Francis' School receive the highest standards of education and pastoral care. As always, my thanks must be given to the Governors for their hard work this year and for the support they have given me. On behalf of the Board of Governors, I would like to take this opportunity to congratulate Mr. John Paul Magee and his staff on continuing to carry out their work with such dedication. Our school continues to thrive and we are very proud of the achievements of our whole school community.

The staff at St. Francis' Primary School is a professional and dedicated team and without their commitment, the school would not be able to continue to achieve such a high standard of education. This year we were delighted to welcome Mrs. Seaneen Mooney to the Classroom Assistant Team.

I hope you enjoy reading the report and any questions you have regarding it should be addressed to the Chairperson in writing before the 29th September 2017.

Yours faithfully



Mrs. Tracey Toman

Chairperson of the Board of Governors

BOARD OF GOVERNORS - MEMBERSHIP

Name	Type of Governor	Responsibility	Sub-Committees
Tracey Toman	Education Authority (EA)	Chairperson	Finance Staffing PRSD
Yvonne Maginn	Department of Education (DE)	Vice-Chairperson	Finance
John Paul Magee	Principal	Secretary	Finance Staffing PRSD
Mary Boyle	Trustee		Staffing
Sharon Doran	Parent Trustee		Staffing PRSD
Teresa Magorrian	Teacher Representative (Elected)		Staffing
Rosemarie Magorrian	Parent Representative (Elected)	Health & Safety	
Rory McMullan	EA		
Una Savage	Trustee	Child Protection	Finance

The end of the term of office for current governors is June 2018.

RESPONSIBILITIES

The Board of Governors has overall responsibility for the effective management of the school. They are required to meet for a minimum of three times each year but in practice may meet more often than this. Their range of duties and responsibilities are diverse and would include such things as:

- Oversight of the Curriculum

- Control of the School Budget
- Provision of information to parents
- Selection of staff
- Maintenance of premises - a responsibility shared with the EA
- Admissions Policy
- Fostering links with the local community and pursuing the objectives of mutual understanding

The Board of Governors endeavours to carry out the duties associated with their role in a professional and effective manner. Many of our serving governors have taken training in the following areas:

- The role of the Chairperson
- Health & Safety
- Special Educational Needs
- 'Every School a Good School'
- 'Together Towards Improvement'
- School Development Planning
- Finance
- Recruitment and Selection

VISION

St. Francis' Primary School promotes high achievement and learning for life by working with children to:

- practice the Catholic faith;
- be tolerant and respectful of themselves, others and the environment;
- acquire knowledge and skills to be their individual best;
- be highly motivated life-long learners;
- be able to work independently and collaboratively
- gain technological skills to equip them for the 21st century.

MISSION

We believe that each child will succeed through experiencing quality in:

- a caring and supportive environment;
- a broad and challenging curriculum;
- stimulating surroundings;

- innovative teaching and an investigative approach to learning;
- a learning partnership between school, home and the wider community.

We demonstrate our commitment to working as a learning school by:

- striving for continuous improvement in all that we do;
- working collaboratively towards common goals;
- investing in people.

STAFFING COMPLEMENT 2016-2017

Mr. John Paul Magee	Principal
	Teacher
	Deputy Designated Teacher for Child Protection
	RE Co-ordinator
Mrs. Pauline Leitch	Teacher
	Numeracy Co-ordinator
Mrs. Dona McMahon	Teacher
	Literacy Co-ordinator
	Special Educational Needs Co-ordinator
Mrs. Teresa Magorrian	ICT Co-ordinator
	Assessment Co-ordinator
Mrs. Seaneen McIvor	Teacher
	Designated Teacher for Child Protection
	Eco-Schools Co-ordinator

Ancillary Staff

Mrs. Claire McGreevy	Senior Clerical Officer
Mrs. Patricia O'Neill	Building Supervisor Cleaner Breakfast Club / Crossover Club
Mrs. Ann Gibney	Kitchen Supervisor

Learning Support

Mrs. Margaret Lennon	Foundation Stage Classroom Assistant
Mrs. Patricia O'Neill	SEN Classroom Assistant/ Supervisor
Mrs. Nicole King	SEN Classroom Assistant/ Supervisor
Mrs. Pep Keenan	SEN Classroom Assistant/ Supervisor/ Kitchen Assistant
Mrs. Seaneen Mooney	SEN Classroom Assistant/Supervisor

CURRICULUM

Under the Education Reform Order, the responsibility of Governors for the curriculum i.e. what is taught in the school, has been increased. The Governors' control however, is more apparent than real, as much of what is to be taught has been determined by law.

The curriculum is not just about formal lessons. It includes all the opportunities for learning provided by the school including sport, music, culture, opportunities for travel and so on. In a Catholic school such as ours the teaching and expression of our Catholic values are also important elements of the curriculum.

It is our responsibility to ensure that a broad and balanced learning experience is provided for all pupils. To this end the school has implemented the statutory requirements of the Northern Ireland Curriculum in Language and Literacy,

Mathematics and Numeracy, the Arts, the World Around Us (WAU), Personal Development and Mutual Understanding (PDMU), Physical Development and Religious Education.

The Department of Education have also set targets relating to the knowledge, skills and understanding which pupils are expected to have at various stages of their school life and have determined what the school should teach pupils at various stages.

We, along with the Principal and staff, ensure that the school continues to provide high quality education provision through a structured programme of staff development.

RELIGIOUS EDUCATION ACTIVITIES

<u>Sacrament</u>	<u>Date</u>
Reconciliation	Monday 10 th April @ 7pm
Confirmation	Wednesday 22 nd March @ 6.30pm
Holy Communion	Saturday 6 th May @ 10am

These sacraments were a huge success. All staff (teaching and non-teaching) gave up their time willingly to ensure they ran smoothly. Whole school choir performed at these Sacraments and many parishioners as well as the priests and Bishop commented on the excellent singing and behaviour of the children. For Confirmation and Holy Communion, a reception was held afterwards in St John's GAC. These were very well attended and were run by The Friends of St. Francis' group. Parents brought in a variety of different foods and helped to prepare the food. The Board of Governors are very appreciative of the continued support given by members of the Friends of St. Francis' at these events, as well as their fundraising for educational resources for the children in our school.

Service of Light (Monday 6th March 2017) to prepare pupils for Confirmation and an Enrolment Service (Monday 3rd April 2017) *for Reconciliation were also celebrated.*

School mass was held throughout the year to celebrate important dates within the Liturgical Calendar. Stations of the Cross services took place in school during Holy Week and this was organised and led by Mr. Magee, involving a number of children leading the congregation in prayers. The service was well attended.

We also celebrated Catholic Schools Week this year and had our Grandparents Assembly during the Wednesday of this week. At the end of May, we visited Our Lady's Shrine at St. John the Baptist Church.

We held our RSE week during June based on The Wonder of my Being.

£600 was donated Trócaire raised through our Lenten Appeal.

Following discussion with Fr. Whiteford, it has been decided to hold some of the sacramental celebrations in Clanvaraghan as well as in Drumaroad.

PUPIL ATTENDANCE

School attendance throughout the year has been very good (97.06%). 79 pupils had an attendance of 94% or greater. The incentive of a homework pass for pupils being at school and on time has helped. Both Governors and staff would encourage families not to take holidays during term-time as they are not approved..

ADMISSIONS

We had 8 applications to Primary 1. All of these pupils were granted places.

HEALTH & SAFETY

All accidents were recorded in the accident report book. If first aid was administered in school, pupils received a report of the accident and treatment to inform their parents at home.

With head injuries parents were phoned, circumstances explained and then parents have made a decision on the next step. Some parents took pupils home whilst others remained in school under close observation.

Mrs. O'Neill completed a sweep of the playground each morning to ensure that it was safe for all pupils and a termly report was written to identify any areas of concern. Mrs. Rosemarie Magorrian completed her annual Health & Safety Governors inspection with Mr. Magee.

SCHOOL BUILDING

During the year the school required maintenance to ensure it was safe for the pupils. The main problems have been:

- Unblocking of drains – blue paper towels have been removed from the toilets.
- Fallen Slates during the winter months
- Floor in the foyer of the P1-P3 mobile needed replaced.
- Fence needed extended and updated due to damages
- Removal of wooden shed – infested by mice.
- Rear door of main school. Locked shut.

A minor works application to develop the current staff carpark into a playground area for the children is in progress.

FIRE RISK ASSESSMENT/MANAGEMENT

Fire Drills and Fire Alarms are carried out in accordance with the policy and directive from the Education Authority. Weekly tests were carried out.

SAFEGUARDING OF CHILDREN/CHILD PROTECTION

Mrs. McIvor continues to be the Designated Teacher for Child Protection with Mr. Magee as deputy. Mr. Magee took refresher training on 3rd May 2017.

Mrs. Una Savage completed Child Protection and Safeguarding Training on 10th May 2017. Governors have been trained in matters surrounding the safeguarding of children and will receive refresher training in Autumn 2016.

FINANCE

Due to careful financial planning by the Principal and governors, including the Finance Sub-Committee, the school is currently in a good financial position. This needs to be closely monitored over the next few years.

FRIENDS OF ST. FRANCIS'

Registered as a charity in November 2015.

They were an immense help financially and with their time, holding many fundraising events throughout the year:

- Bingo
- Rural Grants
- Netball grants
- Bus to Derry
- Quiz nights
- Sacrament of Holy Communion and Confirmation preparation
- Decorating the backgrounds for the Christmas play

This money was spent on iPads, buses for school trips and saving for developing the development of an outdoor area. The Friends of St Francis' also arranged fundraising events for 2 defibrillators, one for Drumaroad and one for Clanvaraghan.

POLLING STATION/EXCEPTIONAL CLOSURES

The school was closed for essential electricity work on Friday 26th May. Granted an exceptional closure from the DE.

The school was closed on Thursday 2nd March and 8th June as it was used as a Polling Station. Mrs O'Neill opened up and closed the school.

PERFORMANCE REVIEW AND STAFF DEVELOPMENT (PRSD)

Performance management reviews were completed for Teaching Staff and review of Principal will be completed by EA in conjunction with Tracey Toman and Sharon Doran in Autumn 2017.

Special Educational Needs (SEN)

This continues to be co-ordinated by Mrs. McMahon who also gives children additional support.

VISITORS TO THE SCHOOL

- Trocaire
- ASCET
- Cancer for Children Assembly
- Police
- Dogs home
- Firemen
- Mobile Library
- Minis Music
- Speech and Language therapists
- Ed Psycs
- Paramedics
- Dragons Den
- British Heart Foundation
- Farm Safety
- NSPCC
- Internet Safety Workshops
- Variety of different animals

EXTRA-CURRICULAR LIFE OF THE SCHOOL

- Down GAA – Aimee from Down GAA provided coaching for the P4-P7 pupils every Friday all year. Down GAA charged £20 per pupil for the full year of coaching.
- Seamus Heath from Irish FA coached P1-P7 each Wednesday all year. This was a huge success and pupils thoroughly enjoyed it. Parents charged £2 per session.
- Swimming took place for the whole year. Primary 4 and 6 pupils completed lesson from Sept -January 2017 and P5 and P7 from February –June 2017. Huge success for all involved. This is booked again for next year.
- Ipad afterschool club – P7, P6, P5,P4 and P3 – 6 weeks each
- P6 Numeracy booster – all year
- Quiz club from Jan - end of the year
- Singing club – 10 weeks
- Eco club - all year

EDUCATIONAL VISITS / SCHOOL TRIPS

- Killyleagh residential – 3 days and 2 nights

- Tayto Park
- WW2 workshop
- Lisburn Swimming Pool
- Football – Crossgar, Newcastle, Kilcoo, Downpatrick RGU and Ballykinlar
- Delamont County Park
- Belfast Zoo
- Whole School and Individual trips to Cinema

PARENTAL INVOLVEMENT IN SCHOOL LIFE

We are very appreciative of the high level of parental support in the life of the school. Parents were involved in...

- Curriculum meetings at start of year
- Assemblies held in St. John the Baptist
- Speech and Drama festival
- P1 phonics meeting
- Masses
- Coffee Mornings held throughout the year
- Bug club meetings
- Numeracy Night
- PTA events
- Grandparents Assembly – Catholic Schools week
- Sports Day
- Information meeting at Killyleagh Residential
- Parents – cookery for Halloween and pancake Tuesday
- ICT workshops
- Easter fundraising through Trocaire.

ASSESSMENT

New assessment procedures were carried out in May 2017 using the PTE and PTM at a cost of £9 per pupil. These papers were sent away to be externally marked and results sent to school within 3 weeks. These are the tests recommended by GL assessments and expected by ETI.