

GOVERNORS' ANNUAL REPORT

SEPTEMBER 2015 – JUNE 2016

GREENWOOD



PRIMARY SCHOOL

This report is provided to inform parents about particular aspects of the work of the school, as required by the Department of Education.

THE BOARD OF GOVERNORS

The Greenwood Board is comprised of representatives from the following bodies: -

- (a) Education Authority Belfast Region (EABR).
- (b) Local churches (transferors).
- (c) Parents of children at the school.
- (d) The teaching staff.

The present Board was constituted in Autumn 2014 and operates until directions for reconstitution are received from the Department of Education.

BOARD MEMBERS

EABR Representatives

Mr T McQuoid (Chairperson)

Transferors' Representatives

Mr W McAlpine Mr J Armstrong
Mr D Holley Mrs J Richmond (Vice-Chairperson)

Parents' Representatives

Mrs D Sloan
Mrs V Callender

Teachers' Representative

Mrs K Smith

Secretary

Miss L Forster (non-voting member)

THE FUNCTIONS OF THE BOARD OF GOVERNORS

The Board of Governors has an important strategic role to play in the management of the school. This is to help the principal and staff provide the best possible education for all the pupils. Governors bring their experience, life skills and common sense to the task. They aim to raise the standards and expectations of what can be achieved by the school and strengthen the involvement of parents and the community. They have responsibility for the management of the school in the following areas: -

- Finance
- Enrolment and admissions.
- Appointment of staff.
- Curriculum policy - Special Needs.
- School Building - Health and Safety - Security
- Fostering links with the community
- Child Protection, Pastoral Care and Discipline.

The Governors met on 7 occasions during the school year to address the many issues relating to the above areas, in addition to meetings dealing with recruitment and the school inspection process.

We wish to express thanks to all the governors for their time and commitment to the school. They faithfully attend meetings, often after a busy day's work, and provide much expertise in the successful management of the school.

GOVERNOR TRAINING

Members of the Board attended training provided by Education Authority Belfast Region; Child Protection and Safeguarding, School Improvement.

FINANCIAL MANAGEMENT

SCHOOL BUDGET (April 2015 - March 2016)

Responsibility for the school budget is fully delegated to the Governors.

Income

Budget amount allocated to school	£878,044
Other income	£134

Expenditure

Staff Costs		
- Teaching		£618,344
- Auxiliary		£101,649
- Ancillary		£69,265
Premises (Heat, electricity, water)		£16,559
Maintenance/minor works		£4,919
Books/Equipment/Office		£9,054
Other Recurrent Costs		£7,733

Total Expenditure **£827,523**

Balance **£50,655**

The healthy school budget reflects our current position of high pupil enrolment and careful management.

SCHOOL FUND

Thanks are expressed to the many families who provided payment to the school/nursery fund. A total of £2,310 was donated to the school fund and £2,745 to the Nursery fund. The school fund assists with subsidising the cost of school trips and pays for visits to the school, such as those by theatre companies. We also purchase additional resources as and when required. The Nursery fund is used to provide a daily snack for all children, provide additional resources to enhance the children's learning experiences and to subsidise the cost of trips and visitors.

A summary of the school account is to be found in Appendix B

ENROLMENT AND ADMISSIONS

The enrolment in September 2015 was 262 pupils and 52 part time pupils in the Nursery.

Percentage attendance for 2015-2016 was 97.2%.

Holidays in term time are taken without the authorisation of the principal as they have a detrimental effect on the continuity of a child's education. Teachers are under no obligation to provide work if a child is taken on holiday. Also, such long-term absences greatly reduce the overall percentage attendance for the child and the school.

OPEN ENROLMENT - (January 2015 for September 2015 Intake)

Nursery	Applications	71
	Admitted	52 part-time
Primary 1	Applications	130
	Admissions	87

INDUCTION OF NEW PRIMARY 1 INTAKE

Story time sessions were arranged for all children who had applied for Primary 1 places at Greenwood. These, together with a further visit in June, proved successful in preparing them for school. The Primary 1 teachers visited a range of pre-school settings to introduce themselves to the children. Information and Transition Reports were also received by Greenwood. The school considers liaison with nursery schools and other pre-school providers to be a beneficial element in the induction process.

TRANSFER TO STRANDTOWN

On completion of three years at Greenwood 87 pupils transferred to Strandtown Primary School at the end of June 2016. Prior to transfer, in order to ease the transition, children had a visit to meet their new teacher in June then the Primary 3 teachers did a follow-up visit in September. Meetings were held with teachers from Strandtown when information and records were transferred. To ensure continuity and progression in the curriculum, particularly regarding the content of the Areas of Learning in Key Stage 1, a series of meetings took place throughout the year involving principals, co-ordinators and teachers.

NURSERY UNIT

The Nursery continued to thrive under the direction of Mrs Thompson, assisted by Miss Killough. They are committed to developing each child to their full potential whilst also forging excellent relationships with parents, for whom valuable information is provided at parents' evenings and parent/teacher consultations. The nursery unit aims to assist parents to be partners in their child's learning. The use of Parentmail, an emailing system, has been very successful in communicating with parents.

The children enjoyed various trips and visits throughout the year, including Castle Espie, Tots Pots Ceramics, the Ark Farm, Debbie Dolittle's Wildlife and Crotchets and Quavers. Sports Day was another highlight in the Nursery calendar.

47 pupils transferred from the Nursery into Primary 1.

STAFFING

Miss Forster joined the staff team as Principal in September 2015. Mrs R Blanch extended her career break during the 2015/2016 school year. Her position in Primary 2 continues to be filled by Miss L Black.

The school continues to commit additional money to providing classroom assistant support for all year groups and also substitute teaching support to classroom teachers to enable them to fulfil administrative duties. The school greatly appreciates the contributions of the support staff across the school setting. A full list of staff members is to be found in Appendix A.

CURRICULUM

The school provides a broad and balanced curriculum that seeks to promote the intellectual, physical, spiritual, social and cultural development of each child. This is encapsulated in our mission statement, "Nurturing children for a life of learning". The curriculum is delivered in accordance with the requirements of the Northern Ireland Curriculum. All classes follow these and the end of year report includes comments on all the key areas covered. Policies are in place for all areas of the curriculum and other aspects of school life. These may be viewed upon request and are accessible via the school website, www.greenwoodps.co.uk.

STAFF DEVELOPMENT

Work was undertaken in the following areas:

- Numeracy – To improve the children's ability to use their mathematical skills to solve problems and investigations. To improve the children's ability to apply and use mental maths skills and strategies.
- Literacy – To extend the children's reading skills. To develop a line of progressions/hierarchy of reading skills. To further develop and raise the children's writing skills.
- ICT- To ensure that assessment tasks reflect the learning of pupils at the appropriate level of progression. To complete the ICT scheme to include updated assessment tasks and to ensure that planning reflects the requirements of UICT. To review ICT equipment and ensure that pupils and teaching staff have access to resources they need to use ICT throughout the school at all levels.
- Special Educational Needs – To begin to trial an alternative Individual Education Plan format, with a view to discontinuing the use of IEP Writer. To establish Social Skills (Friendship) groups and support a number of targeted children in their development of social skills.
- Pastoral Care – To review and update, as appropriate, current pastoral care systems and procedures. To review and update key pastoral care/safeguarding policies. To devise policy documents for Intimate Care and RSE.
- Nursery Provision – To address behaviour issues in the Nursery year and implement expected social behaviours. To assess the learning potential in role play scenarios. To further develop communication systems between home and school.

- Additional time was spent in the effective use of data and analysis of children's academic performance.

SCHOOL DEVELOPMENT PLAN

Greenwood continued to work towards achieving the targets set out in the School Development Plan. A new three-year plan was introduced in September 2013 which was compiled following the requirements of the Department of Education and included the views of parents, collated using questionnaires. There is justified pride in the achievements that have been made during the third and final year of that plan. A copy of the plan is always available to parents to view upon request. The School Development Plan assists schools in prioritising areas for improvement, through the process of self evaluation and is a legal requirement for all schools. Senior leaders and curriculum co-ordinators monitor and evaluate the curricular work of the school, with governors being kept informed of progress and achievements.

SCHOOL INSPECTION – FEBRUARY 2016

The school and nursery were inspected by staff from the Education and Training Inspectorate (ETI) in February 2016. The great work of our pupils, staff and governors was affirmed through the ETI's visit to school and through their award of the highest overall level of effectiveness to the school.

The school report may be accessed via the ETI's website; www.etini.gov.uk.

The report reflects the dedication and commitment of the staff and governors in ensuring the children experience high quality education in a caring and nurturing environment. It also acknowledges the broad, balanced and child-centred curriculum and learning opportunities the children experience during their time at Greenwood. Areas identified by ETI for continued development had already been highlighted through the school's own self-evaluation process. This offers us, as a school staff, confirmation that we are very much on track in continuing to improve and move our school and nursery forward.

SPECIAL EDUCATIONAL NEEDS

Mrs Shields worked with 15 children individually and with small groups throughout the year. We are fortunate that the financial position of the school enabled us to employ Mrs Shields for additional hours to ensure this valuable work continues. The educational psychologist from Education Authority Belfast Region assisted the school in the assessment of children's needs, with extra specialist support provided by peripatetic teachers. Further assistance was received from the Harberton Outreach Service for some individual pupils and the CIDS (Children's Inter-disciplinary) Team also provided support. The school actively supports the integration of children with a variety of learning needs into main stream schooling and can confirm that this has been a positive experience for all.

CODE OF PRACTICE

Mrs Shields, the co-ordinator for Special Needs, holds responsibility for the implementation of the Code of Practice, along with the class teachers. Individual Education Plans were formulated to address particular needs and interviews were held with parents to discuss and agree targets for the children. The school reviews its provision for disabled access and other needs, currently having appropriate ramps, chair lifts, disabled toilet and high visibility markings. The Education Authority Accessibility Strategy will direct and support future action.

SAFEGUARDING and CHILD PROTECTION

A policy for Safeguarding and Child Protection is in place and has been circulated to parents in the school prospectus folder, on the child's entry to school, and in subsequent years. It is also available on the school website in the policies section. The school policy takes account of the most recent directives from DENI.

All staff received refresher training from Mrs Smith, the Designated Teacher (DT) for Safeguarding and Child Protection. Miss Forster was the school's Deputy Designated Teacher (DDT) while Mrs Thompson was Deputy Designated Teacher (DDT) for the nursery unit. Any queries or concerns should be raised with either the Designated Teacher or Deputy Designated Teacher.

All volunteers helping out on a regular basis undergo the vetting procedure, in line with DENI requirements.

A personal safety programme is included in the curriculum at all levels.

Policy documents for Pastoral Care, Behaviour, Anti-Bullying, Drugs Education and Safe Handling are also in place and are available on the school website or paper copy.

EDUCATIONAL VISITS

The following visits took place during the year

Primary 1	Streamvale Farm
Primary 2	The Gruffalo Trail, Colin Glen Forest Park
Primary 3	Ikea and Ulster Folk and Transport Museum
Nursery	Castle Espie

VISITORS TO THE SCHOOL

Given the high cost of transport, we believe it is very beneficial to bring visitors to school. The following is a summary of the additional educational experiences the children had:

Primary 1	Mr Hullabaloo Theatre Company (termly), Jumping Clay, Genevieve the Goat (Cancer Focus)
Primary 2	School of Falconry, PSNI Community police officer, Fire Service, Jumping Clay, Crotchets and Quavers, M&M Theatre
Primary 3	M&M Theatre, Mantella (mini beast talk), W5 Science Workshops, Lyndsey Miles (Scripture Union), The Gathering Drum, Karen Weston (art project)
Nursery	Tots Pots Ceramics, Ark Farm, Crotchets & Quavers, Debbie Dolittle's Wildlife

Representatives from charities.

EXTRA-CURRICULAR ACTIVITIES

A wide range of activities was offered to Primary 3 pupils. These included gymnastics, music, outdoor learning and computer skills during "Monday Clubs". The school staff delivered these programmes.

Additional opportunities were provided by experienced coaches on the school premises for Spanish, football, tennis, gymnastics, Bricks for Kids (Lego) and art and craft.

SCHOOL BUILDING

The nursery unit was re-roofed. Costs for this work were met by Education Authority Belfast Region. Perimeter fencing was extended in the garden area. A new and upgraded intruder alarm system was installed by Education Authority Belfast Region. Emergency repairs were completed as required.

SECURITY/HEALTH and SAFETY

The following measures are in place to ensure the safety of pupils and staff.

- Security cameras and remote release buttons on 3 main entrances.
- Security fencing and gate at playground area.
- Intruder alarm.
- Evacuation drills are conducted each term.

Visitors, including parents, are required to report to the school secretary on entry to the premises at all times during the school day.

SCHOOL AND COMMUNITY

The clergy and church youth workers continue to attend Friday morning assembly and other special events. The Governors are grateful for their interest and support. Visits from PSNI and the N.I. Fire Service were also enjoyed.

We continued Greenwood's tradition of having all pupils, including the nursery, participating in year group Christmas celebrations and productions. Once again these were of a very high standard. Parents were appreciative of the work undertaken by the staff.

The Primary 3 children also invited family members to an end of year performance entitled "Pirates and Mermaids". This marked the end of the children's journey through Greenwood.

LINKS WITH OTHER SCHOOLS

A link was established between the nursery units at Greenwood Primary and Greenwood Assessment Centre. The children from Greenwood Nursery visited the Assessment Centre and enjoyed a joint play morning.

Curriculum leaders for Literacy, ICT and Numeracy attended a number of cluster meetings organised through the East Belfast Principals' group. These provide valuable opportunities to share good practice.

CHARITY

Greenwood provided financial support to the following charities between September 2015 and June 2016.

	£
African Children's Choir	240
Salvation Army Christmas appeal	550
Children's Heartbeat Trust	270
Sport Relief	5,265.29
TOTAL	£6325.29

Storehouse (Harvest Food Appeal)

In addition, PTA raised £627.50 for Macmillan Cancer.

This is a tremendous total and demonstrates the generosity of parents and friends in supporting a wide range of charities.

SCHOOL BOOK FAIR

The Book Fair was held in November which resulted in £590.89 worth of free books being provided for the school. By purchasing these quality resources for your own child, you are also supporting the school.

PARENT/TEACHER ASSOCIATION

A number of events and fund raising activities were held and were very well supported by parents and pupils.

TOTAL NET INCOME FROM PTA EVENTS 2015/2016

Half term parties	£335.00	Smartie Tubes	£1,380.97
Sale of Panto Tickets	£1,428.65	Movie Night	£656.20
Christmas Fair	£2,104.80	Summer BBQ/Fair	£1,360.28
Christmas cards	£156.70		
Christmas Performance (tea and coffee)	£110.91		

TOTAL profit from fund-raising activities £6,312.38

This is a significant amount of money, all due to the efforts of the PTA committee who worked tirelessly during the year to organise the events. Thanks also to the families and friends who attended and supported them.

PTA DONATIONS TO THE SCHOOL

The PTA donated £2,780.00 for the purchase of additional iPads. Further spending of £2,000 approximately has been identified to purchase a portable defibrillator and training for school staff. PTA fundraising will contribute towards the repair and replacement of the trim trail and further development of the school grounds to enable outdoor learning opportunities. These works will carry across into the 2016/2017 school year.

THANKS

The children must be congratulated for their hard work and achievements over the year. However, none of this would have been possible without the dedication, commitment and professionalism of the staff and the co-operation and support of the parents. Appreciation is also expressed to the non-teaching staff for their significant contribution to the smooth running of the school.

APPENDIX A

STAFF

(2015-16)

Miss L Forster

PRINCIPAL

(a) **TEACHING STAFF**

CLASS

Mrs K Smith (vice-principal)

P.1

Mrs C Ashe

P.1

Mrs H Murphy

P.1

Mrs M Mitchell

P.2

Mrs H Annesley

P.2

Mrs R Blanch (Miss L Black – covering career break)

P.2

Mrs L Caddoo

P.3

Ms R Winter & Mrs J Jordan

P.3

Miss A Walsh

P.3

Mrs D Shields (part-time)

SENCo/Learning Support

Mrs D Thompson

Nursery

(b) **NON-TEACHING STAFF**

CLASSROOM ASSISTANTS

Mrs D Stanfield

Miss K Killough (Nursery)

Mrs L Fulton (resigned January 2016)

Mrs L Hammond

Mrs A Montgomery

Mrs G Purdy

Mrs F Campbell

Mrs L Hamilton

Miss L Montgomery

SECRETARY

Mrs Z Jenkins

BUILDING SUPERVISOR

Mrs M Brown

CLEANING STAFF

Mrs H Donley

Ms R Pinda

SUPERVISORY ASSISTANTS

Mrs M Brown (Senior Supervisory Assistant)

Mrs G Purdy

Mrs H Donley

Mrs M Montgomery

Mrs T McCartney

Mrs D Stanfield

Mrs L FulTON (resigned January 2016)

Miss L Montgomery

CROSSING PATROL

Mr S Martin

APPENDIX B**SCHOOL ACCOUNT SUMMARY****FINANCIAL YEAR****01/08/15 – 31/07/16**

Expenditure	£	Income	£
		Opening balance at 01/08/14	44,490.07
Educational Visits	4872.18	Educational Visits	2611.60
Nursery Educational Visits	1298.60	Nursery Educational Visits	460.50
Petty Cash	4000.00	School Fund Donations	2310.00
		Nursery Fund Donations	2745.00
Charity	5890.49	Charity	5880.92
Postages	342.00	Photographs	1656.08
Books & Resources	60.00	Books & Resources	610.00
Sundries	2068.36	Sundries	1543.28
Uniform	7382.70	Uniform	7309.60
		Letting of Facilities	5348.50
		Closing Balance at	49,051.22
		31/07/15	

Appendix 1: Use of School Development Days

- 1) Special Educational Needs: Supporting children with speech and language difficulties in the classroom. Training provided by CIDS Team.
- 2) Literacy and Communication: Development of a line of progression for the teaching of reading skills. Collegiate feedback following the review of samples of work by the coordinator.
- 3) Using ICT: Review current assessment tasks to ensure they appropriately reflect children's learning. Collegiate feedback to staff following the submission of ICT assessment task outcomes to the coordinator.
- 4) Mathematics and Numeracy: Review of the school's work on investigation – identification of appropriate investigation/problem-solving tasks for each planning period. Collegiate feedback to staff following the submission of investigation/problem solving samples to the coordinator.
- 5) Assessment: Analysis of end of year assessment information and preparation of transfer information for next teacher.