

# ST COMGALL'S PRIMARY SCHOOL

## ANNUAL REPORT 2012/2013

### The Board of Governors for the School Year 2012/2013:-

<u>Position</u>	<u>Name</u>	<u>Representative</u>
Chairperson	Mrs G McCollum	Trustee
	Mr B Jamison	Trustee
	Mr F Kelly	Trustee
	Mr R McCullough	Trustee
Vice-Chairperson	Dr A Kerr MBE	Department of Education
	Dr G Doran	SEELB
	Mrs A Wilson	SEELB
	Mrs T Walker	Elected Parent Representative
	Miss A Higgins	Elected Teacher Representative
Secretary	Mrs D McCann	Principal St Comgall's PS
	Fr J Gunn	Co-opted Member

The Board of Governors has overall responsibility for the effective management of the school and is required to meet at least once each term. The Board of Governors has responsibilities in the areas of:

- The employment of teachers
- The admission of pupils
- The curriculum
- School discipline
- School finances
- School premises
- Contact with parents
- Arrangements for special educational needs

The Governors regularly attend meetings of the Board of Governors, at least once per term plus any additional meetings that may be called. There are a number of sub committees to facilitate the work of the Board of Governors including; Finance & Salaries, Grievance, Discipline, Appointments, Appeals, Health & Safety and Child Protection.

Training courses provided by SEELB and CCMS are fully supported by members of the Board of Governors.

This report reflects the very productive life of St Comgall's Primary School during the year 2012-13. It includes all areas of the day to day running of the school from enrolment and staffing to the curriculum and staff development. More importantly, it captures some of the achievements and community spirit for which St Comgall's is renowned.

## **ENROLMENT & STAFFING**

The school continues to have reached its maximum entitlement and with the successful application for additional places for children with special circumstances the enrolment at census date of October 2012 was **302**.

This was an indication of the commitment and loyalty of our parents and the recognition that St Comgall's has in the community of being an excellent school.

Our staffing complement was Principal + 12 teachers (two teachers being in a job share situation).

In September we welcomed back Mrs Sharon Parker from a career break. New temporary additions to teaching staff were Ms Tara Cooke and Miss Gillian Walker. Both staff members proved to be very enthusiastic and effective practitioners.

Our grateful thanks to Mr John Bintley and Miss Sarah Boal who acted as temporary replacements for Mr Chris Jupp Building Supervisor.

At this point we would like to remember the close relatives of our parents and staff who sadly died during the year. Our prayers are with you all.

## **ACHIEVEMENTS**

***Music plays a very active part in the life of St Comgall's.***

### **Hollywood Music Festival:**

Traditional musicians from St Comgall's Primary School once again swept the board at the Hollywood Festival 2012. Coming first in overall tin whistle, instrumental solos and duets, the success continued when one child was presented with the Corn Lairrson Cup for the most outstanding performance of the day.

The Group itself competed in two competitions winning both convincingly beating off stiff competition. The adjudicator commented on the exceptionally high standard of music and performance. Their teachers Miss Julie Anne Mullally, Miss Charlene Cullen and Mr Niall McClean are to be congratulated for their high expectations and commitment to these pupils.

These high expectations were once again realised at the Newry Musical Feis in March 2013. The children were exceptionally well prepared and the high standard of all the competitors was evident from the outset.

St Comgall's performed outstandingly and were crowned champions beating off stiff competition from three other schools. This was a real accolade for the children and their very professional music team.

### **Sporting Success:**

St Comgall's places a high emphasis on team sports and enjoyed much success in 2012/13. Of particular note was the **Hurling Team** who reached the Cumann na Bunscoil "B" final for the first time ever. The team prepared very well under coach Mrs Catherine Coleman. They played three tough games to reach the final against St Colman's Lambeg. St Comgall's got off to a nervous start conceding two goals. However, the boys fought back to lose only by two points. Thanks to Mr Paul Collins (parent) for helping with equipment and Mr Walls for overseeing the team through the qualifying tournament.

The **Gaelic Team** also have had success. A significant achievement was the opportunity for one boy chosen to play for Antrim in an exhibition match at Casement Park while another boy had been selected to play for Antrim Schools' Team against Dublin at Casement Park.

Congratulations to the Gaelic Team who won their league section and went on to beat Good Shepherd PS in a keenly contested 'c' league final. The school were promoted to the 'b' league.

St Comgall's **Netball Team** won the Active Communities Netball Tournament and came 3<sup>rd</sup> in the Crawford Cup. They also were runners up in the North Down Knockout tournament. Congratulations to Miss Julie Anne Mullally for her commitment in coaching the girls and to Miss Gillian Walker who assisted.

**Swimming:** Last year the swimmers representing St Comgall's competed at the Ulster Schools' Swimming Gala achieved notable success. One child obtained 3<sup>rd</sup> in the P6 freestyle while another was a finalist in the P5 backstroke.

**ECO Schools:** Under the stewardship of Ms Mary Quinn the schools were awarded the ECO schools Silver Award. The programme included an Eco School Committee comprising of pupils, teachers and a parent. We congratulate Ms Quinn and her team for their enthusiasm in driving this initiative.

### **CURRICULUM: TEACHING & LEARNING**

Teaching and learning is of course the core task for the teachers and management of St Comgall's Primary School. We are indeed fortunate to have such competent curriculum and senior leaders.

Through training meetings, workshops and close monitoring and evidence gathering of subject areas much development took place which impacted effectively on learning in the classroom. Of significant note were the following:

## **Whole School Audit: (Principal/Management Team)**

The purpose of this was to collect the views of the main stakeholders in the school ie staff, pupils, parents and governors. The whole school pastoral audit proved very useful and the feedback was extremely positive. Examples of responses include 100% of P6 children feel safe, while again 100% know the value of school rules. 96.6% of children reported that they had an adult to talk to and 100% felt that the adults in the school were fair. Parents' responses were extremely positive - 98.8% felt welcome in the school; 100% agreed with St Comgall's Vision of Ethos and our dealings in Pastoral Care; 98.9% stated that we had a safe and stimulating environment. The culture of 'friendship for all' and our happy, purposeful learning environment was recognised by the vast majority of our stakeholders.

Suggestions for improvement where possible, have already been acted upon or included in the 3-years Strategic Plan 2012-2015.

The areas of leadership and teaching and learning were also targeted to staff. Their positive suggestions and comments have been actioned.

## **THE NEW 3-YEAR STRATEGIC PLAN 2012-2015 (Principal & Management Team)**

This was a major undertaking and was completed in the autumn term. It sets out the targets for all curriculum areas, leadership and management, pastoral care, premises, policies, standards, finance, parents and the community and resourcing for the next three years. Together with detailed yearly action plans the school's direction over the next years is firmly set.

### **Assessment - B Carey**

A significant amount of time was spent on the training and completion of Computer Based Assessments in the autumn of 2012. These controversial assessments replaced the INCAS tests but proved to be meaningless in the light of so many technical problems.

In addition, the new statutory summative assessment arrangements using Mathematics (Bronagh Carey) and Communication (Catherine Coleman) created many opportunities for us to internally standardize pupils' work. However, at the end of the Key Stages 1 & 2 (P4 & P7) the work had to be assessed by the 15<sup>th</sup> March. This was remarkably early as there was still another term yet to come.

### **Additional Training for Staff included:**

- **ICT:** (Anne Higgins) Accreditation Process and submission of P4 & P7 portfolio.
- **World Around Us:** (M Quinn / H Walls) dissemination from WAU training and WAU policy.
- **Pastoral Care Review:** - (A Higgins) The Positive Behaviour Policy was reviewed and Child Protection training given to all staff.
- **Defibrillator Training:** (Lagan Search & Rescue) - all Staff
- **Art:** (Tara Cooke) Painting Workshops. Line of Development

All staff are encouraged to continue their own professional development thereby strengthening their expertise, knowledge and skills as manager, curriculum leaders and in the support staff domain.

Congratulations to Mr Henry Walls and Mr Bernard Noble who successfully completed PQH(NI) [Professional Qualification for Headship].

Additional opportunities for enhancement were supported as follows:

SENCO - Competence in Educational Training - H Walls

Study Tour New Orleans - B Noble

ASD - Teachers: T Cooke, B Carey, F Taylor-Wilson

Support Staff: W Corr, A Jones, S Kane

### **ENRICHMENT ACTIVITIES**

In addition to the core classroom practice, we use every opportunity to enhance learning and educate the whole child. This can take many forms; visits and visitors, trips including residentials and before and after school activities. A summary of those offered in 2012/13 included:

Class	Activity
P7	P7 residential to Bushmills Outdoor Education Centre
P7	Cinemagic Film Festival
P7	Buddy Training
P7	Game of 3 Halves
P7	Our Lady & St Patrick's College Girls' Netball & Home Economics Workshop
P7	St Columbanus College - Languages and Home Economics Workshop
P7	Northern Ireland Fire & Rescue Service 'Bee Safe' Programme
P6/7	BEAT Easter Parade
P6	Northern Ireland Water Service - Environmental Talk
P6	Extension Mathematics Programme
P5/6	Tin Whistle Tuition
P5	Roots of Empathy
P4,5,6	Dairy Council
P4	Cultra Folk Museum PACT Programme with Bangor Central Integrated Primary School
P4	Mount Stewart - North Down World War 2 Museum
P4	Armagh Planetarium - Space Topic
P4 - P6	Bangor Library
P4 - P6	Minibeast Visit - Bangor Academy
P3 - P7	Wider Opportunities Programme - Strings Tuition
P3,4,5	Spanish Lessons
P2/3	ARC 2 - Recycling Bus
P3	Armagh Planetarium
P2	Carrickfergus Castle
P1/2	TACT Wildlife Trust
P1/2	Colin Glen Forest Park
P1	The Aquarium Portaferry
P1 - P3	Hullabaloo Theatre "Jack and the Beanstalk"
Whole School	Multicultural Music Workshop
Whole School	World Book Day

**Other Enrichment School Activities included:** Breakfast Club, Choir, Traditional Group, Art, Swimming, Soccer, Gaelic, Speech & Drama, Tin Whistle, Netball, Hurling, Tennis Fundamentals, Athletics, Guitar Tuition, Brass Tuition, KS1 & KS2 Sports Days.

### **NUTURING THE CATHOLIC ETHOS**

A highlight of our spring and summer terms has been the significant sacramental preparation for the Sacrament of Reconciliation, First Communion and Confirmation.

The Parish celebration of Confirmation took place on the 8<sup>th</sup> May. An enjoyable and memorable service was led by Bishop Donal McKeown. The P7 children were congratulated on their mature and respectful approach to this important sacrament enthusiastically prepared by Miss Carey, Miss Higgins and the Principal.

First Communion took place on Saturday 1<sup>st</sup> June. Once again our children were very reverent and expertly prepared by the P4 teachers Mr Noble and Mrs Coleman. Grateful thanks are also due to support staff involved and to the highly professional music input of the choir and traditional group. Our thanks to Fr Gunn for his continuous and committed support for the pupils, staff and parents on a daily basis throughout the year. We also value the tremendous input of the PTA in their superb hosting of this event. This was also highly valued by the community.

P3 - P7 continued to attend Mass twice a week on a rota basis and daily Morning Prayer was led by the Principal or the Management Team. P3 - P7 attended the service for Ash Wednesday in St Comgall's church. In addition, there are class assemblies which always focus on a spiritual or moral theme and parents were invited to attend.

In December 2012 there was a very enjoyable KS1 Nativity and KS2 Carol Service. During Catholic Schools' week in January 2013, St Comgall's fully participated at the 10.30am Sunday Mass. This took the form of music, readings, offertory procession and display. It proved very successful and enjoyable for our staff, pupils, parents and whole community.

### **PROVISION FOR SPECIAL NEEDS**

St Comgall's prides itself on its provision for special needs. Mr Henry Walls fully embraced his new role of SENCO and has positively built on the expertise of the previous SENCO Mrs Annette Johnston.

Working closely with staff, parents and outside agencies, effective and relevant strategies were incorporated into individual education plans and constantly reviewed. Support was given to 41 children (Stage 1- 4 of Code of Practice) throughout the year by staff redeployment and use of outside agencies such as Cottown Outreach and the Ascet Team. The latter is a multi disciplinary service which works in partnership with schools. Training on "Pencil Grip Techniques" and "Factors Influencing Behaviour" proved very effective. A total of 6 children had educational statements (Stage 5 of Code of Practice).



## **ATTENDANCE**

The attendance of pupils in St Comgall's remains consistently high at 95.6%. In addition 13 pupils achieved 100% attendance in 2012/13. We congratulate the pupils and their parents for this commitment to the school.

## **TRANSFER PROCEDURE**

Forty-six pupils transferred to secondary education. We acknowledge the achievement of all our pupils. We wish our past pupils every success in their new schools.

### **P7 Leavers' Destination 2013**

Our Lady & St Patrick's College	19	St Columbanus College	16
Glenlola Collegiate	2	Bangor Grammar	1
St Dominic's	2	Sullivan Upper	1
Victoria College	2	Methodist College	1
Campbell College	1	Lagan College	1

## **VISITORS**

St Comgall's was host to a wide variety of visitors. These included sports coaches, dental and nursing personnel, SEELB personnel, psychologists and experts in the field of special needs.

We continued to forge strong links with post primary providers especially St Columbanus College and Our Lady & St Patrick's College, Knock. We nurtured and mentored many students from local colleges. We have positive liaisons with local pre-school providers and primary schools.

## **PREMISES / HEALTH & SAFETY**

The highlight of enhancement to our premises was the completion of the Eco Activity Trail. Successful funding for the project by the Principal, Management and PTA ensured the installation of this resource in the summer of 2013. It has proved an exciting and challenging resource for the children in KS2.

One mobile was completely re-floored and painted. New blinds were purchased throughout the school. The secretary's office was refurbished and painted. Ongoing daily maintenance ensures a pleasant, safe and effective working environment.

## PARENTS AS PARTNERS

As previously reported we enjoy a very real and positive rapport with our parents. We encourage all our parents to take an active role in the life of St Comgall's. We have an 'Open Door' Policy where parents are free to leave their children into school in the mornings. This is an opportune time to exchange short informal conversations with the whole school team of Principal, teachers and support staff. If any concern requires a longer time period an appointment can be arranged by contacting the school secretary (02891 463194).

Throughout the year there are more formal occasions where parents and staff meet to inform, advise and build a positive relationship. In 2012/13 these included:

- Christmas Celebrations
- Class Assemblies
- Mathematics Curriculum - Parent's Meeting
- Special Needs Annual Review Meetings
- P7 Transfer Meeting
- P6 Transfer Process Meeting
- Whole School Parent Consultations
- Open Evening for Prospective Parents
- P1 Induction Meeting
- Beginning & End of Year Mass
- End of Year Leavers Concert
- Prizegiving P4-P7
- PTA Events
- Parent Volunteers for Trips/Sporting Events
- Parent Newsheet
- Parent Texting Service

## PARENT TEACHER ASSOCIATION

Highlights for fundraising for the KS2 Outdoor Activity Trail included the ever popular Christmas Craft Fair, the end of term discos and the new and successful school calendar.

### **PTA FINANCIAL STATEMENT 2012/13**

	<u>INCOME</u>	<u>EXPENDITURE</u>
Balance carried forward from 2011/12	10,311.08	
Lodgements 2012/13	4,599.83	
Expenditure - events		2,866.76
Literacy donation to school		2,500.00
Balance c/f to 2013/14		9,544.15
	<u>£14,910.91</u>	<u>£14,910.91</u>

\* £10,000 donation to Outdoor Activity Trail will appear in 2013/14 accounts.

## FINANCE - Local Management of Schools (LMS)

The school budget is robustly monitored by the Principal and the Finance Committee of the Board of Governors. Regular meetings ensure that the school is resourced to the best of our ability in line with the priorities on the School Development Plan. We are indebted to the expertise of this Committee.

	INCOME	EXPENDITURE
Balance carried forward from 2011/12	71,385.00	
Initial Formula Funding 2012/2013	751,762.00	
Additional Funding	6,362.00	
Staff Costs 2012/2013		705,500.00
Running Costs		54,102.00
Less Income		<u>-572.00</u>
	<u>£829,509.00</u>	<u>£759,030.00</u>
Carry Forward to 2013/2014		£70,479.00

### **ST COMGALL'S SCHOOL FUND ACCOUNT**

(With First Trust Bank and relates to all monies that pass through the School Office)

**1 September 2012 to 31 August 2013**

<b>First Trust Bank Ltd - Current Account</b>	<b>£'s</b>	<b>£'s</b>
Opening Balance at 1 September 2012	22,580.04	
Lodgements	63,744.21	
Gross Interest earned	nil	
Cheques presented and automated transactions		47,212.17
Bank Fees Charged		280.68
Closing Balance as at 31 August 2012		38,831.40

I can confirm that these transactions are recorded in the above mentioned account in respect of the period 1 September 2012 to 31 August 2013.

*MAURA YOUNG*

Accounts reviewed by:

Maura Young

On behalf of the Board of Governors Finance Committee

31 December 2013