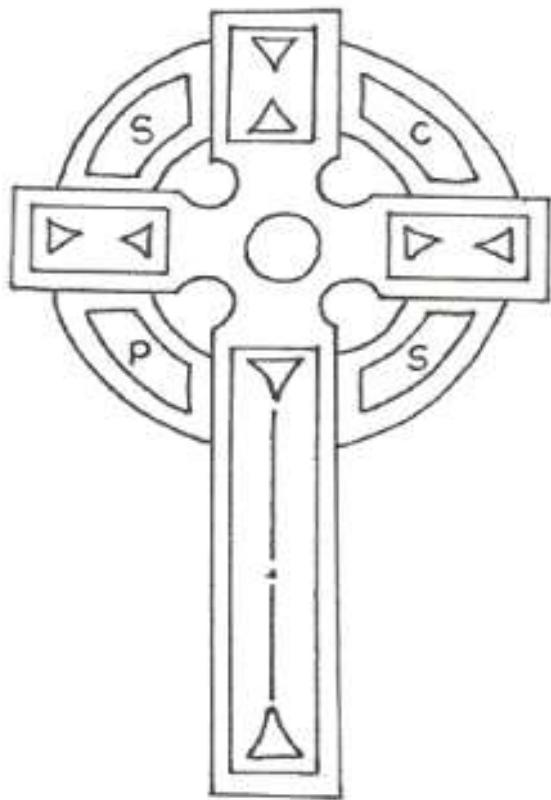


# ST COMGALL'S PRIMARY SCHOOL



## BOARD OF GOVERNORS ANNUAL REPORT 2013/14

# **ST COMGALL'S PRIMARY SCHOOL**

*Quality Learning, Friendship for All*

Dear Parents

On behalf of the Board of Governors I am delighted to present the Annual Report for the Academic Year 2013/14. The report hopefully will give you some insight into all that has gone on in St Comgall's over what was a very busy, challenging but productive academic year.

St Comgall's continues to forge and hopes to develop further the very successful links with our three other Parish Schools.

The last academic year saw the Education and Training Inspectorate (ETI) visit the school on two different occasions. Early in 2014 for a survey inspection looking at the *World Around Us* area of the curriculum. Then later in Term 3, we had a 3 day Focused Inspection, looking at the children's achievements and standards in Literacy and Numeracy, and in particular, how the school is addressing low attainment and underachievement where applicable; the quality of provision in the school; and the quality of leadership and management. In all areas inspected the School was found to be Outstanding. We congratulate the Principal and all the Staff on these excellent inspection reports.

The Governors faced another challenge this year, one that preoccupied us for some considerable time, the challenge of appointing a new Principal to succeed Mrs McCann who, after 13 years, had decided the time had come to retire.

We wish Mrs McCann well as she embarks on this new phase in her life, the thoughts and prayers of everyone in St Comgall's go with her.

We look forward to the School continuing to develop and flourish under the leadership of the new incoming Principal, Mrs Cathy Hunter.

I commend this report to you and remind you that the partnership between school, family and parish remains the cornerstone of what we are about here in St Comgall's.

Yours sincerely

Brian Jamison  
On Behalf of the Board of Governors

# ST COMGALL'S PRIMARY SCHOOL

## ANNUAL REPORT 2013/2014

### The Board of Governors for the School Year 2013/2014:-

<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 2013/14 report illustrates the very significant achievements, standards and opportunities to excel in St Comgall's Primary School. It has been truly an outstanding and memorable year.

## **ENROLMENT & STAFFING**

The school continues to have reached its maximum entitlement. At the census date in October the status of the school was 298. We also were able to accept an additional family of 3 bringing our enrolment to 301.

This is an indication of the popularity of St Comgall's as an excellent community school and the commitment and loyalty of our parents.

Our staffing compliment was Principal plus 12 teachers (2 teachers being in a job share capacity).

Heartfelt congratulations to Mr Henry Walls who left St Comgall's to take up a new position as Vice Principal of St Colmcille's Primary School, Ballymena. We thank Mr Walls for his 11 years dedication to the children and staff of St Comgall's and we wish him every continued success in his career.

Congratulations to the many teachers to join St Comgall's staff or have temporary contracts renewed.

Tara Cooke (Foundation/Art)

Gillian Walker (Foundation/Assist ICT - Website)

Regina McCallion (Foundation/Assist Music)

Fionnuala Taylor-Wilson (Job Share P3/ECO Schools)

Sean Ennis (KS2 - PE/After Schools)

Two teachers Ms Mary Quinn and Miss Julie-Anne Mullally were granted a career break for at least two years until August 2015. We wish them every blessing in their new ventures.

Mr John Bintley has been the temporary Building Supervisor since September 2013. We thank him and his cleaning team for their very hard work and commitment to their role.

Congratulations to Mrs Catherine Coleman who has given birth to a healthy baby boy, Darragh. Mrs Marie Curley was her effective temporary replacement.

The Principal, Mrs Deirdre McCann tendered her resignation after nearly 13 years leading St Comgall's. (See "Farewell Celebrations" June 2014 for more details).

## ACHIEVEMENTS

### OUTSTANDING ETI INSPECTIONS - SPRING 2014

2014 will forever be renowned for these two Outstanding Inspections in the Spring of 2014.

- **ETI Survey Inspection February 2014**

The school undertook a 1 day Survey Inspection of the World Around Us. This was carried out by the District Inspector, Mrs Briege Lyttle. This inspection entailed 4 class observations from across Key Stages, analysis of Co-ordinator documentation, samples of children's work/evidence, meetings with the Principal Mrs D McCann, W.A.U Co-ordinator Miss Charlene Cullen, ECO Schools Co-ordinator Mrs Fionnuala Taylor-Wilson and children. We were delighted with the outcome which found our practice, standards and leadership in this area "Outstanding". Mrs Lyttle commented very favourably on the very many strengths of the school.

- **ETI Focussed Inspection of the School April 2014**

It was somewhat of a surprise to receive notification of an even more detailed inspection in late March. We had 2 weeks notification of a focussed 2 day inspection scheduled for 10 April.

The focus this time was Literacy, Numeracy, ICT, under-achievement/Special Needs and Pastoral Care. Evidence was gathered by many means and by four inspectors.

- Parent, teacher and support staff questionnaires
- 22 Class Observations
- Meetings with the Principal (Mrs Deirdre McCann), Management Team Anne Higgins (ICT/Pastoral Care), Bronagh Carey (Numeracy Assessment), Bernard Noble (Special Needs), Key Co-ordinators Catherine Coleman (Literacy), Governors (including a self-evaluation proforma).
- Meetings of Primary 4, 6 and 7 children.

The Inspection Team while rigorous in their questioning and fact finding were pastoral. All the staff found them very professional.

St Comgall's was found to be **Outstanding** in all areas as follows:-

#### **Overall Finding:**

Overall Performance	Outstanding
Achievements and Standards	Outstanding
Provision	Outstanding
Leadership and Management	Outstanding

**In conclusion the ETI report that:**

**“In the areas inspected, the quality of education provided by this school is outstanding; the quality of pastoral care is also outstanding. The school has demonstrated its capacity for sustained self-improvement.”** (For more detail please go to [www.etni.gov.uk](http://www.etni.gov.uk))

The Board of Governors warmly commend all staff, teaching, support and management for not only their tremendous work ethic leading up to and during the inspections but also the team’s achievement in obtaining such a significant accolade for St Comgall’s. It was also recognised by the Inspection Team the high standard of governance by the Board of Governors.

### **Eco Activity Trail**

Another significant achievement for the Principal, Management Team and the PTA was the installation of our Eco Activity Trail for KS2 over the summer months. The design has enhanced the KS2 playground and the children’s agility skills are highly tested on the equipment. Classes are timetabled and monitored closely on it. The school is vigilant about adult supervision.

### **St. Comgall’s New Website:**

An additional achievement in 2013/14 was our new website. This new venture will increase parent partnership and communication as well as enhance children’s learning. It has taken much hard work and commitment from the Co-ordinators, Miss Gillian Walker and Ms Anne Higgins and we congratulate them on the successful beginning of this project. We look forward to enhancing the website in the months and years to come.

### **Sporting Success:**

The highlight of our sporting success in 2013/14 was our skilful Netball team. We won the North Down Netball League and were finalists in the Northern Ireland Netball League. Against some formidable opposition St. Comgall’s came fourth. This was a justifiable achievement for this very capable team led expertly by Miss Gillian Walker.

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

### **TRADITIONAL MUSIC HIGHLIGHTS:**

22 musicians from St Comgall's Primary School once again swept the board at the Holywood Festival. They played an impressive variety of instruments including Mandolin, Banjo, Guitar, Violin, Bodhran and Tin Whistle.

They also performed in solo, duets and as a group winning in the first class all prizes, 3<sup>rd</sup> in the tin whistle category and 1<sup>st</sup> and 2<sup>nd</sup> in the beginner duets.

The highlight was St Comgall's ensemble winning first place in the Fox Robert Cup. This is our sixth time to have won this trophy.

This was followed by obtaining second place in the overall Traditional Group section. One child was crowned overall Young Traditional Musician of the festival - a truly well-deserved accolade for a pupil who is proficient in three instruments.

The school returned to Newry to defend their "Ferguson Cup" title. On this occasion we were runners up. The Governors would like to pay tribute to the talented and committed children who have worked extremely hard under the tutelage of Mrs Sharon Parker, Miss Charlene Cullen, Mr Niall McClean and Mrs Regina McCallion.

### **Bangor International Choral Festival**

A highlight for our After School Choir was taking 1<sup>st</sup> place at the above festival. Congratulations to our enthusiastic children under the expert directorship of Mr Bernard Noble and beautiful accompaniment by Mrs Regina McCallion.

### **Bangor Speech Festival**

Speech and Drama is offered as an After School Club for P4-P7. St Comgall's competed very successfully in the Bangor Speech Festival in the Spring of 2014. In every class entered we had children placed 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>. Our grateful thanks to the enthusiastic drama team of Miss Charlene Cullen, Mrs Catriona Monaghan and Mrs Tara Cooke.

### **ENRICHING THE CURRICULUM**

In addition to the core classroom practice, the school uses every opportunity to enhance learning and educate the whole child. Included in these activities are competitions.

### **Mathematics is Fun**

In October 2013 St Comgall's pupils were extremely skilled in online Mathematics in October 2013. The "Sumdog" SEELB competition very enthusiastically promoted by Bronagh Carey caught the attention of very many of our P4-P7 pupils. Out of 13 schools, St Comgall's finished second. Twenty four of our pupils were in the top 50 and out of 1136 pupils overall. A staggering 110,864 mathematics questions were answered correctly by our pupils in one week! Three of our pupils finished in the Top 10!

Other opportunities for enrichment can take many forms: Visits and visitors, trips, residential and before and after school activities. A summary of those offered in 2013/14 includes:

Class	Activity
P7	Residential to Bushmills Outdoor Education Centre
P7	Historical Bangor
P7	Group: Clifton Special School Project - B. Noble
P7	Buddy Training
P7	Clonard Monastery Retreat
P6 & P7	Titanic - 1 <sup>st</sup> school to use Ocean Exploration Centre
P7	Our Lady & St. Patrick's College Girls' Netball & Home Economics Workshop
P7	Northern Ireland Fire & Rescue Service 'Bee Safe' Programme
P6	Northern Ireland Water Service - Environmental Talk
P6	Extension Mathematics Programme
P5/6	Tin Whistle Tuition
P5	Roots of Empathy
P5	Fire Safety Talk - Topic "Homes"
P4	Mount Stewart- North Down World War 2 Museum
P4	Armagh Planetarium - Topic Space
P4 - P6	Bangor Library
P3 - P7	Wider Opportunities Programme - Strings Tuition
P3,4,5	Spanish Lessons
P2/3	ARC 2 - Recycling Bus
P3	Neighbourhood Walk
P3	R.S.P.B bird watching survey
P3	Armagh Planetarium
P2	Carrickfergus Castle
P1/2	Zoo Trip - "Rumble in the Jungle" Topic
P1	The Aquarium Portaferry
P1 - P3	Mr Hullaballo Fairytales Puppet Show
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.

### **PROVISION FOR SPECIAL NEEDS**

St Comgall's prides itself on its provision for special needs. Mr Bernard Noble fully embraced his new role of SENCO and has positively built on the expertise of the previous SENCO's Mrs Annette Johnston and Henry Walls. The provision of Special Needs was a key focus of the 'School Development Plan' 2013/14.

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 37 children (Stage 1- 5 of Code of Practice) throughout the year by staff redeployment and use of outside agencies such as Cottown Outreach, ASD Service and the Ascet Team. The latter is a multi disciplinary service which works in partnership with schools. Training on "M.A.P skills" and "Funky Friends" proved very effective. A total of 10 children had educational statements (Stage 5 of Code of Practice). Annual Reviews of Stage 5 pupils took place from December to March.

## **NURTURING THE CATHOLIC ETHOS**

A highlight of our spring and summer terms has been the promotion of our Catholic Ethos. Following a Parish Sacramental meeting hosted in St Comgall's, many liturgies took place. Of special note was the Enrolment Service for First Penance (P3) and First Holy Communion (P4); the Sacrament of Reconciliation, Service of Light (P7) and Sacrament of Confirmation (P7) itself. The children in all services were diligently prepared by their teachers involved and Reverend Gunn conducted enjoyable and memorable services. Bishop Farquhar visited the parish for Confirmation on 24<sup>th</sup> March. His simple but moving homily touched us as a community. We thank him for his input.

First Communion took place on Saturday 31<sup>st</sup> May. Once again our children were very reverent and expertly prepared by the P4 teachers. 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.

### **SPECIAL EVENTS: -**

Wonderful community farewells to a well loved and respected teacher and principal.

#### **Leaving Assembly - Mr Walls October 2013**

A very moving and yet fun filled assembly took place at the end of October to mark Mr Wall's commitment to St Comgall's. Our grateful thanks to the children in Mr Noble's class for their acting and singing skills, and to the lively music of the traditional group (Mrs S Parker & Mrs R McCallion) and to the hosting provided by the PTA

In addition to Mr Walls' family, many representatives of the school community attended - Trustees, Board of Governors, PTA, parents, past pupils, teaching and support staff and sporting colleagues.

#### **Farewell to Mrs McCann, Principal - June 2014**

In June the school marked the retirement of Mrs McCann with special celebrations on Tuesday 17<sup>th</sup> June. This was attended by members of St Comgall's community - Board of Governors, PTA, CCMS, Principals, Peripatetic Teachers, past staff, family and friends of Mrs McCann.

The morning began with a fun filled, sincere and at times very emotional assembly. It incorporated role play, poetry, prayers, art and music by children from P2 - P7 who expressed their deep affection for Mrs McCann. Following very sincere and complimentary speeches by the Vice Principal (Anne Higgins), Chair of Board of Governors (Gillian McCollum) and PTA chairperson (Marie Bell), Mrs McCann was presented with a much appreciated and significant gift from the parents.

The assembly was followed in the afternoon with the Leaver's Mass. This moving ceremony attended by P7 parents and additional guests was a fitting conclusion to this day of celebration for the life and work of Mrs McCann in St Comgall's Primary School. As Governors we wish her a long, happy, healthy and fulfilling retirement and thank her for her diligence and commitment in leading the school these last 13 years.

## **ATTENDANCE**

The attendance of pupils in St Comgall's remains consistently high at 96.4%. Twenty-four pupils attained 100% attendance in 2013/14. We congratulate the pupils and their parents for this commitment to attend school.

## **TRANSFER PROCEDURE**

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

### **P7 Leavers' Destination 2014**

Our Lady & St Patrick's College	17	St Columbanus College	15 + 2
Bangor Grammar	2	Lagan College	1
Sullivan Upper	2	Strangford Integrated College	2
Bloomfield Collegiate	1	Bangor Academy	1
Campbell College	1		
Methodist 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 including Clifton Special School.

## **PREMISES / HEALTH & SAFETY**

As previously mentioned the highlight for our premises in 2013/14 was the completion of the Eco Activity Trail.

Ongoing regular maintenance is carried out to ensure a pleasant, safe and effective working environment. To this end the entrance hall and main corridor was re-carpeted, and visitor chairs purchased. An added feature to the entrance hall was a monitor displaying our on-going numerous activities. This has proved to be an excellent marketing tool.

## **PROMOTING PARENT AND COMMUNITY LINKS**

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 2013/14 these included:

- Christmas Celebrations - Nativity Play "Which way to Bethlehem". Choir visits to the Friendship Club and shopping centres.
- Class Assemblies
- Linguistic Phonics - Parent's Night
- Special Needs Annual Review Meetings (Spring Term)
- P7 Transfer Meeting (February)
- P6 Transfer Process Meeting (Summer Term)
- Whole School Parent Consultations (Twice a year)
- Open Evening for Prospective Parents - A record attendance
- P1 Induction Meeting
- Beginning & Leavers Mass
- End of Year Leavers Concert - "Grease"
- Prizegiving P4-P7
- PTA Events (as listed below)
- Parent Volunteers for Trips/Sporting Events
- Parent Talks/P3
- Parent Newsheet
- Parent Texting Service
- KS1 & KS2 Sport's Days

## PARENT TEACHER ASSOCIATION

Highlights for fundraising for the ICT Equipment included the ever popular Christmas Craft Fair, Sponsored Dance, Halloween Disco and a very successful and community event of the school fete.

The Board of Governors would like to take this opportunity to sincerely thank the committee members of the PTA, especially Marie Bell (Chair) for these significant fundraising events throughout the year.

## **PTA FINANCIAL STATEMENT 2013/14**

	<u>INCOME</u>	<u>EXPENDITURE</u>
Balance carried forward from 2012/13	12195.92	
Lodgements 2013/14:		
- Voluntary Contribution	2580.00	
- Gift Aid	1111.78	
- Leaving Collections	1100.00	
- Coffee Dock	230.00	
- Events	9247.37	
- Interest	1.58	
Expenditure 2013/2014:		
- Outdoor Activity Trail Donation	10000.00	
- Leaving Collections	1100.00	
- Events	4261.53	
Balance c/f to 2013/14	11105.12	
	<u>£26466.65</u>	<u>£26466.65</u>

\* £6,000 donation to purchase iPads will appear in 2014/15 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.

	<b>INCOME</b>	<b>EXPENDITURE</b>
Balance carried forward from 2012/13	70,479.00	
Initial Formula Funding 2013/2014	791,250.00	
Additional Funding	314.00	
Staff Costs 2013/2014		678,951.00
Running Costs		57,575.00
Less Income		-500.00
	<hr/> £862,043.00	<hr/> £736,526.00
Carry Forward to 2014/2015		£125,517.00

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### **ST COMGALL'S SCHOOL FUND ACCOUNT** (With First Trust Bank and relates to all monies that pass through the School Office)

**1 September 2013 to 31 August 2014**

	£'s	£'s
Opening Balance at 1September 2013	38,831.40	
Lodgements	59,647.97	
Gross Interest earned	nil	
Cheques presented and automated transactions		70,200.15
Bank Fees Charged		271.53
Closing Balance as at 31 August 2014		28,007.69

I can confirm that these transactions are recorded in the above mentioned account in respect of the period 1 September 2013 to 31 August 2014.

Accounts reviewed by:  
Maura Young

On behalf of the Board of Governors Finance Committee  
13 October 2014