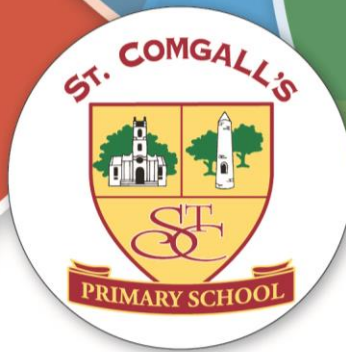


“With faith, family and friends...anything is possible!”

Principal: Mr J Matthews B. Ed (Hons)  
M.Sc. P.Q.H. (NI)



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# Annual Report of The Board of Governors to Parents

## Academic Year 2016 - 2017

***“Grade 1: High Capacity School”***

***Education and Training Inspectorate, April 2016***

# **ANNUAL BOARD OF GOVERNORS REPORT – ST COMGALL’S PS ANTRIM (16-17)**

**Board of Governors 16 - 17**

Rev Fr S Emerson	Chair Person & Trustee
Mrs R Lynch	Vice Chair & EA
Mr P Murray	DENI
Mr S Marley	Trustee
Mr D Callan	Education Authority
Mrs S Barwick	Trustee
Mr B Michael	Trustee
Mrs M Hannigan	Teacher Governor
Mrs C Gillan	Parent Governor
Mr J Matthews	Principal

## ANNUAL BOARD OF GOVERNORS REPORT – ST COMGALL’S PS ANTRIM (16-17)

### Staffing

Staffing consisted of one principal, one vice-principal, 20 class teachers, one full time special needs teacher, one part time Newcomer teacher, four peripatetic music teachers and one peripatetic literacy support teacher.

Teaching duties for the staff were as follows:

Year 1	Mrs O Neill *Mrs Walsh	Mrs Mullan	Mrs Sipa
Year 2	Mrs McCaughan	Mrs Ntareme *Mrs Duffin	Miss McAllister
Year 3	Mr Henry	Mrs McLaughlin	Mrs Black
Year 4	Mrs Ewing	Mr Phillips	Mrs O’Donnell
Year 5	Mrs Quinn *Mr Christie	Mrs Kelly	Mrs Duffy / Mrs McGrath
Year 6	Mrs Hannigan	Mrs Magee	Mr McShane
Year 7	Mr McLaughlin	Mr Jones	

\* Maternity teacher cover

Principal Mr Matthews

Vice Principal Mrs McIntyre

Special Needs Teacher Mrs O’Neill

Newcomer Teacher Miss O’Sullivan

School Psychologist Mrs Gillespie

Peripatetic Music  
Mr Heron (Strings)  
Mrs McCann (Strings)  
Mr Doherty (Wind)  
Ms Heaney (Wind)



## ANNUAL BOARD OF GOVERNORS REPORT – ST COMGALL’S PS ANTRIM (16-17)

### PRSD, Beginning Teachers and Early Professional Development

#### Performance Review Staff Development (PRSD)

Mr Matthews successfully completed his PRSD with Governor reviewers.

#### Induction & EPD

There were two teachers successfully completed Induction training 2016 / 2017.

One teacher successfully completed Early Professional Development (1) Training

### Student Placements

There were no teaching student placements facilitated this year.

There were 15 Non-Teaching/training/ work experience placements facilitated.

Two were long term placements for NVQ and the rest were work experience for post primary schools.

### Staff Development

Please find below the staff development that has taken place Sept 2016 – June 2017.

Training Course Title	Organiser	Date	Number of Staff
Oxford Owl On-line Training	Mrs Hannigan / Miss McAllister	30 August 2016	24
Evaluations of Mental Maths	Mrs Duffy	31 August 2016	24
SMART Target Training	Mrs McIntyre	05 September 2016	24
C2K Media Library	C2K	06 September 2016	6
Nelson Handwriting Training	Mrs Hannigan / Miss McAlister	12 September 2016	24
C2K Fronter Training	C2K	13 September 2016	8
Developemnt of MM Planning	Mrs Duffy	19 September 2016	24
WAU Science CPD	Education Authority	26 September 2016	1
Bernardos Training	Barnardos	27 September 2016	1
ASD	Education Authority	29 September 2016	5
GAFE Training	Education Authority	30 September 2016	1
CCEA	CCEA	11 October 2016	1
Growing in Love	Diocesean Advisory Board	14 October 2016	2
ASD Training	Education Authority	20 October 2016	2
C2k Office 365 and Google Apps	C2K	04 November 2016	1
Principals Group	Education Authority	05 November 2016	1
Induction Training	Education Authority	08 November 2016	1
ASD Training	Education Authority	10 November 2016	1
Whole staff IT Font Training for NH	Mrs Hannigan / Miss McAllister	14 November 2016	24
Peer Mediation Training	MFT	16 January 2017	41
CCEA Levelling Training COMM	Mrs Magee	17 January 2017	24

## ANNUAL BOARD OF GOVERNORS REPORT – ST COMGALL’S PS ANTRIM (16-17)

PURPLE MASH ICT Training	Mr Matthews	09 February 2017	24
Internal Levelling	Mrs Magee	03 March 2017	24
Life Skills Training	Barnardos	06 March 2017	1
Peace Island Shared Ed Programme	MFT	08 March 2017	1
SESP Leader Training	EA SESP	14 March 2017	1
Lit / Num / ICT Team Training	Mr Matthews	20 March 2017	24
SEBD & Attachment Training	Mrs McIntyre	27 March 2017	37
Assignment of Levels in each year	Mrs Magee	06 April 2017	24
Music Leader Support Days	School	08 May 2017	1
Literacy Evaluation Training	ETI	09 May 2017	1
Transition Leader Time	School	10 May 2017	1
Principals Training NAHT	NAHT	11 May 2017	1
Schol Development Evaluations	School	17 May 2017	4
Business in the Community Event	Community Awards	30 May 2017	2
Tracking & Target Setting (NUM/LIT)	Mrs Magee	31 May 2017	24
BOG Evaluation Evening of SDP	School	14 June 2017	4

## School Data supplied for children in years P5 – P7

% PiE at / above benchmark June 2016	% PiM at / above benchmark June 2016	% PiE at / above benchmark June 2017	% PiM at / above benchmark June 2017
91 %	84 %	95 %	85 %

The data above shows an increase in our already very high standards

## Transfer

The Principal met with the parents of all Year 7 pupils for transfer interviews.

**Table: Destination of children transferring in June 2017.**

Schools	PLACED
St Louis Grammar	6
Antrim Grammar	11
St Benedict’s College	17
Slemish College	9
Parkhall College	1
St Marys Grammar, Magherafelt	9
St Patricks College, Ballymena	1
<b>Total</b>	<b>54</b>

## Health and Safety

During the Halloween break the school suffered some loss as a result of a burst pipe - flooding a number of classrooms, book store and Vice-Principal’s Office. Having worked with the EA and DENI, the classrooms, store and office space were refurbished. The school are most grateful to the Parish of Antrim who housed three of our class groups in their parish centre for the duration of the work.

## Monitoring and Evaluating

Ongoing monitoring was carried out throughout the year by leaders both formally and informally.

Evaluations in the following areas took place: Literacy / Numeracy / ICT / PDMU / SEN / Care and Welfare



## Attendance outline 2016 - 2017

Year Group	Attendance 2014 - 2015	Attendance 2015 - 2016	Attendance 2016 - 2017	Increase / Decrease figures 16/17 from 15/16
1			97.3%	
2		96%	95.4%	-0.6%
3	95.5%	95.7%	96.1%	+0.4%
4	94.9%	96.1%	95.8%	-0.3%
5	95.6%	96.%	95.4%	-0.6%
6	95.6%	95.8%	96.8%	+1.0%
7	96.6%	96.7	97.0%	+0.3%
Whole School	95.4%	96%	96.2%	+0.2%

## Classes & PTR

There were a total of 20 classes.

The overall teacher pupil ratio in the primary school was 22 children.

## LMS (Local Management of Schools)

The school’s LMS Budget April 16 -17 was £1,493,961

The financial year ended in a deficit of £34,700.70 (Largely due to flooding of school –Halloween 2016)

# The following is a synopsis of strategic development work that has taken place 2016 - 2017

## **Development of Literacy**

Raising of standards in Literacy – relating to handwriting development

- Staff agreed that Nelson Handwriting would be the most appropriate scheme to adopt for St. Comgall’s.
- The scheme was purchased for all classes P.1 – 7 including text books, commercial workbooks and online resources.
- Staff trained in The online Oxford Owl resources
- Teachers now use Nelson Handwriting across the Curriculum as opposed to purely during focussed handwriting lessons.
- Progress in handwriting is recorded in end of year reports
- Environmental print around the school used to model accurate formation of letters, size, shape and formation of upper and lower case letters.
- Teachers are planning in Year Groups for Nelson Handwriting on a fortnightly basis for 1-2 lessons per week.
- There has been a marked improvement primarily in handwriting but also a notable improvement in spelling – neurological link between fluidity of script and brain.
- A Literacy Team has been created with a representative from each Year Group.

## **Development of Numeracy**

Raising of standards Numeracy

- Day Staff Development Training delivered on Mental Math games and strategies.
- Underachievement in numeracy was also discussed – questionnaire allowed teachers to focus on their classroom teaching.
- Sharing of good practice between key stages.
- Formation of a numeracy team. The focus was on revising the current Mental Math scheme and to focus not only on the planning but the specific tasks used for teaching a particular area. This has provided the teachers with a framework to work from in the planning for Mental Math throughout the next academic year.
  - Guidance in the planning for Mental Math
  - Coordinator along with SLT reviewed the planning files
  - Children were given opportunities during Math lessons to explain the strategies used to calculate the answer to problems.
  - Use of Izak 9 to develop their strategies in solving Mental Math problems – allowed for group work and for children to learn from each other
  - Maths Week Ireland – The Happy Puzzle Company were brought in to provide a fun afternoon.

### **Development of ICT**

- Following previous audit & analysis by ICT leader it was established there was a need for improved resources and training.
- £10,000 of iPad technology was purchase with the help of the school fundraisers.
- 50 iPads now available for curriculum use.
- Wifi spot installed in every classroom to enhance wireless access for the ipads
- Children use in class sets of 10 to enhance access and alleviate issues with wireless devices.
- Initial training with iTeach.
- ICT team was set up with representatives of each year group.
- ICT team worked on ICT skills scheme and re-worked schemes so they were more appropriate and reflected the ICT ongoing in school currently.
- Teachers added tasks to their planning to ensure ICT cross-curricular opportunities were used.
- All 20 teachers now plan using the skills scheme and are aware of how to keep it up to date.
- The process of inputting PURPLE MASH lessons across the curriculum has begun.
- TRAINING took place – 3hrs for 24 teachers (Approx SD Cost of 24x£60) £1,440.
- Purchase of Purple Mash for 3 year period (£3,000)
- St Comgall’s use of Purple Mash became TOP SCHOOL IN THE WORLD for three consecutive months in a row.
- All teachers planned for and used ICT in all planners.
- The teachers planned for the children’s use of ICT for Purple Mash – both in class and at home.
- Classroom use increased for all staff and all children.
- The Creative use of ICT was enhanced
- A number of year groups extended the pupil’s learning into areas such as Virtual Reality (3 Classes in P6), blogging (5 classes – P6 and P7) and use of additional packages and apps such as imove (12 classes), garageband (3 classes) – embarking on music technology, and dropbox –for creative writing (2 classes) .

#### **Statistics for Purple Mash**                      Up to July 17

- Activities accessed 5,865
- In school hours usage 4,658
- Out of school usage 1,207

### **Development of Assessment**

- Levelling in Communication Training delivered to all staff by Principal Moderator for Communication - CCEA
- Training delivered on Levelling in the 3 Cross Curricular Skills
- Training heightened teachers’ skills, knowledge, confidence and expertise in the following areas:
  - the requirements of the different levels
  - securely deeming a piece of work a certain level and justifying the level
  - where to access CCEA Communication tasks

## **ANNUAL BOARD OF GOVERNORS REPORT – ST COMGALL’S PS ANTRIM (16-17)**

- the potential to edit/modify CCEA tasks to align with current classroom schemes and themes
- ideas/suggestions for teacher created tasks
- use of the Ready Reckoner in Reading and Writing
- how the overall level in Communication is assigned (taking into account reading, writing and talking and listening).
- All children assessed twice in Term Two in Communication (Reading and Writing), Using Mathematics and Using ICT
- Teacher use of the “highlighting method” to track progress on each pupil’s Levels of Progression page
- Some KS2 children exposed to Ready Reckoner in Reading and Writing which made the levels more transparent and empowered the learner
- Some KS2 children peer and self-assessed using the Ready Reckoner
- PiE and PiM replaced by PTE and PTM. All children in P3-P7 tested in April and May by Mrs. O’Neill and Ms. O’Sullivan
  
- Reports have been collated into three booklets – Data Overview, PTE Individual Data and PTM Individual Data – thus allowing teachers to plan for whole class and personal targets
- Creation of a Desk Planner – “Data at a Glance” – Teachers can note each child’s Literacy and Numeracy Targets and date achieved.

### **Development of Care and Welfare**

### **Special Educational Needs**

- Additional staff training delivered at the beginning of the academic year in writing and reviewing SMART targets to ensure Education Plans are valuable and support pupils’ progress
- Additional Training re Social, Emotional & Behavioural difficulties – strategies outlined to help support children with additional needs
- Identified children are tested (Pupil Attitude to Self and School – GL assessment)
- Data securitised to enable SENCo to plan interventions next academic year
- SENCo worked closely with teachers in Primary 1&2 to identify pupils who were having difficulty with Speech & Language, SEBD, Cognitive & Learning
- MASTS referrals completed (12 Pupils P1&2)
- 76% of children who were identified as having a difficulty in numeracy were found to be achieving at or above their level as re PIM
- 96% of children who were identified as having a difficulty in literacy were found to be achieving at or above their level as re PIE
- SENCo has worked closely with “Business in the community” to develop a programme to support children *who are underachieving* re literacy - These children have 100% improved in AR reading
- SENCo completed CCET – ***Diploma in Certificate of Competence in Educational/ Psychometric Testing***
- SENCo completed SEN Literacy Project 2015/6 and continues to implement strategies to support

## **ANNUAL BOARD OF GOVERNORS REPORT – ST COMGALL’S PS ANTRIM (16-17)**

children with specific literacy type needs.

### **Pastoral Care:**

- Whole school training delivered in August Days to highlight the need to consider the impact of Social, Emotional and Behavioural difficulties on children’s ability to access the curriculum
- Explore the use of CCEA guidelines to support children’s with SEBD and also to highlight strategies to implement within the class
- Teachers have continued to deliver a preventive curriculum through lessons on healthy eating, importance of exercise, smoking and alcohol awareness
- Anti-Bullying Week/ Internet Safety celebrated in October and February – opportunities to enable children to know how to keep themselves safe in school and online
- The school has accessed support from a number of outside agencies to support all children across the school – NSPCC/ KCA – Five to Thrive
- Development of a clear and structured programme of work designed to facilitate the development of self-control, emotional awareness and interpersonal problem solving skills.

### **PDMU (Personal Development and Mutual Understanding):**

- Coordinator planned opportunities for children to feed into decision making within the school – at least one per term through School Council/Eco Committee and other opportunities
- The children developed a better understanding of the roles and responsibilities of a school council
- Worked with Antrim primary to “Focus on the Crocus” – a programme that was to raise awareness of polio in Middle East – Shared Education
- Pupils carried out their own audit – to give every child in the school the opportunity to highlight something they would like to change or improve in the school
  - Outcome: popular issue was outdoor play equipment
- Children completed an inventory of the existing equipment in school and again audited children to decide which equipment to purchase
- Delivery of PDMU was raised through staff training – use of CCEA guidelines
- Reinforcement of opportunities for pupils to discuss the worries and concerns – through “Worry Boxes”/ School Council/ Circle Time/ Assemblies/ Anti – Bullying Week
- Additional work has been completed to extend opportunities to develop “Pupil Voice” through work on Pupil Council
- Peer Mediation – the school has adopted the approach of “Peer Mediation”
- Teachers were received “Peer Mediation” training to develop ethos in school
- Mr McShane has trained P6s to begin to “peer mediate

### **Shared Education**

- Coordinator was appointed (S. Mullan)
- Children and staff worked closely throughout the year with Antrim Primary School – evaluating and

## **ANNUAL BOARD OF GOVERNORS REPORT – ST COMGALL’S PS ANTRIM (16-17)**

reviewing the project

- Opportunities for additional funding were explored
- The school was able to access additional support through MFT – Empower – support for children identified with Additional Learning Needs such as dyslexia/ ASD/ ADHD
- P7 worked through a project on identity including a tour of the town
- P6 book club library
- P5 STEM 4 sessions – science investigations
- Additional funding to support the work in science £1000
- St Comgall’s shared expertise in Accelerated Reading with Antrim Primary School
- Antrim Primary shared expertise – the “Science Teacher of the year” shared her expertise in STEM
- Peer mediation – MFT all teachers/ classroom assistants were trained in the process of “Peer Mediation” to develop the culture throughout the school.

### **Safeguarding**

- A clear, structured teaching programme focussed on Safeguarding has been develop throughout the school
- The Child Protection & Safeguarding procedures are very visible now throughout the school
- The posters and procedures are reinforced through class teaching
- Clear emphasis is placed on reinforcing messages of safeguarding through work completed on Anti Bullying Week
- Planned opportunities to reinforce Internet safety message – assembly presented by PSNI
- Partnership with O2 to extend ICT resources to support children within the school
- Continued work in PDMU to teach children how to keep themselves safe from harm
- Visits from fire brigade/ school nurse
- Teachers continue to implement “Circle Time”
- Teachers have highlighted lessons and coordinator is developing a whole school Scheme of work to ensure there is clear provision throughout the school
- Focus on Positive Behaviour Management throughout the school has developed excellent behaviour throughout KS1-2
- Implementation of Whole School positive behaviour management through the use of “Best Class” awards/ “Star Pupil” awards
- Continued emphasis on health eating – promoted through PDMU lessons

## ANNUAL BOARD OF GOVERNORS REPORT – ST COMGALL’S PS ANTRIM (16-17)

### **Development of Parents and Community Links**

Parent Fundraising Team worked hard, we thank them most sincerely for their time and expertise. With their drive and with the support of all our parents and children the following was raised:

<b>2016/17 Events</b>	<b>Money Raised</b>
Asda Bag Pack	£ 1268.43
Christmas Cards	£ 553.00
Christmas Jumper Day	£ 1570.18
Muddy Marathon	£ 9145.65
Summer Fun Evening	£ 3794.55
Grant –Enkalon Foundation	£ 1000.00
Gift Aid for Mussy Marathon 1	£ 1602.00
Uniform Re-sale	£ 43.20

**TOTAL THIS YEAR**                      **£18,977.01\***

\*Funds this year are ear-marked to purchase a new school mini-bus for our pupils and to assist our parents with transport costs.

# The following section lists highlights / events that have taken place in the school year 16-17

## Events / Celebrations / Ethos Development / Leadership & Management / Local & International Links

Item	Date
Greenmount Trail for P2	26/09/16
Jungle Book presentation by image Musical theatre	27/09/16
Start of New School year Mass	28/09/17
Road Safety Assembly PSNI	30/09/16
SDP training with the EA	5/10/16
ICE Bridge Engineering task for year 7	6/10/16
Whole School Flu Vaccination	18/10/16
P1 Curriculum Evening	19/10/16
Harvest Assembly with Year 2	21/10/16
Show Box Appeal pick up	24/10/16
Halloween Dress Up	27/10/16
Anti-Bullying Week (Various Events)	14/11/16
STEM visit by University of Newcastle	29/11/16
Football tournament (on-going monthly – begins)	Nov 2016
Sustrans successful school	11/11/16
Light Up the Dark Launch day for Sustrans	24/11/16
Open evening for prospective parents	1/12/16
Flower Show attendance by Eco-club	2/12/16
P4 – P7 attend Grand Opera House pantomime	7/12/16
Panto for P1 –P3 n Antrim	13-15/12/16
Music recital for P5 – P7 parents and pupils	2/12/16
Choir singing at Antrim Forum	10/12/16
Parish Carol Service	19/12/17
Christmas jumper fundraiser day	21/12/16
Story telling author for year 5	16/01/17
Celebration of Catholic Schools Week	1/2/17
Safer internet day	7/2/17
Choir attended Peace Proms	5/2/17
Visit of Bird Man to P5	28/02/17
Food and Fitness visit by Diary Council	1/3/17
World book day dress up	2/3/17
P5 Visual Arts Workshop	20/03/17
Peer Mediation Training for P6 children (8 week programme)	Begins 23/03/17
Visit from helicopter pilot (Year 5)	24/03/17
P6 Visit Titanic	30/03/17



## ANNUAL BOARD OF GOVERNORS REPORT – ST COMGALL’S PS ANTRIM (16-17)

Meeting re: Transfer P6 parents	06/04/17
P3 visit the Zoo	7/04/17
Toy afternoon to raise funds for Trociare.	7/04/17
P2 visit Carrickfergus Castle	24-28/04/17
Muddy Marathon Fundraiser	27/04/17
Quantum theatre for year 2 and 3	02/05/17
Junior Entrepreneur Project for year 7	10-13/05/17
Sports days	25-26/05/17
P7 Residential to Carlingford	22-23/05/17
Wonder of my Being – Relationships and Sexuality Education taught	8-12/05/17
P7 End of year Show	19-20/06/17
Mr Henry begins work with CCEA in relation to WAU	
Board of Governors meet – Term 1	5/10/16
Parent teacher consultation week	24/10/16
Shared Education visit by Education and Training Inspectorate	10/11/16
Awarding of Certification from DENI – High Capacity School	
Mr Matthews appointed as an Associate Assessor to the Education and Training Inspectorate.	Sept 2016
Facilitation of QUB Research	21/03/17
European day of Languages	29/09/16
Hosted 2 German teachers for staff development (1 week)	7/11/16
Peace Island BEAM Project (Year 6 Mrs Magee’s Class)	6-10/3/17
Green Day Celebration for whole school	16/03/17
Hosted German Children for a visit to an English Speaking School	

**ANNUAL BOARD OF GOVERNORS REPORT – ST COMGALL’S PS ANTRIM (16-17)**

**Afterschool Clubs 2016/2017**

Term 1			Number of Children making use of a club
Club	Year Group	Leader	
Mixed Gaelic (Boys/girls)	6, 7	Mr Philips Mr McShane	30
Orchestra	6,7	Mrs McCaughan	20
Choir	6,7	Mrs. Molloy Miss McAllister	60
Art	5	Mrs O'Donnell Mrs Mullan	24
German	6	Miss Gallagher	12
Gaelic School Teams	6,7	Mr Philips	28
Soccer	5	Soccer Coach	30
<b>Term 1 Spaces Allocated</b>			<b>204</b>
Term 2			
Mixed Gaelic (Boys/girls)	6, 7	Mr. Jones Mr. Philips	30
Orchestra	6,7	Mrs McCaughan	20
Choir	6,7	Mrs. Molloy Miss McAllister	60
Irish	5	Mr.Christie	18
Judo	4,5,6,7	Judo Federation Coach	30
Netball	6,7	Netball coach	30
Gaelic School Teams	6,7	Mr Philips	28
Soccer	6	Soccer Coach	30
<b>Term 2 Spaces Allocated</b>			<b>216</b>
Term 3			
Orchestra	5,6,7,	Mrs McCaughan	20
Choir	6,7	Mrs. Molloy Miss McAllister	60
French	5	Mrs. L O'Neill	24
Cycling Proficiency	7	Mr.Mc Shane	14
Mixed Gaelic (Boys/girls)	4, 5, 6, 7	Mr. Jones Mr. Philips	80
Fundamental Ball Skills	3	Mr. Henry Mrs.Duffin	60
Judo	4,5,6,7	Judo Federation Coach	30
Netball	6,7	Netball coach	30
Soccer	6	Soccer Coach	30
Gaelic School Teams	6,7	Mr Philips	28
<b>Term 3 Spaces Allocated</b>			<b>376</b>
<b>Overall total of club spaces allocated for 2016/17</b>			<b>796</b>