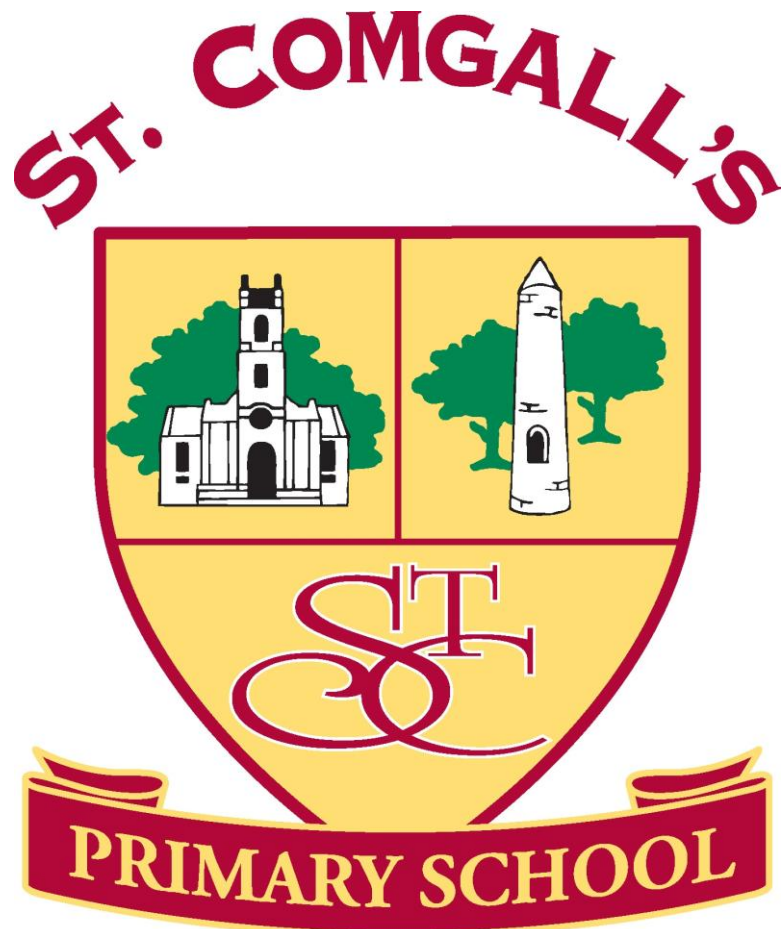


St Comgall's Primary School
1 Ballymena Road
Antrim BT41 4JG



Board of Governors
Annual Report to Parents 2013 – 2014

Board of Governors

Rev Fr S Emerson	Chair Person & Trustee
Mr P Hart	Trustee
Mrs R Lynch	Trustee
Mr P Murray	DENI
Mr S Marley	NEELB
Mr D Callan	Parent Governor
Mrs A Delaney	Teacher Governor
Mr J Matthews	Principal

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Staffing

Staffing consisted of one principal, one vice-principal, 20 class teachers, one teacher - part-time special needs teacher / part time P.E, three peripatetic music teachers and one peripatetic literacy support teacher.

Teaching duties for the staff were as follows:

Junior Reception & Part-time Music			Mrs McCaughan	
Year 1	Mrs O Neill	Mrs Mullan	Mrs Ntareme	Miss Reynolds
Year 2	Mrs Ewing	Mr Henry	Miss McAllister	
Year 3	Mrs Bradley	Mrs Devine	Mrs Black	
Year 4	Mrs Kelly	Mrs Quinn		
Year 5	Mr Jones	Mrs Duffy	Mr McShane	
Year 6	Mrs Hannigan	Mrs Magee		
Year 7	Mr McLaughlin	Mr Phillips		

Principal Mr Matthews

Vice Principal Mrs Delaney

Special Needs Mrs O’Neill

School Psychologist Mrs Gillespie

Peripatetic Music
Mr Lowry (Strings)
Mr Doherty (Wind)
Mr Heron (Strings)

Ancillary and Auxiliary

Office Staff Mrs McCollum
Mrs Mallon

Classroom Assistants

Mrs. Walker Mrs Quigg
Mrs. Hirst Mrs Craig
Miss Lavery Mrs. Murphy
Miss Butcher Miss Rush
Miss Begg Miss McKay
Mrs. O’Neill Mrs. Hunter
Mrs. Hussain Mrs. Dalton
Mrs. Western Mrs Trelford
Mrs Moran Mrs. Hegarty
Mrs. Magee Mrs McLaughlin

Cleaning Staff: Mrs. Watson, Miss Lavery, Mrs Trelford, Mr McFall, Mr Lavery

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Building Supervisor: Mr Lavery

Crossing Patrol Staff: Mrs Clyde Mrs McCartney

Supervisory Assistants

Mrs Clyde Mrs Trelford Mrs O’Neill Mrs Dalton Miss McKay
Mrs Murphy Mrs Western Mrs Hunter

Chaplains: Fr Emerson Fr McGrath

Appointments, Promotions and Resignations

Mrs Delaney retired after 42 years service to St Comgall’s.

Mrs Bradley retired after 38 years service to St Comgall’s.

Mrs McIntyre was appointed as a Vice Principal to the school.

Mrs Ntareme was appointed as a permanent teacher.

Mr Phillips was appointed as a permanent teacher.

Mrs O’Donnell was appointed as a permanent teacher.

PRSD, Beginning Teachers and Early Professional Development

Performance Review Staff Development (PRSD)

All staff were reviewed as part of the PRSD which focussed on delivery of lessons to enhance learning

Induction & EPD

Three teachers successfully completed and exited the EPD process.

Student Placements

Teaching Students:

Two teaching student’s placements were facilitated within year 5 & 6. The students were from St. Mary’s University College. The Student teachers successfully completed their practices.

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Staff Development

Please find below the staff development that has taken place Sept 2013 – June 2014.

Date	Training
9 Sept	Website Development
9 Sept	School Development Plan Work
10 Sept	Development of S.E.N.
24 Sept	First Aid training for 9 staff
24 Sept	ASD training for 3 teachers
8 Oct	Dyslexia Awareness training – teachers and non-teaching
8 Oct	Teacher tutor training
9 Oct	Training for media initiatives – 2 teachers
14 Oct	Comenius planning – 2 teachers
21 Oct	MASTS training – 1 teacher
21 Oct	ASD training – 1 teacher
21 Oct	CEFR training all staff
22 Oct	C2K training – 1 teacher
Nov18/19/20/21/25/26	Planning training with outside facilitator
13 Jan	ASD training – 2 teachers
27 Jan	CCEA Assessment work
3 Feb	MASTS training – 2 teachers
10 Feb	Development of Learning & Teaching Policy
11 Feb	MASTS training – 2 classroom assistants
12 Feb	MASTS training – 2 teachers
24 Feb	Development of Pastoral Care & SEN Policy
3 Mar	Development of Vision
10 – 14 Mar	Staff PRSD
24 Mar	Assessment Policy agreement form
25 Mar	STEM Conference – 1 teacher
26 Mar	MASTS training for parents
7 May	C2K Transformation training – 1 teacher
9 May	Fronter training – 1 teacher
7 & 29 May	ASD training – 1 teacher & 1 classroom assistant

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Leadership Training

13 Nov	RTU Principals’ training
27 Nov	NEELB Leadership in Reception classes
2 Dec	NEELB Principals’ Conference
21 Jan	CCEA Moderator update training
24 Jan	C2K Principals’ update training – MYSCHOOL
24 Jan	ETI – CRED conference
27 Feb	NEELB Principals’ training
3/4 Mar	SEELB Moderator training
13 Mar	British Council training – Erasmus +
31/3 – 4/4	CCEA Standard Setting ICT
7 April	NIABF – Anti-Bullying update
22 May	Literacy co-ord. leadership development

The following sections outline some of the highlights / events that have taken place in the school year 13 - 14

Promotion of School Ethos

The Catholic Teacher.

All teachers were involved in staff development organised by Fr. Emerson, including all schools in the parish. It was a day to reflect on the role of the Catholic teacher.

Beginning of school year Mass in September

Mass was attended by all staff and pupils – year 2 up and it was a celebration for the opening of a new school year.

Mass for deceased teachers of the diocese

The school choir sang at the Mass for the deceased teachers of the Diocese. It was celebrated by Fr. Emerson and officiated by Bishop Donal. St Comgall’s hosted guests and provided refreshments following this Mass.

Year 2 Parents Prayer Service – for Harvest

Year 2 children and staff prepared a prayer service for parents. Parents/grandparents were invited one Friday afternoon to join the children in prayer and song. It was very well attended and the children led the prayer service wonderfully.

Charities 2013 – 2014

Nominated charities for this academic year are:

- Term 1: Road of Hope Shoe Box Appeal
- Term 2: Trociare
- Term 3: Cancer Fund for Children

Parish Mission Week

Children were invited to the Parish Mission and attended a prayer service with the Parish Mission Team on one of the afternoons in the week.

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Shoe Box Appeal

Fabulous response to shoe box appeal from all families. These were collected by Road of Hope and we received photos back of the shoe boxes being delivered to needy families in Romania. A hugely successful adventure and lots of children and adults benefited. Our families were extremely generous.

Typhoon Hiyan

The school raised an impromptu £1,700 for the Filipino nurses at Antrim Hospital. All proceeds were directly sent the Philippines and receipts provided for the transfer of money. Parents were again exceptionally generous.

Christmas

P.1 celebrated Christmas with their show for parents. Year 4 – 7 including Choir, Orchestra and Traditional Group led the Parish in a Carol Service in preparation for Christmas.

Catholic Schools Week

A variety of activities took place, however, the most successful was the wonderful celebration of Grandparents Day.

St. Patrick’s Day

The school was awash with green in March as everyone dressed to celebrate St. Patrick. Year 5 children put together a production which included the story of St. Patrick, dance, songs and music. This was presented to the whole school and to the parents/families of Year 5 who were invited that afternoon.

Easter Assembly Presentation for parents

Year 6 prepared a prayerful presentation of the Stations of the Cross. They were presented by prayer, photos of the stations, readings and singing.

Sacraments

Sacramental preparation took a different approach this year. Along with parent consultation and inter-school work, the parents of all schools in the parish came together for a re-formatted approach to preparation. These were successful and achieved the aim of including both the parents and schools more fully in the preparation for sacraments. Confirmation was a wonderful occasion for the parish. Communion was beautiful celebration for the children of our school. Additional preparation in the form of Retreat days was a fantastic benefit to the children. Bishop Farquar celebrated Confirmation.

This year the introduction of a development day for the pledge including work with the children on making good choices and discussions around drug usage. This day was facilitated by an external youth group and the children fully engaged in all the activities and discussions. This took place on the day of the pledge Mass which was celebrated by Fr McGrath.

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Mass of Thanksgiving for Mrs Delaney and Mrs Bradley

A Mass of thanksgiving was celebrated for Mrs Delaney and Mrs Bradley who retired from the school after many years of service. It was a wonderful celebration in thanksgiving for the dedicated work of the teachers. It was attended by the whole school community, members of the parish and a number of invited guests. Children received a half day off and guests were treated to lunch.

Leavers Mass for Year 7 children.

Year 7 said an emotional good-bye to St Comgall’s in June. The children participated fully in the liturgy, received their school records of achievement, presented by Father Emerson and enjoyed watching the musical compilation of photos of their time at Primary school.

Funky Fun Pink Friday

Linking with the Giro d’Italia everyone at school dressed in something pink for the day and we had a wonderful time raising money for the NI Cancer fund for children. (£960 was raised)

Trocaire

The Lenten campaign in school raised around £1,678.00 – a fabulous achievement by all involved.

Leadership & Management

New mobiles

4 new mobiles were installed through the summer months. They are state-of-the art buildings and are fantastic learning environment for children. Our school playground has now been increased as a result.

School Playground

As part of school improvement work Mr Matthews has initiated contact with NEELB for the re-surfacing of our playgrounds for health and safety of children. We are now on the schedule for re-surfacing before the end of the school year.

New School Website

Consultation process took place during the year in relation to new website content. The old site remained down during this process.

Leadership Structure

The leadership structure of the school had a review completed on it during the school year by SLT re. the needs of the school. Proposals for a change to this structure will be made to the Governors in the new academic year.

NEELB Audit

NEELB audit team visited the school and completed a wide ranging/through corporate governance audit. The Head of Internal Audit audited all personal school accounts – Fund accounts. All accounts received audit certificates from internal audit as correct.

New Cabins

New Cabins – One new cabin was purchased to assist with small room provision. It gives 2 more small spaces for children to work with a variety of staff – music, MASTS, Education Psyc, LTSS, SEN etc.

New Staffroom

A new staffroom was built throughout the summer. This was necessary as a classroom required to be reinstated due to an increase in the school population.

New office area.

A larger school office is now in place with space for two staff, including new filing. One full time secretary and one part-time secretary now work within this space. A reception window has been instated for child protection purposes. The reception window is operated by the school secretaries.

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First Aid training

First Aid training for an additional 9 staff occurred in September 2013 to provide First Aid qualified staff for the children in the playground. We now have 12 qualified First Aid staff in the school.

Fundraising Committee

An expression of interest was sought for a fundraising committee to help the school raise money for much needed resources. The group will come together in the near future.

Learning and Teaching Policy

Whole staff have been working on Learning and Teaching policy and this is now in draft mode.

Policy Development

Development of Pastoral Care Policies

New guidelines for Critical Incident Management will need formulated into policy before being adopted by Governors.

Assessment Policy

Assessment Co-ordinator Mrs Magee worked on this and it has been agreed by the teaching staff as accurately reflecting our assessment practice in school. It was presented to Governors during this academic year and adopted by them.

Staff PRSD

Term 2 saw the use of Principal observations of classroom practice, including feedback/dialogue on areas of strength and areas for development.

EPD Observations

EPD observations were carried out by Mrs Delaney.

Primary enrolment

Enrolment for this year in Primary 1 we have 86 Children.

- This is made up of 61 new applications and 25 moving across from Junior Reception.

Principal’s PRSD

Mr Matthews successfully completed his PRSD Governor evaluation.

Accommodation and class sizes

- Due to lack of accommodation, two year groups had to be collapsed for September 2013:
 - Four year 1 classes into 3 year 2 classes
 - 3 year 5 classes into 2 year 6 classes.

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Reconstitution of the BOG

Teacher election.

Completed in May and the successful teacher elected was Mrs M Hannigan.

Parent election.

Completed in May and the successful parent elected was Mrs C Gillen.

Pastoral Care

All pastoral arrangements were monitored throughout the school.

Whole school participation in programme of activities/events/competitions and special assembly during anti-bullying week. This engaged the children and focused on this important message.

A suite of pastoral care policies were review and implemented by all staff. This suite of policies were adopted by the Board of Governors

End of Key Stage Assessment

Due to teaching union industrial action, levels at end of Key Stage were not assigned or submitted to CCEA.

Transfer Interviews

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

All first choices have been outlined below:

Table: First choices made by year 7 transfers.

	1st CHOICE	Placed
St.Benedict's College	11	22
St. Louis' Grammar	13	8
St. Patrick's B'mena	3	7
St Mary's Clady	0	1
Slemish College (Integrated)	15	9
Antrim Grammar	4	2
Tandragee High	0	1
St. Mary's M'Felt	6	4
Clounagh JH Portadown	1	0
Parkhall Integrated	3	2
TOTAL	56	56

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Health and Safety

Four successful fire drills carried out throughout the year.

Attendance outline 2013 – 2014

Year Group	Attendance 2013 - 2014	Attendance 2012-2013	Increase / Decrease figures
1	95.3 %		
2	94.9 %	94.2 %	+0.7%
3	95.8 %	95.2 %	+0.6%
4	96.2 %	95.7 %	+0.5%
5	94.8 %	94.8 %	0%
6	96.1 %	96.3 %	-0.2%
7	94.75 %	94.3 %	+0.45%
Whole School	95.5 %	95 %	+ 0.5%

Classes & PTR

There were a total of 20 classes.

The overall teacher pupil ratio in the primary school was 21.7 children.

LMS (Local Management of Schools)

The school’s LMS Budget April 13 – April 14 was £1,404,122.

The financial year ended in a planned deficit of £10,441

Curriculum Development

Media Initiatives Launch – Respecting differences

P1 & JR teachers have been trained in leading a media initiatives programme in their class. There was a launch of the project on 9 Oct in Holiday Inn led by the project facilitators. A good parent representation from our school and the children should really enjoy the programme and get a lot out of it.

New School Development Plan

A new plan has been produced after lots of consultation. Final consultation is now with the Governors.

A 3 year plan on curriculum development has been set out.

Main priorities this year include:

- Planning for the curriculum development
- Development of lines of progression/schemes of work in the main subject areas of literacy Numeracy.

Outside consultant on connected learning planning

Consultant working with staff groups - on how to connect the children’s learning through thematic planning. Each K.S. group worked separately.

CEFR Training

All teachers were trained in the use of electronic CEFR to monitor development of our Newcomer children.

Year 3

Year 3 visited Greenmount in relation to their topic.

Recycle Bus

Recycle bus visited the school giving lots of useful information on how to recycle in school, at home and what happens to our rubbish.

Staff Development

All teachers and classroom assistants were trained by our LTSS support teacher in looking at the signs of Dyslexia and some classroom techniques on how to support them.

Year 5

Birds of Prey visited in relation to year 5 topic

Year 1 & 2

Year 1 and 2 has a visit from a healthy eating specialist.

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Assessment

All staff are working on assessing children using the CCT of Using Maths. Teachers were in Industrial action and did not submit levels to CCEA or take part in moderation.

Thematic Planning

A lot of work has gone into thematic planning with all staff looking at the linked approach to learning and ensuring this approach is linked directly to the curriculum document. They were supported by Anne McErlane in this work.

Literacy/Numeracy Scheme Development

Both literacy and numeracy schemes are currently under review with the chance of having a scheme in place in both subject areas for teachers beginning the next academic year.

Young Enterprise – Business for P7

The year 7 worked with business consultant to create a small business, run by them to create and sell programmes for the end of year show.

Aladdin

A hugely successful production of Aladdin was staged on 11th and 12th June. To assist with preparation and avoiding disrupting Shelly’s playgroup were two of the reasons by which we took the decision to move the show into the school hall this year. It proved a successful move for a wide variety of reasons and allowed the show to be part of the heart of the school for the children and the staff.

Year 7 trip to Carlingford.

As the year 7 trip to Germany could not be staffed this academic year, the children went on a residential outing to Carlingford Adventure centre. A packed itinerary for the children ensured they came home excited and exhausted. A fantastic trip for the children.

Pantomimes

All year groups attended Christmas pantomimes. Pantomimes were chosen to be age appropriate, at two venues – Ballymena and Opera House Belfast.

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After School Activities including extra-curricular activities

Seven week programme – first and second term.

Day	Activity	Year Groups	Teachers
Monday 3 - 4	Orchestra*	P5, P6, P7	Mrs Reynolds
Tuesday 3 – 4	Traditional music*	P5, P6, P7	Miss McAllister
Wednesday 3 - 4	Choral Speaking	P5-P7	Mrs Ntareme
Wednesday 3 - 4	Gaelic*	P4 & P5	Mr Jones Mr Philips
Thursday 3 - 4	Art	P5	Mrs Mullan, Mrs O’Donnell
Thursday 3 - 4	Soccer/Gaelic*	P6 & P7 (Boys)	Mr Jones Mr Philips
Thursday 3 - 4 Term 1	Netball	P6 & P7	Mr Philips
Wednesday 3-4 Term 3	French	P5	Mrs L O’Neill
Friday 2 - 3 Term 3	Basic Ball Skills	P3	Mr Henry Miss O’Rourke
Friday 2 - 3 Term 3	Cookery	P4	Mrs McGrath

**Ongoing throughout the year*

Tuesday club changed throughout the year for Primary 5

Term 1	Term 2	Term 3
Art	Drama	French

Additional extra-curricular events throughout the year

- 7 a side Gaelic team entered the South West outdoor football.
- Hurling team entered the South West Antrim Indoor tournament.
- 5 a side team entered the Antrim indoor football cup.
- School 7 a side soccer team entered the Antrim outdoor cup.
- School soccer team took part in the Antrim Schools’ Soccer League.
- School Choir entered Ballymena festival.

Local and International Links

Time to Read

The successful link between business and school has started again. Ten children are now receiving reading support on a one-to-one basis weekly.

Comenius

- Mr McShane took responsibility for Comenius from Mrs Hannigan. Two teachers travelled to our partner schools in France for a 2 day planning meeting regarding the links between the schools and the curriculum development work that is taking place.
- Germany trip: Unfortunately, there were not enough staff available to allow for application to Governors to travel to our German partner school in Ketzin.

PSNI – LINKS

- Firework safety with two local police officers prior to Halloween
- They completed stranger danger talks with children

PSNI E-Safety Awareness

Talk given to parents and staff one evening re: e-safety awareness.

- Children workshops on e-safety delivered to our year 7 pupils.

Year 7

Year 7 worked with local group at the Christmas service to prepare lanterns for a community lantern parade for the switch on of the Christmas lights in Antrim Town Centre. School was opened in the night and was the start point for all schools.

Comenius

A successful visit from 36 French students and 6 French staff just completed in March. Mr Mc Shane successfully managed the visit for all children and staff.

Erasmus +

Mr McShane, in collaboration with 4 other European schools has submitted an application to be involved in the new Erasmus + programme. We should know if we are successful in the next academic year.

Germans Visiting

A visit for German school took place from Tuesday 20th May – Tuesday 27th May 2014. This was a successful trip. The German children visited many of our places of interest.

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Sports Days

They took place on 22/23 May. This year we changed sports day – linked it to world cup teams and introduced music and colour in the playgrounds. Two very successful days – and the sun kept shining. !

Charity Donations

Charities 2013 - 2014

<i>CHARITY (1 Charity per term)</i>	<i>AMOUNT</i>	<i>DATE</i>
NI Cancer Fund for Children	£1047.62	Dec 2012
Trocaire	£1485.31	24/4/13
Friends of Africa	£1000.00	June 2013
Action MS (Parent fundraiser) – Small donation	£50	May 2013