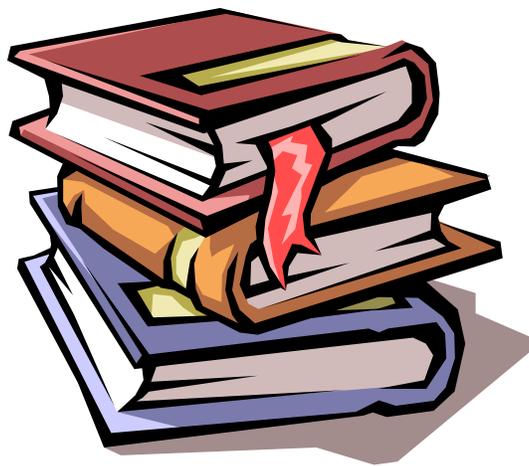


**MILLTOWN  
PRIMARY SCHOOL**



**GOVERNORS' REPORT**

**2017 – 2018**

**Milltown Primary School**  
167 Lurgan Road, BANBRIDGE BT32 4NR

1 October 2018

Dear Parent

I am pleased to have this opportunity to present to you the Governor's Report on Milltown Primary School. It is our intention that you should be kept informed about your child's progress at school and this report is one of a number of ways in which information will be provided.

I commend this report for your consideration.

Yours faithfully

*A Mateer*

Chairman

## **THE BOARD OF GOVERNORS OF MILLTOWN PRIMARY SCHOOL 2014-2018**

### **Chairman**

Mr A Mateer

### **Secretary**

Miss C Garrett (Principal)

### **Transferor Representatives**

Rev S Hibbert  
Mrs S Henning  
Mrs H Griffin  
Mrs N Wilson

### **EA Representatives**

Mr A Mateer (Chairman)  
Mr S Walker

### **Teacher Representative**

Mrs C Wilson

### **Parent Representatives**

Mrs G Graham  
Dr S Porter

This Board of Governors was constituted in October 2014 and will be in office until 2018.

## **GOVERNORS' MAIN RESPONSIBILITIES**

The Governors are ultimately responsible for the overall management of the school. They are required to meet for a minimum of three times each year but in practice the governors and committees met 8 times during the course of the 2017/2018 school year.

Some of their duties include:

- 1 The oversight of the curriculum
- 2 The control of the budget
- 3 The provision of information to parents
- 4 The selection of staff
- 5 The maintenance of the premises (shared responsibility with EA)
- 6 The Admissions Policy
- 7 Fostering links with the local community and pursuing the objectives of Mutual Understanding.

## **REVIEW OF THE PAST YEAR**

The 2017/2018 school year has been a very busy and successful one in which many noteworthy achievements have been made.

## **THE CURRICULUM**

Under the Education Reform Order the responsibility of the Governors for the curriculum (what is taught in school) has been increased though the day-to-day organisation of the curriculum remains the Principal's responsibility.

While much of what is to be taught has now been determined by law it is the governors' responsibility to ensure that a broad and balanced learning experience is provided for all pupils.

### **Assessment**

Internal assessment was completed and results provided to parents.

### **Community Relations, Equality and Diversity**

During the year the children were involved in a number of activities which formed part of the Community Relations, Equality and Diversity (CRED) programme and gave pupils the opportunity to work with children from other local schools. These included:

- P7 pupils attended a Bee Safe event along with P7 pupils from other schools in the area, to learn about keeping themselves safe.
- P6&7 pupils attended a 'P7 Day' in Banbridge High School was also attended by the P6&7 pupils
- P7 pupils attended a 'Love for Life' workshop, held for P7s in Kings Park Primary School, Lurgan
- Pupils were also invited to be involved in Laurencetown, Lenaderg & Tullylish After-School Clubs.

These activities were enjoyed by the children who had the opportunity to develop valuable academic and social skills.

### **Sports**

The Board of Governors is satisfied that the school's aims for Physical Education have been met and that the children are receiving a broad experience through enjoyable activities which meet the requirements of the NI Curriculum. All children have opportunities to participate in athletics, cycling, dance, games, gymnastics and swimming. Sports Day is held annually.

This year, P5-7 pupils also took part in a Healthy Kidz programme which focused on building up fitness levels and encouraging children to be more active. This was greatly enjoyed and 'Santa's Elves Big Christmas Workout' raised money to go towards funding an after-school club for all pupils.

Children are also encouraged to participate in activities organised by local sports clubs.

### **After School Clubs**

After-school clubs were provided in football, Spanish, using the iPad and Healthy Kidz.

### **Special Educational Needs**

The school continues to make provision for pupils who have special educational needs. The children's progress is monitored and reviewed regularly with appropriate parental involvement. If, despite assistance, a child still finds difficulty, support and advice are sought from outside the school e.g. educational psychologists or peripatetic teachers via the EA.

The Governors are pleased to note the caring emphasis that is at the heart of school life and the respect, which the children are encouraged to develop, for themselves, other pupils and adults.

The Governors are conscious that the on-going educational changes have greatly increased the pressure on staff and wish to recognise the existence of this pressure and acknowledge the work that continues to be done to ensure the smooth implementation of the changes.

## **SCHOOL LIAISON**

Links between the school and the parents continued during the year. These included:

- Invitations to meet with teacher/s at Parent-Teacher Interviews
- Meeting with parents of P6 children to discuss the Transfer Procedure
- Guidance for P7 parents regarding the completion of the Transfer Form
- Meeting for parents of P6-7 children in relation to the Greenhill school trip
- School Open Day
- An information meeting for new parents to the school
- Parents invited to contribute to topic work in class e.g. neonatal nurse and newborn baby talk.
- Parent volunteers to assist with school events
- Parents attended our Carol Service and Sports Day

- P6&7 pupils attended Banbridge High School's 'P7 Day' along with pupils from other local schools
- The PTA organised a Christmas fair and raffle which were successful and well supported.
- Relationships were maintained with local secondary schools with P7 pupils having the opportunity to visit them before transfer.
- All parents were invited to participate in Numeracy workshops and Internet Safety talks.
- Students from the following institutions did work experience in school during the year:
  - Banbridge Academy and Newbridge Integrated College.

## STAFFING COMPLEMENT FOR 2017/2018

### Teaching Staff

Miss C Garrett	Principal	P5-7
Mrs C Somerville	(Principal Release Teacher)	
Mrs Wilson / Mrs Johnston		P3-4
Mrs Hanvey		P1-2

### Non-Teaching Staff

Mrs K Patterson	Clerical Officer
Mr B Dickson	Building Supervisor
Mrs J McBurney	Dining Attendant
Mrs J McKinstry/Ms Hilditch	Lunch-time Supervisors
Mrs T Dunlop	Road Crossing Patrol
Mrs D Hazley	Classroom Assistant
Mrs J McKinstry	Classroom Assistant
Ms L Hilditch	Classroom Assistant

## PUPILS' ANNUAL ATTENDANCE RATE

Attendance at the school was generally good though there were a few instances of an unsatisfactory pattern of absences and lateness. The average attendance for the 2017/2018 year was 93.8%.

## THE FINANCIAL REPORT

Since the introduction of Local Management of Schools each school is given a budget which is under the control of the governors. The school must live within this budget.

The figures presented below are those issued at the end of the financial year April 2017 – March 2018.

### End of Financial Year Statement 2017/2018

<b>Budget</b>		<b>Expenditure</b>	
Final Budget Share	£330 707	Teacher Costs	£189 544
		Non-teacher staff costs	£ 37 596
		Non-staff costs	£ 20 661
		Balance carried forward to April 2018	£ 82 906

## THE SCHOOL FUND ACCOUNT

This account represents monies which are raised by the school's own efforts along with contributions made by parents at the beginning of each academic year.

<b>Income</b>		<b>Expenditure</b>	
Balance	£2741.55	Books & Materials	£ 134.20
Contributions	£318.00	Advertising	£104.40
Cookstown Recyclers	£32.00	Sundries	£ 216.78
Uniforms	£91.50	Trips	£45.95
Photos	£ 65.00	Bank Fees	£68.37
Leader	£ 5.10		
Postage	£ 25.70		
After-school (for 18/19)	£885.00	Balance	£3594.15

## THE PTA ACCOUNT

<b>Income</b>		<b>Expenditure</b>	
Balance	£1218.85	Website expenses	£47.20
Christmas fair/raffle	£278.85	Panto Bus	£240.00
World Book Day book sale	£46.40	Bank charges	£ 17.78
Easter Raffle	£81.00	Outdoor games resources	£582.51
Account Transfer	£1204.05	Fun Day	£47.20
Sports day	£49.30		
		Balance	£1938.04

Many thanks to everyone who helped make these events such a success.

## FUNDRAISING

### School

- This year's charity collection for Chest, Heart and Stroke raised £84.00
- The Poppy Appeal raised £91.03.
- Shoe-box gifts were collected for Operation Christmas Child. This was very well supported.
- Cash for Clobber raised £32.00.
- 'Santa's Elves' Big Christmas Workout' raised £777.99 which subsidised the Healthy Kidz work in school.
- Books for class libraries, to the value of £293.93, were obtained as a result of the Book Fair.

Many thanks are extended to all those who have contributed to the above activities.

## SCHOOL EVENTS AND ACHIEVEMENTS

1. A Christmas Carol Service was very well supported.
2. In January the children went to the pantomime Sleeping Beauty, at the Waterfront, Belfast.
3. **Visitors** to the school during the year included:
  - a representative from the charity, Chest, Heart & Stroke;
  - Rev Hibbert, Mr D Selwood and a CEF representatives who contributed to assemblies;
  - Hope for Life who did RE workshops with P4-7 pupils;
  - Healthy Kidz coach who worked with both KS1 and KS2 children;
  - Mrs J Graham who talked to P6&7 about Health & Safety
  - EA Music Service tutors for instrumental tuition and for the iPad afterschool club;
  - Football coach and Spanish tutor for after-school clubs
  - NSPCC Schools' Service took 'Speak Out. Stay Safe.' programmes with all classes;
  - Bryson House who did a workshop with P6&7 on Energy Efficiency;
  - Fire Service representative who gave a talk on fire safety to children in P4&5;
  - PSNI took an Internet Safety parents' workshop;
  - Policing & Community Safety Partnership who gave a Road Safety talk to P3&4 pupils;
  - Library Service took story-telling sessions on World Book Day and told children, in June, about the Summer Reading Challenge;
  - Opus photography took a photography workshop for P6&7 pupils;
  - An Education Welfare Officer who talked to P7 pupils regarding the transition from primary to secondary level education;
5. **Competitions** in which the children had opportunity to participate during the year include:
  - Design a Christmas card
  - Seapatrick Parish Church colouring competition. One pupil was a prize winner;

6. In addition to the school's Community Relations, Equality & Diversity programme, mentioned previously, a number of **educational visits** were undertaken this year.
  - P6&7 had residential visit to Greenhill YMCA Centre, Newcastle for outdoor pursuits;
  - P1-2 visited Armagh Toy Museum
  - P3-5 visited Palace Stables, Armagh
  - P6&7 visited Armagh Planetarium
  - the whole school visited W5 in Belfast
  - Tesco sponsored a Fishing trip to Dromore for P5-7;
7. Further swimming badges were gained by children in P5, P6 and P7 during the year.
8. P6-7 children had the opportunity to have Cycling Proficiency training and gained certificates.
9. The children had the opportunity to participate in the Sports Association Easter and summer coaching programmes.
10. All children have the opportunity to take part in Laurencetown, Lenaderg and Tullylish after-school Clubs and summer activities.
11. A very enjoyable Sports Day was held in June. This was followed by a picnic and well supported by families.
12. All children were invited and encouraged to participate in the Library's Reading challenge during the summer holiday.

The Governors express thanks to all those who contributed to make these events such a success.

## **ORGANISATION, DEVELOPMENT AND ADMINISTRATION**

**School Grounds:** The governors are happy to report the following improvements to the school building and grounds:

- Replacement of outdoor storage

### **School Development Plan 2017/18**

Good progress was made in all the targets identified for development in the 2017/18 school year, however, some areas could not be completed due to other unforeseen priorities. Uncompleted items will be a focus in 2018/19.

Professional development focused on:

- Numeracy - Complete KS1 number planning; review and update policy
- Literacy - Training in relation to SEN Literacy and development of work in spelling
- UICT - Develop work in digital storytelling
- Pastoral Care - Review and update a range of pastoral policies

### **School Development Plan 2018/19**

Following a review, the areas identified for development during the 2018/19 school year are as follows:

- Literacy - Development of Handwriting; review and update policy
- UICT - Development of Film & Animation; review and update policy
- SEN - Review of procedures
- Pastoral Care - Review and update Safeguarding, RSE and Behaviour policies

If you wish to comment on the targets for the School Development plan, please send them in writing to Miss Garrett by 12 October 2018.

## **Security**

The following measures are in operation to ensure a secure environment for pupils and staff at Milltown P.S. The school is fitted with an intruder alarm and smoke/fire alarms. The school is fitted with a number of fire extinguishers and a Fire Safety risk assessment has been carried out. Security locks have been installed at the school entrances. Staff and volunteers working with the children undergo an Access NI check in line with DE Safeguarding/Child Protection Procedures. The school is part of the School Watch scheme.

## **THANKS**

The Governors would wish to take this opportunity to express their thanks and appreciation to the Principal and the staff of the school (teaching and non-teaching) for their high level of commitment and the high standards achieved both inside and outside the classroom.

Parents must also be commended for their support of the staff in achieving this high level of success.

Thanks are also due to EA's staff and to the representatives of various external agencies who have contributed to the work of the school during the year.