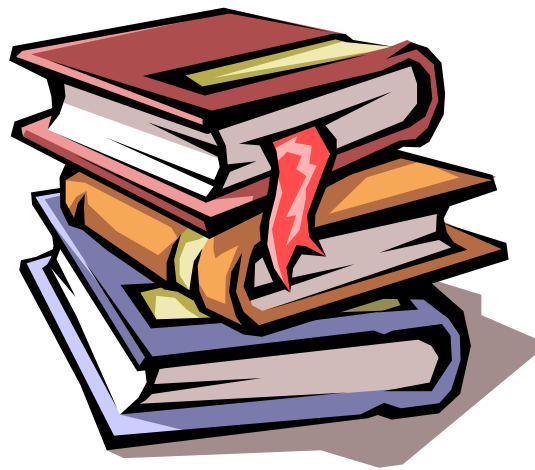


**MILLTOWN
PRIMARY SCHOOL**



GOVERNORS' REPORT

2018 – 2019

Milltown Primary School
167 Lurgan Road, BANBRIDGE BT32 4NR

1 October 2019

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 2018/22

Chairman

Mr A Mateer

Secretary

Miss C Garrett (Principal)

Transferor Representatives

Rev S Hibbert

Mr A Mateer (Chairman)

Mrs H Griffin

Ms R Beggs

EA Representatives

Mrs S Henning

Mr S Walker

Teacher Representative

Mrs C Wilson

Parent Representatives

Mr G McKelvey

Mrs K McKnight

This Board of Governors was constituted in December 2018 and will be in office until 2022.

Thanks are extended to outgoing members for their contributions to the life of the school.

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 eight times during the course of the 2018/2019 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 2018/2019 school year has been a 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 outcomes 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. These activities included the following:

- Pupils have the opportunity to be involved in Laurencetown, Lenaderg & Tullylish after-school clubs.
- P5-7 pupils participated, with pupils from St Colman's PS, (Bann) and Gilford PS, in a **Peace IV Shared Education Programme**. The theme was 'Healthy Habits' and the children participated in a series of workshops in Art (with a theme of Healthy Eating), PE, and Personal Development & Mutual Understanding (PDMU), as well as a 'Colour Run' in Portadown, to which parents were invited, and a trip to East Coast Adventure in Rostrevor for a day of outdoor activities. Parents attended an evening session in May for the children to share their experiences and showcase their work. The programme was greatly enjoyed and the pupils developed important skills and knowledge about looking after their health, both physical and mental. Staff members from the three schools were also involved in joint training in Mental Health awareness and Art.
- P7 pupils attended a '**Bee Safe**' day along with P7 pupils from other schools in the local area. This encouraged pupils to consider how to keep themselves safe in a range of potentially dangerous situations.

These activities were very successful and thoroughly 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.

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

After School Clubs

Children had the opportunity to participate in After-school clubs for football, Spanish, Ukulele and 'Bee Active' physical activities. These have been well supported and greatly enjoyed by the children.

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 a large number of 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:
 - A Parent workshop to learn about the development of Handwriting Skills.
 - Invitations to meet with teacher/s at Parent-Teacher Interviews
 - Meeting with parents of P6 children to discuss the process for transfer to post-primary education
 - Guidance for P7 parent regarding the completion of the Transfer Form
 - School Open Day
 - An information meeting for new P1 parents to the school
 - Parents / family members supported the school by contributing to topic work
 - Leaflets and information about Concussion Awareness were distributed to parents of P6 pupils
 - Information sheets distributed to parents of Key Stage 2 pupils, regarding the age appropriateness of various Social Media Apps and related internet safety issues
 - School events such as Christmas Play and Sports Day
- P7 pupils, along with P7 pupils from other local schools attended a Bee Safe event organized by ABC Council
- They also attended a 'Love for Life' workshop in Edenderry PS
- Relationships were maintained with local post-primary schools
 - P7 pupils having the opportunity to visit them before transfer;
 - Students from SE Regional College, Portadown College and Banbridge High School did work experience in school during the year.

STAFFING COMPLEMENT FOR 2018/2019

Teaching Staff

Miss C Garrett Principal P5-7
Mrs C Somerville (Principal Release Teacher)
Mrs Wilson/Mrs Johnston P3-5
Mrs Hanvey/Miss Liggett P1-3

Non-Teaching Staff

Mrs K Patterson Clerical Officer
Mr B Dickson Building Supervisor
Mrs J McBurney Catering Assistant
Mrs J McKinstry/Ms L 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

We thank Mrs McKinstry for her years of service to the school and extend our best wishes for her new job.

PUPIL'S 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 2018/2019 year was 94.9%.

SCHOOL INSPECTION

A partial inspection (due to continuing industrial action in schools across N Ireland) took place in school in the week beginning 22nd October 2018.

- This focused on the policy and procedures in respect of Safeguarding and Child Protection as well as the school's pastoral policies.
- The governors are delighted with the very positive oral feedback received, with the policies described as very thorough and the information provided to parents as being very good and clearly set out.
- The final report, like the reports for other schools participating in the action short of strike, cannot give a full picture of the excellent work of the school.

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 2018 – March 2019.

End of Financial Year Statement 2018/2019

Budget		Expenditure	
Final Budget Share	£337 234	Teacher Costs	£197 484
		Non-teacher staff costs	£46 255
		Non-staff costs	£21 380
		Balance carried forward to April 2019	£80 643

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.

Income		Expenditure	
Balance	£3594.15	Books & Materials	£9.00
Contributions	£331.60	Advertising	£110.40
Cookstown Recyclers	£32.00	Sundries	£258.82
Uniforms	£75.32	Postage	£29.66
		Bank Fees	£64.02
		Spanish	£105.00
		Balance	£3456.17

THE PTA ACCOUNT

The PTA organised Christmas and Easter raffles - Thanks to PTA for sponsoring Easter eggs for the egg hunt and TESCO for sponsoring Easter Eggs for the raffle. They also organized a summer fun-day and successful and enjoyable film afternoons which were well supported.

Income		Expenditure	
Balance	£1938.04	Film Licence	£120.00
Super Hero/Princess Day	£103.00	Website expenses	£47.20
Christmas play/raffle	£613.30	Panto Bus	£240.00
Film afternoon	£309.00	Bank charges	£ 25.68
Fun Day	£275.00	Lollies for sports day	£ 10.00
		Balance	£2705.46

School Activities

- Break the Rules Day in September raised £268 to help buy a defibrillator.
- This year's charity collection for NSPCC raised £877.00,
- Christmas Jumper day for Save the Children raised £61
- A P2 child got her hair cut, raising £132.70 (non-uniform day) for The Princess Trust
- Cash for Clobber raised £32.00.
- Shoe-box gifts were collected for Operation Christmas Child. This was very well supported.
- Books to the value of £245.81 were obtained as a result of the Book Fair
- Contributions (P5-7) for 'Angling First' raised £29.40

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

SCHOOL EVENTS AND ACHIEVEMENTS

1. Children transferring to secondary education this year went to Banbridge High School and Newbridge Integrated College.
2. In December the pupils put on a Christmas production of *Stable Manners*.
3. In January the children went to the pantomime, 'Sleeping Beauty', at The Waterfront in Belfast.
4. **Visitors** to the school during the year included:
 - Rev Hibbert, a CEF representative, and David Selwood, who contributed to assemblies;
 - PSNI who talked to
 - P1-7 about Internet Safety, including Cyber Bullying;
 - P5-7 appropriate use of the internet;
 - P3 pupils had a talk about 'Be Safe, Be Seen';
 - Sports coaches who worked with children during the year;
 - Spanish tutor who worked with the P1-7 classes;
 - Fire Service representative who gave a talk on fire safety to children in P4&5;
 - NSPCC representative to help with our charity fundraising;
 - Members of the RISE team to work with children in relation to Handwriting skills and Movement through Instructions;
 - Mrs J Graham who worked with P6&7 children for PDMU topic on looking after yourself.
5. **Competitions** in which the children participated throughout the year include:
 - P5 Road Safety Poster competition;
 - Seapatrik Parish Church colouring – 3rd prize was won by a P6 pupil;
 - Texaco Children's Art (P4-5)
 - P1-7 National Handwriting Competition
5. For '**World Book Day**' the children all received a £1 book token. A special book club and a 'Dress as a Book Character / share your favourite book' day was organised to coincide with this.
6. **ECO School** activities included:
 - Appointment of ECO committee
 - Display of posters and PowerPoint presentations of a variety of ECO themes;
 - Further development of the school garden.
7. In addition to the school's Peace IV Shared Education programme mentioned previously, a number of **educational visits** were undertaken this year.
 - P1-2 visited Toy Museum to support topic work
 - P3-7 visited Lough Neagh Discovery Centre in relation to Science work;
 - P5-7 pupils had three visits to Banbridge Library to develop library skills.
 - The whole school visit to Belfast: P1-3 visited W5 and P4-7 visited the Titanic Centre.
 - P5-7 had the opportunity to go fishing, sponsored by TESCO
8. Pupils in P6 & P7 achieved 'Heartstart' First Aid certificates.
9. Further swimming badges were gained by children in P5 - P7 during the year.
10. The children had the opportunity to participate in the holiday sports coaching programmes.
11. A very enjoyable Sports Day, followed by a picnic, was held in June. This was a great success and supported by parents and friends.
12. P7 pupils had a 'Moving On, Moving Up' workshop focusing on transition from primary to secondary level education.

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

ORGANISATION, DEVELOPMENT AND ADMINISTRATION

School premises

The governors are happy to report the following improvements to the school premises:

- Replacement of damaged vertical blinds;
- Replacement outdoor storage.

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 a number of pastoral policies

Professional development through the year focused on:

Health Awareness; use of the defibrillator; First Aid; Heartstart; Safeguarding / Child Protection; Designated and Deputy-Designated Teacher training; SEN awareness; Mental Health awareness; Fire Safety; Leadership; Internet Safety; Accelerated Reading; planning and self-evaluation for handwriting; Intercultural Support; co-ordinator training (SEN, UICT & EPD).

School Development Plan 2019/20

Following a review, the areas identified for development during the 2019/20 school year are as follows:

Numeracy	- Review of planning (FS & KS1/2); Implementation of new number resources, further development of Mental Maths and problem-solving activities
Literacy	- Review of Literacy planning (FS & KS1/2)
SEN	- Staff training in relation to Literacy SEN
UICT	- Review and update policies; Develop work in coding

If you wish to comment on the targets for the School Development Plan, please forward them, in writing, to Miss Garrett by 15 October 2019.

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 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. A special word of thanks is extended to those parents and family members who assisted with PTA activities and curricular activities.

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.