



Coagh Primary School

Board of Governors  
Annual Report  
2016/2017



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Dear Parent,

As the Chair of the Board of Governors, I would like to take this opportunity to thank the members of the Board of Governors for their continued commitment and dedication to the running of the school.

Thanks must be extended to Mr. Bayne who has embraced the role of Principal in his first year at the school and to all of our teaching and support staff in the school who work tirelessly to create a warm, welcoming environment that promotes hard work, learning and respect for one another.

Thanks also must go to you, the parents, and to the wider community who provide invaluable support for school events. Lastly, a huge thanks to the pupils who strive to give their best and represent our school to the best of their ability in a variety of community, educational and sporting events.

I hope you find this report both informative and insightful.

Yours faithfully,

*Emma McCrea*

Emma McCrea (Chairperson)





**Coagh Primary School**  
**Board of Governors Annual Report 2016/167**

**Membership of the Board of Governors**

Chairperson	Mrs Emma McCrea
Secretary	Mr Ivor Bayne B.Ed.(Hons)
Transferor (Trustee) Representatives (4)	Rev Martin Gracey B.A., B.Th.
	Mrs Emma McCrea
	Mrs Sandra Dallas
	Mr William Wasson
Parent Representatives (2)	Mrs Rachael Johnston
	Dr Sandra Moffett
E.A. Representatives (2)	Vacant following resignation of Mr Trevor Wilson (Sept 2016)
	Rev Barry Paine Dip.Th
Teacher Representative	Mrs Gillian Montgomery B.Ed (Hons)

Mr Ivor Bayne B.Ed.(Hons), as school Principal acts as secretary to the Board of Governors.

**Governors' 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 meet more often than this.

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 appointment of staff.
5. The maintenance of school premises (shared responsibility with EA, Southern region)
6. The admissions policy
7. Fostering links with the community and pursuing the objectives of Mutual Understanding



## **Annual Attendance Rate**

The annual attendance rate for 2016-17 was 96.1%

## **Teaching Staff**

School had 5.1 teachers during the 2016/17 academic year. Mr Bayne had two days a week Principal Release.

Mrs Glasgow taught P1/2.

Mrs Michael taught P3.

Mrs Wilson taught P4/5.

Mr Bayne taught P6/7. Mrs Montgomery covered Principal Release.

Miss Graham provided SEN Support for 4 hours daily (Mon-Fri)

## **Non - Teaching Staff**

Mrs J Gates continued in her role as general classroom assistant working in the P1/2 classroom. She combined this with her role as secretary from 1.30pm each day.

Miss J Dallas continued her role as Special Needs Classroom Assistant working with a P3 pupil, this was extended in March 2017 to supporting two P3 pupils.

Mrs L Carleton continued in her role as a general classroom assistant and she also covered both the 'Early Bird' and 'Fun' Club.

Mr Kochanski continued his role as Building Supervisor and Miss Konig as Cleaner.

Lunchtime Supervision was carried out by Mrs Gates and Mrs Carleton.

## **The Curriculum**

The Governors are ultimately responsible for the curriculum in school, although, the day to day organisation of the curriculum remains the responsibility of the Principal.

The Board of Governors is required to ensure that a broad and balanced education is provided for all pupils. To this end the school has implemented the statutory requirements of the Northern Ireland Curriculum in all subjects.



**Special Needs**

In keeping with the Code of Practice and Special Educational Needs policy, provision is made for children with special education needs, and this continues to prove effective. Daily withdrawal support for both Literacy and Numeracy was provided by Miss Graham.

**Budget and Expenditure Report**

**Financial Year 2016/2017**

**Income**

£305,756

**Expenditure**

£312,672

**Surplus/Deficit**

-£6,916

**COAGH PRIMARY SCHOOL PARENTS ASSOCIATION**

**SUMMARY OF ACCOUNTS**

**2016-2017**

<b>Date</b>		<b>Income</b>	<b>Expenditure</b>	<b>Balance</b>
28/09/2016	Opening Balance			<b>2632.08</b>
30/09/2016	Grant	499.40		3131.48
27/10/2016	Coagh Presbyterian Hall donation		100.00	3031.48
03/12/2016	Fundraiser - <b>Breakfast with Santa</b> <u>Income</u> Breakfast £657.00 Raffle tickets £681.00 Donations £340.00 Grotto £244.50 Cake Stall £134.50 Craft room £50.20 Stall Holders £50.00 Face Painting £50.00			



	<p>Gross Total <b>£2207.20</b></p> <p><u>Expenditure</u></p> <p>Raffle Tickets <b>£54.00</b></p> <p>Selection Boxes <b>£67.50</b></p> <p>Thank you presents <b>£12.75</b></p> <p><b>Total £134.25</b></p> <p><b>(Total Net Profit £2072.95)</b></p>	2207.20	134.25	5104.43
25/02/2017	Asda Bag Pack	900.00		6004.43
16/03/2017	Movie Night	77.95		6082.38
20/03/2017	Easter Eggs		71.50	6010.88
24/03/2017	Basketball stands, nets and balls		108.83	5902.05
02/04/2017	Uni-Play (Playground markings)		1584.00	4318.05
02/04/2017	Accelerated Reading (3yr Renewal)		2165.85	2152.20
07/04/2017	Easter Competition Prizes		42.89	2109.31
07/04/2017	Easter Egg Hunt		34.11	2075.20
01/05/2017	<p>Fundraiser - <b>Marathon</b></p> <p><u>Income</u></p> <p>Gross Total <b>£638.51</b></p> <p><u>Expenditure</u></p> <p>Registration <b>£102.50</b></p> <p><b>(Total Net Profit £536.01)</b></p>	536.01		2611.21
04/06/2015	<p>Fundraiser – <b>Summer Festival</b></p> <p><u>Income</u></p> <p>BBQ</p> <p>Plant Pots</p> <p>Bouncy Obstacle</p> <p>Disco Dome</p> <p>Slushee</p> <p>Candy Floss</p> <p>Climbing Wall</p> <p>Hook a Duck</p>	<p>855.95</p> <p>151.00</p> <p>126.50</p> <p>79.50</p> <p>72.00</p> <p>54.00</p> <p>109.50</p>	<p>232.33</p> <p>107.93</p> <p>160.00</p> <p>304.00</p>	



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	Jam Jar Hoopla	60.50	24.98	
	Lollipop Lottery	60.50	NIL	
	Cupcake Decorating	57.00	NIL	
	Nerf Range	52.00	NIL	
	Face Painting	40.50	NIL	
	Throw the Sponge	36.00	NIL	
	Archery	34.00	NIL	
	Ball in the Bucket	31.50	49.98	
	Fireside Quiz	27.50	NIL	
	Guess the No of Balloons in Car	16.50 14.50	NIL NIL	
	Donations	25.00		
	Prizes		35.96	
	<b>Gross Total £1903.95</b>			
	<u>Expenditure</u> <b>£915.18</b>			
	<b>(Total Net Profit £988.77)</b>			3599.98
22/06/2017	Sport Night Medals		119.95	3480.03
04/09/2017	Coagh Presbyterian Church donation		100.00	3380.03
25/09/2017	Portable PA System		169.00	3211.03
<b>TOTAL</b>				<b>£3211.03</b>

Fundraising this year (net profit)-   £ 4575.68  
 Grants applied for-                    £ 400.00 (\*not in bank yet)  
   £ 4975.68

CLOSING BALANCE ON 28<sup>th</sup> September 2017 **£ 3211.03**

These accounts were unanimously passed by the committee of Coagh Primary School Parents Association at its AGM on 28<sup>th</sup> September 2017.

Chairperson- Judith Friend  
 Vice Chairperson- Emma McCrea  
 Treasurer- Janine Gates  
 Secretary- Rachel Johnston



## **School Development**

### **Child-centered provision**

1. Review and renew Pastoral Care and Child protection Policy.
2. Whole Staff Training on Child Protection
3. Effective use of data and tracking systems
4. Pupil Voice (School Council)
5. Create an RSE policy
6. Take part in antibullying week
7. Encourage healthy lifestyle – multiskills, athletics
8. Develop musically able – guitar, piano, bagpipes, drums, fife, flute
9. Scripture Union
10. Eco schools

### **Teaching, learning and assessment**

1. P1 parent phonic/reading information evening
2. Further embed assessment of Maths, ICT and Communication
3. AFL- Marking Policy
4. Review Grammar and create a scheme of Progression.
5. Emphasis on accelerated Reading Programme
6. Writing Genres overview for Key Stage 1 and 2.
7. Review of Numeracy resources within the school.
8. Internal Moderation
9. Purchase extension to the current scheme of work for Modern Languages at Key Stage 2.

### **Effective Leadership**

1. Development of the role of the Coordinator with emphasis on creation of Coordinator Files.
2. PRSD Procedures updated in school
3. Staff development and INSET Training.
4. Create a new School Development Plan
5. Review existing policies in school

### **Staff Development**

1. Take part in parent workshops
2. Increase teacher confidence in assessment



## Links with community/parents

1. Maintain school garden
2. PA annual general meeting
3. Community invitation to Christmas concert
4. Football team participation in Tri county tournament
5. Hockey Team participation in local primary school tournament
6. Maintain and strengthen links with Little Acorns.
7. Creation of a new School Facebook Page
8. Update all parent information including email, mobile and address.

## Accommodation/Maintenance/Grounds

1. New Playground Markings (Paid by the Parents Association)

### School Liaison

Links between our school and parents were again actively promoted during the year as part of our liaison programme. Each parent received an individual invitation to meet his/her teacher, both in November and again in June. Parents were also invited to a variety of events during the school year – The Christmas Concert, Breakfast with Santa, Summer Fair and BBQ, Sports Night and Prize Day.

Close relationships were maintained with Cookstown High School and Primary Seven pupils visited the school with their parents. Teachers from Cookstown High School visited Coagh Primary School in June.

### Pastoral Care

In line with the policy of maximising the potential of each child, the school recognizes that it has a responsibility to do everything possible to care for each pupil's emotional wellbeing. The school endeavors to provide a comfortable and safe environment for learning.

Due to the nature of primary education, it is the responsibility of each class teacher to look after the pastoral needs of each child in his/her class. Class teachers attempt to resolve the worries of pupils and relieve their anxieties. The Principal will be grateful for information about any difficult home circumstances, which may be causing distress or anxiety.

When a child is sick or injured the school will, in the first case, attempt to bring the parent to school. If this is not possible, the child will be brought to hospital. In less severe cases, the emergency contact number will be contacted.

In all cases it will be the school policy to act in the best interest of the pupils at all times.



## Child Protection

If you have a concern about the safety of your own, or another child and you wish to make a complaint about possible child abuse, the following procedures should be used:

1. Talk to the class teacher of the child.
2. If you are still concerned, talk to the designated teacher for Child Protection, Mrs Heather Michael, and in her absence, the deputy designated teacher, Mr Ivor Bayne.
3. If you still have a concern, talk to the Principal, Mr Ivor Bayne.
4. If you are still concerned, talk or write to the Chairperson of the Board of Governors, Mrs Emma McCrea
5. At any time, contact:

Southern Trust Duty Social work Team **Tel: 02837415285**

or

PSNI Public Protection Unit **Tel: 101**

## Security

The alarm system continues to ensure the safety of the premises. The internal locking system is used for the security of the pupils.

## School Events

August	Staff Baker Days Diabetes Training
September	1 <sup>st</sup> September 2016- First day of school term IFA Football coaching begins (Gareth Porter) Gardening Evening P6/7 Speedwell Trust Project with St Malachys Phonics and P1 information evening Parents Association AGM Afterschool Football Club begins Music tuition begins- Piano, Piping, Drumming, Clarinet and flute
October	P1 pupils stay to 1.45 pm P6/7 Hockey Taster Day at Cookstown High School Tri County Football Tournament (Day 1) Eco-School Club Horrible History Club SU club Fire Brigade talk about Firework Safety



November	<ul style="list-style-type: none"> <li>Flu immunisation</li> <li>Parent Interviews</li> <li>Hatchery in the classroom project with Ballinderry Rivers Trust</li> <li>Church of Ireland Service</li> <li>Anti-Bullying Week</li> <li>Tri County Football Competition (Day 2)</li> <li>School Photographs</li> </ul>
December	<ul style="list-style-type: none"> <li>Breakfast with Santa</li> <li>Pantomime at Bardic Theatre</li> <li>Open Night</li> <li>Cookstown in Harmony</li> <li>Christmas Concert</li> <li>Class Christmas Parties</li> </ul>
January	<ul style="list-style-type: none"> <li>P6/7 Swimming</li> <li>Zoo Lab whole school visit</li> <li>Bee Safe</li> <li>Ulster Scots Afterschool Club starts</li> </ul>
February	<ul style="list-style-type: none"> <li>P7 transfer to post primary interviews</li> <li>PSNI visit to classes</li> <li>Safer internet day</li> <li>RNLI Visit</li> <li>Hope 4 Youth Ministries</li> <li>ASDA Bag Pack</li> <li>Girls UEFA Football Roadshow at MUSA for P6/7</li> </ul>
March	<ul style="list-style-type: none"> <li>World Book Day</li> <li>P6/7 visit to Little Acorns for Reading Partnership</li> <li>Fairtrade Fortnight</li> <li>Hockey Tournament for Boys and Girls at Cookstown High</li> <li>Cash for Clobber Collection</li> <li>PA Movie Night</li> <li>School Nurse in for P1 Appraisals</li> <li>Swimming Gala</li> <li>Cycling Proficiency Starts</li> </ul>
April	<ul style="list-style-type: none"> <li>P4/5 Swimming</li> <li>Hatchery in the classroom project- Release of fish</li> </ul>
May	<ul style="list-style-type: none"> <li>New Playground Markings- Provided by Parents Association</li> <li>P6/7 Residential to Killowen</li> <li>Tri County Football Tournament at MUSA</li> <li>PSNI Visit to classes</li> <li>P7 Transition talk by EWO</li> <li>Farm Safety Talk</li> </ul>
June	<ul style="list-style-type: none"> <li>PA BBQ</li> <li>Parent Interviews</li> <li>P1 Open Morning</li> <li>P7 Transition Session by Paul Cameron</li> <li>Cancer Focus Talk P1/2 and P3/4</li> </ul>



	P6 visit to Cookstown High School Sports Night Prize day assembly
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## School Holidays 2016 – 2017

### Autumn Term

Thursday 1 <sup>st</sup> September	Term begins
Monday 31 <sup>st</sup> October – Friday 4 <sup>th</sup> November (Staff Training Wed, Thurs and Fri)	Half Term
Wednesday 21 <sup>st</sup> December	Term ends

### Spring Term

Wednesday 4 <sup>th</sup> January	Term begins
Thursday 16 <sup>th</sup> – Friday 17 <sup>th</sup> February	Half Term
Friday 17 <sup>th</sup> March	St. Patricks Day
Monday 10 <sup>th</sup> April	Term ends

### Summer Term

Monday 24 <sup>th</sup> April	Term begins
Monday 1 <sup>st</sup> May	Bank Holiday
Monday 29 <sup>th</sup> May	Public Holiday
Tuesday 30 <sup>th</sup> May – Wednesday 31 <sup>st</sup> May	Staff Training
Friday 30 <sup>th</sup> June	Term ends

Mrs. E McCrea (Chairperson) Board of Governors