

**FOURTOWNS PRIMARY SCHOOL**  
**GOVERNORS' ANNUAL REPORT**  
**2020-2021**



*In accordance with the Education Reform Order (NI), the Board of Governors of Fourtowns Primary School takes pleasure in presenting their report for the year 2020/2021.*

*This report reflects the management of the school in all its aspects as carried out by the Board of Governors. It is intended to give you an overall view of the workings of the school and how the Governors and all the others with responsibility for the school have carried out their duties.*

*Yours sincerely*

*Alison Stevenson  
Chairperson of the Board of Governors*

**INTRODUCTION**

This report is produced by the Governors of Fourtowns Primary School for the period September 2020 to June 2021 and is an account of the work that has been undertaken in carrying out the responsibilities of the Board of Governors for the management of the school.

All parents of registered pupils at the school will receive a copy of this report.

**THE BOARD OF GOVERNORS**

The Board of Governors was in its third year of office during 2020/21. It is made up of nine members and the Principal. All except the Principal, are voting members.

**Board members for 2020/21 were as follows:**

**Chairperson:** Mrs Stevenson

**Vice Chairperson:** Mrs Calderwood

**EA REPRESENTATIVES**

Mrs Stevenson, Mr Brown

**TRANSFEROR REPRESENTATIVES**

Mr Mc Farland, Rev Neilly, Mr Burton

**PARENT REPRESENTATIVES**

Mrs Calderwood and Mr Wallace

**TEACHER REPRESENTATIVE**

Mrs Bovill

**SECRETARY (non-voting)**

Mrs Parker

**DUTIES OF THE BOARD OF GOVERNORS**

- a) *The determination and delivery of the curriculum as laid down in the Education (NI) Order 2006. The Educational Needs and Disability Order (NI) 2005. The Children (Northern Ireland) Order 1995, the Education (Northern Ireland) Order 1996, the Code of Practice for Children with Special Educational Needs and Pastoral Care in schools: Child Protection DENI 1997/4.*
- b) *Under the Open Enrolment System, to set criteria for the admission of pupils to the school.*

- c) *The appointment of staff, teaching and non-teaching.*
- d) *The management of funds allocated to the school under the Local Management of Schools' System.*
- e) *To set in motion disciplinary procedures if the need should arise.*

During the school year 2020/21 the Board of Governors met formally on 4 occasions.

Some of the main issues dealt with at the governors' meetings during 2020/21 are noted below:

Annual report, Budget and Finance, Admissions Criteria and Procedures, Staff appointments, School Development Planning, Child Protection, Health and Safety Procedures and COVID 19 planning.

The governors wish once again to record their appreciation of the work done by the teaching and support staff of the school to promote the academic achievement, care and all round personal development of the pupils enrolled at Fourtowns Primary school. On-going success is a reflection of the partnership between school and home. Governors wish to acknowledge all the investments made in this relationship between staff and parents.

## **STAFFING**

We were sad to say farewell to Mrs Rainey in September 2020 after 33 years' service at Fourtowns PS, however we wish her a very well earned, long and happy retirement.

The following staff members were employed in Fourtowns Primary School during 2020-2021.

Mrs K Parker	Principal
Mr N Bevington	Primary 7, Vice-principal Head of KS2
Mrs C Stevenson / Mrs Wilson	Primary 1, (Head of FS/KS1, Mrs Stevenson)
Mrs Rainey / Mrs Whann	Primary 1/2
Mrs C Murdoch/ Mrs Wilson	Primary 2/3
Mrs S Mc McConaghie	Primary 3
Mrs B McKelvey	Primary 4
Mrs R Graham/ Miss O'Neill /Mrs McKelvey	Primary 4/5
Miss E McKay	Primary 5
Mr CJ Wilde	Primary 6
Mrs LA Bovill	Primary 6/7 Senior Leader Pastoral Care/ Positive Behaviour
Ms Kincaid	SENCO
<b>Non-Teaching Staff</b>	
Mrs S McFall	Classroom Assistant
Mrs R Holmes	Classroom Assistant
Mrs E Ward	Classroom Assistant
Mrs M Russell	Classroom Assistant
Mrs L Taylor	Classroom Assistant
Mrs A Scott	Classroom Assistant
Mrs L Brown	Classroom Assistant
Mrs C McCartney	Classroom Assistant
Mrs L Conley	Classroom Assistant
Mrs D Mulholland	Secretary
Mr R Gault Mr J McCartney Mr R McDowell	Building Supervisor
Miss SP Greenwood	Cleaner
Mr R McDowell	Cleaner
Mrs M Russell	Sen. Supervisory Assistant
Mrs R Crawford	Supervisory Assistant
Mrs R Holmes	Supervisory Assistant
Mrs S McFall	Supervisory Assistant
Mrs A Scott	Supervisory Assistant
Mr R Gault/ Mr J McCartney	School Crossing Patrol

## **ENROLMENT and ATTENDANCE**

The maximum enrolment for the school year 2020-2021 was 290 with an admissions number of 41.

There were 34 applications for places and 34 children were admitted.

Our enrolment number in June 2021 was 288.

The average daily attendance for the year 2020/2021 was 95.5%.

## **THE SCHOOL DAY 2020-2021**

8.35 am	School gates and Class doors open
9.00 am	School bell
10.45 – 10.55 am	Break Time
12.05 – 1.00 pm	Lunch Time
2.00 pm	Years 1 – 3 finish
3.00 pm	Years 4 - 7 finish

*\*Primary 3 finish at 3pm on Tuesday and Wednesday*

## **SCHOOL HOLIDAYS 2020-21**

**Summer Holiday 1 July 2020 – 27 August 2020**

**Term 1 Starts Thursday 27 August 2020**

August Holiday 31 August 2020

Half Term 1 Monday 26 October 2020 to Friday 30 October 20 (5 days incl SDD1 – 26 Oct)

Christmas Holidays Wednesday 23 December 20 to Tuesday 05 January 2021 (incl SDD2 5 Jan)

**Term 2 Starts Wednesday 06 January 2021**

Half Term 2 Monday 15 February 21 to Friday 19 February 21 (5 days)

School closure Wednesday 17 March 21 (SDD3)

Easter Holidays Tuesday 30 March 21 to Friday 09 April 21 (9 days)

**Term 3 Starts Monday 12 April 2021**

May Holiday Friday 30 Apr 21 – Monday 03 May 21 (2 days incl SDD4 – 30 Apr)

Friday 28 May 21 – Monday 31 May 21 (2 days incl SDD5 - 28 May)

**School Year ends on Wednesday 30 June 2021**

## ANNUAL REPORT

### CURRICULUM DEVELOPMENT

2020/21 saw the implementation of the second year of our School Development Plan, 2018-2022. Self-evaluation and review, staff Training and professional development remains a key feature of School Improvement and Raising standards for the teaching and non-teaching staff at Fourtowns Primary School. The following courses were attended by staff members during 2020/21: -

- Anaphylaxis training – All teaching staff
- Stress Management Webinar -All staff
- Safeguarding and Child protection Training for Newly Appointed designated and Deputy Designated Teachers (TW)
- The Impact of Adult Mental Health on children (TW)
- Reading Eggs, Fast Phonics Introduction (July 2021) (SM)
- Starting Science (BM)
- Explorify (BM)
- Pathways to Leadership – (Developing self and working with Others, Vision and Values, Leading Learning and teaching, Leading and Managing change) (EMc, CJW)
- Refresher training for Designated Teachers for Child Protection (LAB)
- Child Protection Refresher Training (KP)
- SIMS Bullying Refresher Training (LAB, KP)
- IZAK 9 (NB)
- Coding webinar (NB)
- Orienteering information session (NB, KP)
- Google suite webinar (KP)
- SIMS SEN overview (JK)

### Staff Development Days

**School Development Days 2020/2021** Days were spent on: -

- Developing the School Development Plan (yr. 2)
- Analysing school Assessment data
- Positive Behaviour
- Child Protection Training
- The development within the teaching of Coding
- The development within the teaching of Science
- The development within the teaching of Art

### Special Curricular Weeks

#### Literacy Week

We celebrated Literacy week 2021 with several special class events to encourage children's love for Literacy and reading. Despite this falling during the period of home learning classes still managed to continue with literacy events such as dress up days, class Spelling Bees and fun activities. To boost our reading stock, we spent £2763.04 on a selection of new guided reading books and novels.

#### Numeracy Week

A week packed with well-chosen practical activities encouraged pupils to find enjoyment, relevance and make life applications to everyday numeracy experiences. Maths games and a very popular sweet shop enhanced maths skills, as well as providing a well-deserved treat! Funds raised were used to buy Numeracy resources. All children took part in a Numeracy treasure hunt throughout the school grounds which was enjoyed by all. We were so proud of Primary 7s determined efforts on the Target Board challenge finishing first in all Ireland!!

### **SPECIAL EDUCATIONAL NEEDS**

The school endeavours to make reasonable adjustments to enable pupils with a disability to have the same access to education as the pupils who do not have a disability and to make school life more accessible generally. The School operates a Special Educational Needs and Inclusion Policy. Children with special educational needs will be admitted to Fourtowns P.S, unless educating a pupil in mainstream is incompatible with the provision of efficient education for the rest of the children with whom the pupil will be educated. Parents of children with an identified statement of special educational needs, or with any pending assessments, are asked to inform the school of their child's special needs when applying for admission in order that suitable adjustments may be made.

In 2020-21 Special Needs provision in Fourtowns P.S was provided in Literacy, Numeracy and Behaviour support. Differentiated work across the curriculum was provided by class teachers. Ms Kincaid withdrew children for short periods from class to work in small groups or individually.

Ms Kincaid worked closely with the class teachers and, where appropriate, with the EA Psychology Service and the Board's Special Education Department, R.I.S.E NI, LS and other agencies. Parental consultation is an important part of the Special Needs programme, and parents of children involved were offered regular interviews.

### **CHILD PROTECTION/PASTORAL CARE**

We at Fourtowns Primary school have a primary responsibility for the care, welfare and safety of the pupils in our charge. We carry out this duty through our Pastoral Care policy which aims to provide a caring supportive and safe environment where children are valued for their unique talents and abilities, and can learn and develop their full potential. The school implements fully a Child Protection policy in line with the requirements of DENI. All our staff and volunteers have been subjected to background checks. All staff have adopted a code of practice (ref appendix 9 Pastoral Care in school DENI) for their behaviour towards children.

During 2020/21 the Safeguarding Team at Fourtowns Primary School was made up of Mrs Bovill, (Designated teacher for Child Protection), Mrs McKelvey, Mrs Whann (Deputy Designated teacher for Child Protection), Rev Neilly (Governor for Child Protection), Mrs Stevenson (Chair of Governors) and Mrs Parker (Chair of the Safeguarding Team)

High quality pastoral provision is a priority of the school, with a number of key annual planned events contributing to the overall ethos.

In 2020/21: -

- Mrs Whann organised a very successful 'Child Protection Awareness week' in January 2021 reinforcing our 'Helping Hands' messages and Miss McKay marked Internet safety day with a film and a number of well -pitched Online safety lessons raising awareness of this very important topic.

#### **'Helping Hands' Messages**

- There is nothing so awful or so small that we can't talk about it with someone.
- We all have the right to feel safe.
- Others have the right to feel safe with us.
- If someone says something I do not like, before going to a teacher I can say, 'Stop it, I don't like it!'

- Scripture Union led a series of 'It's Your Move' workshops to prepare primary 7 for the transition to post primary school;
- Primary 7 children received a Puberty talk from 'Love for Life in June 2021

### **EXTRA CURRICULAR ACTIVITIES**

In Fourtowns Primary School we endeavour to provide and a wide variety of extra-curricular activities which we feel are important for the all-round educational and personal development of the children. Due to Covid mitigations and the period of school closure this usually full programme was reduced to the following extra-curricular activities.

- **Primary 7 Transfer** – Mrs Parker
- **Cycling proficiency** – Mrs Bovill and Mr Bevington

Primary 2 and 3 enjoyed a fantastic ‘Ditch the Stabilisers’ morning with Jonny McCrystal from Sustrans where all children had great fun and made tremendous progress with their cycling.

### **Music**

A number of P4-7 pupils availed of music lessons (strings, brass and woodwind) from the EA peripatetic music service throughout 2020/21. We congratulate Ross McFarland on achieving his Grade 1, viola and Hannah McFarland, Grade 4 Flute. This super achievement was made even more remarkable by the fact that preparation was carried out via remote teaching and learning over the period of home learning. We acknowledge and are very thankful for the work of Mrs Murray (brass and woodwind), Mrs McKay (strings) and Mrs Stevenson, Ms Kincaid and Mrs Murdoch within this important area of school life.

It was disappointing not to be able to welcome parents into school and 1<sup>st</sup> Ahoghill Presbyterian church to live Christmas nativities, nevertheless all classes enthusiastically prepared Christmas performances which were filmed and sent home for parents to enjoy.

### **Sport**

We invested £3,000 from the Emotional Health and Wellbeing Fund, allocated to us by the Education Authority, in our PE programme. This allowed us to purchase annual subscriptions to two schemes of work (Create Development and PE Planning) and to purchase new equipment.

We were also able to welcome Coaching4Christ back to school in the summer term. We are thankful for the work and enthusiasm of Coaching4Christ leading very popular PE sessions. We were delighted to take part in their fundraising Fun Day, handing over a cheque for £316 to support their great work.

Sporting fixtures also made a return in the summer term. We hosted a friendly football match against Carnaghts Primary School, giving our Primary 7 leavers in particular a taste of competitive school fixtures.

After a year’s absence in 2020, our annual sports day took place on Friday 14<sup>th</sup> May, and despite the ongoing restrictions, a great day was had by all! We congratulate the overall year group winners below.

<b>Year Group</b>	<b>Boys</b>	<b>Girls</b>
<b>P1</b>	Jayden Lowans	Zoe Potter Ellie Bolt Kaitlyn McCullough
<b>P2</b>	Ezra Powell	Caihla McQuade
<b>P3</b>	William McDonald Jack Ferguson	Alex Conley
<b>P4</b>	Curtis Rae	Ruby Averill
<b>P5</b>	Reuben Cameron	Cara Drummond Beth Allen
<b>P6</b>	Riley McCullough	Megan Stanfield
<b>P7</b>	Craig Wallace	Amy Robinson

### **Prize Day**

The primary 7s enjoyed a leavers’ assembly on Friday 25 June 2021, and parents joined us via Zoom where we enjoyed musical interludes and the distribution of prizes by our special guest, Mrs Kay Rainey. Parents were then invited to attend an outdoor, socially distanced leavers’ event at Fourtowns PS staff, where pupils and parents were given the opportunity to have an ice-cream and say farewells. Congratulations to the following recipients of prizes: -

St Colmanell’s shield for the Most promising Musician	Hannah McFarland
The Longstone Award for Achievement through Cooperation	Hannah McFarland , Daniel Russell
Rebecca and Matthew Ferguson Cup for the Environment	Oliver Rawle

Caring Citizen Award	Ben Guthrie
The Aaron Green Cup for Endeavour	Lucy McIlrath ,Aaron Henry
Most Improved Netball Cup	Alanah Collinson
The Hunt Shield for Sportsmanship	Ethan Allen, Lucas Jones

## **HOME /SCHOOL AND COMMUNITY RELATIONS**

Community Relations is an integral part of school life. Within the school, teachers promote Mutual Understanding in class through group work and discussion and through assembly topics and PD&MU. Visitors to the school further add to this Learning Area. We welcome close links with parents and the community. We particularly acknowledge the commitment and support of Rev Smyth, Rev Moody, Rev Neilly, Rev Christie, Ivan Mclean, Peter Stevenson, Rachel Sheppard (Scripture Union)), who address our whole school assemblies on a rota basis, and whose virtual addresses during the period of school closure were a much appreciated addition to the home learning programme.

Parents were given a number of opportunities to engage with the school throughout 2020/21: -

- This year Parents' Information Sessions for primary 2-7 classes were held in September via Zoom calls or via films that were sent home. These gave parents the chance to see their child's new teacher and hear a synopsis of the year ahead.
- Parent interviews via Phonecalls took place for all classes in October. We welcome the opportunities these interviews bring to strengthen relationships with parents and build partnerships.
- Unfortunately, we found ourselves faced with another period of home learning from January to March 2021. We are very thankful that due to dedication of staff, who continued to upskill themselves following the lockdown and remote teaching from March to June 2020, we were well organised and equipped for the challenges of distance learning and ongoing communications between school and home.
- In February the timetabled SEN interviews did not take place due to this school closure; instead the IEPs were sent home, and parents were invited to request Phonecalls/zoom meetings, if required. In June 2021 teachers conducted SEN interviews with parent, either in person or via zoom, to review progress and agree new plans.
- All Parents received their child's annual report at the end of June.
- In lieu of our usual Open Day, a promotional film was sent out giving parents and prospective pupils a flavour of life at Fourtowns PS. An opportunity for a brief visit to the school in June was offered to the new primary 1 intake of 2021/22 to see their new class environment and meet their teacher. A short introductory film was also sent out by the primary 1 teacher to further ease the transition into primary 1.
- Liaison with post primary schools is a valuable part of the transition process for primary 7 pupils. This year 49 school leavers transferred to a range of secondary and grammar schools: 18 to Cullybackey High School, 16 to Ballymena Academy, 11 to Cambridge House, 1 to Dunclug College and 3 to Slemish College. We wish all our primary 7 leavers well in the next stage of their school career and look forward to hearing of their future successes and achievements

## **FINANCE**

The school received a total budget for the year 2020/21 (April – March) of £818,396. A separate finance report summary is attached to this report.

In addition to the school budget, the school operates a school fund for cash transactions in school. Many of these are on cash in/out basis, (e.g. swimming, school trips and charities) A separate summary is attached to this report for School Fund Account.

## **CHARGES AND REMISSIONS**

It is the Governors' belief that education should be free of financial charge to parents. However, parents will be requested to make voluntary contributions to assist with the cost of trips and other outings. Such trips, which are seen as an important part of the children's education, could not take place without the additional contributions from parents.

- ❖ Swimming lessons, which take place during the school day, are provided for primary 6 and 7 pupils. Children are required to contribute to the cost of entry to the pool and transport.
- ❖ The Music Service of the EA provides instrumental tuition. A charge is levied for tuition as well as for insurance and hire of instruments which all participating pupils are required to pay.
- ❖ Parents will continue to be invited to contribute towards school funds through fundraising activities.

### **PREMISES AND SECURITY**

In accordance with the recommendations of the 'Security and Personal Safety in Schools' guidelines published by EA the following security measures are in operation:

- ❖ Security locking for all external doors, restricting access to the school
- ❖ Entry control monitors at the reception desk.
- ❖ All visitors are asked to report to the school office
- ❖ CCTV cameras around the school
- ❖ Perimeter Fence
- ❖ Signing in at reception and issue of visitor badges.
- ❖ Fire drills conducted termly throughout the year.

In conclusion, the Governors would like to thank the Principal and staff, who have continued to provide a sustained, high quality education for the pupils. The Governors acknowledge the commitment of the conscientious, dedicated and hardworking staff, the high quality of planning and teaching and the excellent pastoral care. The Governors would also like to thank all those who contributed to the life of the school and in particular, parents, for entrusting us with the education of their children and for their support throughout the year.

**FINANCIAL REPORT 2020/21**

The Board of Governors continues to exercise a prudent financial policy as there remains considerable concern about many funding issues. Below is a summary of the LMS Funding account for Fourtowns Primary School.

<b><u>FOURTOWNS PS. INCOME / EXPENDITURE 2020/21</u></b>	
	£
TEACHING STAFF	696,028
NON - TEACHING STAFF	135,739
TOTAL STAFF COSTS	831,767
RUNNING COSTS	47,658
LESS INCOME	-1993
TOTAL EXPENDITURE	877,432
<b>TOTAL</b>	<b><u>877,432</u></b>
ANNUAL BUDGET	869,827
LESS EXPENDITURE	877,432
<b>2020/21 CARRY OVER</b>	<b><u>-7,605</u></b>
	£
INITIAL BUDGET	818,396
OVERSPEND 2019/20	-13,575
ADDITIONAL FUNDING	65,006
<b>TOTAL BUDGET</b>	<b><u>869,827</u></b>

## SCHOOL FUNDS ACCOUNT

Details	Income	Expenditure
<b>Opening Balance</b>	£25,406.53	
<b>Charity (Inc Christmas Charity &amp; C4C)</b>	£1,080.26	£1,000.00
<b>Recycling Textiles</b>	£64.00	/
<b>Christmas Class Parties</b> (Replaced cinema visit)	/	£356.22
<b>Music Fees</b>	£150	£450.00 (2019-2020 Refunds)
<b>Postage Stamps/Photocopying</b>	/	£184.57
<b>Resources/Additional Expenditures</b>	£852.37	£1971.90
<b>Staff</b> (Courses/conferences/uniform/gifts)	£1141.00	£1266.00
<b>Class Visits</b>	£2056.45	£1,573.54
<b>Literacy/Numeracy Week</b>	£368.70	£193.50
<b>Uniform/School accessories</b>	£8,675.50	£7,604.30
<b>Leavers' book &amp; Hoodies</b>	£965.00	£449.50
<b>Heartstart/First Aid</b>	£180.00	£85.00
<b>Grounds</b>	/	£1140.00 (Maintenance)
<b>S'More Boxes</b> (Fundraiser-School Funds)	£2,712.67	£365.70
<b><u>School Meals (Parent Pay)</u></b>	<b><u>£12,068.24</u></b>	<b><u>£6,960.95 – (Still to be billed by EA on outstanding amount)</u></b>

<b>Opening balance</b>	<b>£25,406.53</b>
<b>Total Income</b>	<b>£30,314.19</b>
<b>Total Expenditure</b>	<b>£23,601.18</b>
<b>Closing school Balance</b>	<b>£32,119.54</b>

