

Killinchy Primary School



Board of Governors' Annual Report to Parents

2017/18

Chairman: Mr W. Taylor
Principal: Mr C. Currie

ANNUAL REPORT of the BOARD OF GOVERNORS

2017-2018

This report was produced by the Principal and Board of Governors of Killinchy Primary School and is an account of the work that was undertaken in carrying out the responsibilities for the management of the school.

1.0 Members of the Board of Governors

During the year of this report the Board of Governors was made up of 9 representatives who were voting members.

Chairman:	Mr. W. Taylor.....	EA
Vice-Chairman:	Dr. S. Gamble.....	Transferor
Hon. Secretary:	Mr. C. Currie.....	Principal (non-voting)
	Miss Michelle McIlveen MLA.....	EA
	Mrs MA Connor.....	Teacher
	Mr S. McLaughlin.....	Transferor
	Mrs J. Gilmore	Transferor
	Mrs Leanna McBride...	Transferor
	Mr. M. Gibson.....	Parent
	Mr N. Parker.....	Parent

The Board of Governors (hereafter referred to as ‘the Board’) are required to meet at least once per term for a formal meeting. In 2017/18 the full Board met on 5 occasions for routine meetings, the Finance Committee on a further 3 occasions and various members of the Board took part in 5 recruitment procedures.

1.1 Responsibilities of the Board of Governors

Specific duties of the Board include:

- Appointment/management of staff
- Discipline
- Grievances and suspensions

- The curriculum
- Admissions
- Control of the budget
- Links with local community, equality and diversity
- Provision of information to parents
- Maintenance of the premises
- Child Protection
- Pastoral care of pupils and staff

The overall responsibility for the day to day running of the school continues to rest with the Principal who is responsible for advising and informing the Board of Governors of any issues.

2.0 Deployment of Staff and Classes

During the school year 2017-2018, the staffing of the school was reorganized on several occasions as a result of requests for Flexible Working, sickness and maternity; most of this affected the P3 and P6 year-groups. For the majority of the year, however, it was determined as follows:

2.1 Teaching Staff

Principal	Mr Christopher Currie (1 st Nov 2016 – present)
Year 1	Mrs J. Small
Year 1	Miss V. McGowan (temp)
Year 2	Mrs H. Hanlon
Year 2	Mrs L. Hamilton (4 days) / Miss A. Brown (1 day)
Year 3	Mrs M-A Connor
Year 3	Mrs A. Barker (Terms 1 & 2), Mr J. Millar (Term 3)
Year 4	Mrs H. Kinnier
Year 4/5	Mrs L. Bleakley
Year 5	Mrs A. Fulton (temp) (2.5 days) / Mrs G. Corbridge (2.5 days)
Year 6	Mrs K. Leckey
Year 6	Mrs C. Ryan (Flexible Working)
Year 7 (VP)	Miss K. Finlay
Year 7	Mrs C. McBride
Learning Support	Miss A. Brown

2.2 Classroom Assistants

P1 Foundation Assistant	Mrs D. Barr
P1 Foundation Assistant	Mrs H. Quinn
P2 Foundation Assistant	Mrs N. McKeag
P2 Foundation Assistant	Mrs J. Lyons
S.E.N. Assistant P4	Mrs S. Miller
S.E.N. Assistant P5	Mrs M. McVeigh
S.E.N. Assistant P6	Mrs K. Black
S.E.N. Assistant P7	Miss A. Ross

2.3 Voluntary Classroom Assistants

P3 Voluntary Assistant	Mrs V. Matthews (Mon/Wed)
P3 Voluntary Assistant	Mrs L. Hasson (Thurs)
P3 Voluntary Assistant	Mrs D. McGuigan (Fri)

2.3 Clerical/Ancillary and Auxiliary Staff

Executive Officer	Mrs M. Geddis
Senior Clerical Officer	Mrs D. Dornan
Building Supervisor	Mr A. McKeag
Ancillary	Mrs H. Bailie
Ancillary	Mrs A. Morrison
Ancillary	Mrs A. McKeag
Lunchtime Supervisor	Mrs A. Blaine
Lunchtime Supervisor	Mrs R. Brown-Martin

2.4 Classes

Owing to the ongoing austerity measures at the Department of Education and crippling budget reductions the Board of Governors are required to carry a single ‘composite’ class. This will continue indefinitely barring a dramatic shift in public sector finances.

2.6 Staffing migration during the 2017/18 year

At the outset of the academic year 2017/18, Miss Victoria McGowan was appointed on a temporary basis to fill the full-time vacancy left by Mr Poots’ exit in June 2016. This post had previously been filled by Mrs Cathy Frame. Due to the time pressure to

appoint a permanent Vice-Principal, the permanent filling of this vacancy was deferred until later in the year.

Also at the outset of academic year 2017/18, Mrs Alison Barker was recruited on a temporary basis to fill a short-notice vacancy left by Mrs Ryan's request for a 4-day-week under Flexible Working. This created a new 4:1 job-share.

At the end of September 2017, Mrs Judith Hayes (part-time permanent teacher of 2.5 days/week P5) resigned from her position. The role was filled on a temporary basis by Mrs Annemarie Fulton via the NISTR register.

Also at the end of September 2017, Mrs Sharon Craig (Classroom Assistant) requested a career break. This role was covered on an emergency basis by Mrs Victoria Matthews but is now being covered on a temporary basis by Mrs Susie Miller following a recruitment exercise.

In October, Mrs Hollie Pyper (Classroom Assistant) was recruited as part of the same above procedure to assume the role of SEN Classroom Assistant for a newly-statemented pupil in P2.

Also in October, a series of coincidences affecting several staff meant it became necessary to adjust the teaching arrangements affecting the P3 and P6 year groups. This meant that Mrs Ryan (who had temporarily moved to P3) was moved back to P6 on a quasi-full-time basis whilst Mrs Barker took up a full time role in P3.

Also in October, Miss Kerry Finlay was successfully appointed as permanent Vice-Principal following a re-run of the recruitment procedure.

In December 2017, Mrs Hanlon resigned from her position as Head of Foundation Stage. Her roles have been divided amongst the whole Foundation Stage Team with the

strategic monitoring and evaluating responsibilities now being carried out by Miss McGowan- the new ‘Administrative Head of Foundation Stage’.

In February 2018, Mr Jordan Millar was recruited on a permanent basis to fill the vacancy left by Mr Poots. His arrival would coincide with 2 maternity leaves!

As a result of the maternity leaves for Miss Thompson (Mrs McElroy) and Mrs Barker, Miss McGowan would remain in-post and Mr Miller would assume the role of P3 teacher.

In April 2018, Mrs Alison Barker was recruited to fill the permanent vacancy left by Mrs Hayes’ resignation earlier in the year.

With the exception of 1 ongoing temporary position created by Miss Thompson’s (Mrs McElroy’s) maternity leave (currently being filled by Miss McGowan), the Board of Governors have completed a busy year of re-structuring, the aim being to establish a stable and consistent staff-base after several years of instability. This is an essential part of the school improvement programme.

3.0 School Budget and Finance

3.1 LMS Delegated Budget (DE Funding)

The delegated expenditure for the financial year April 2017 – Mar 2018 is summarised below:

Income 2017/18	Expenditure 2017/18
Total Delegated Budget: £904, 265	Total Expenditure: £909, 131

Final surplus/deficit carry-over into 2018/19 Financial Year: -£4, 866

Based on the current public sector financial climate, 2017/18 would appear to be the first year of many when we have over-spent our budget allocation. News coming out of the Department of Education would indicate that the financial position for education will worsen further before it improves.

There is an approximate £50k shortfall between minimum expenditure and the delegated budget allocated by DE, largely due to failings in the Common Funding Formula which penalize schools with low numbers of Free School Meals.

Given that Killinchy PS has suppressed all unnecessary expenditure and can find no further savings a meeting was arranged by Chris Lyttle MLA with the Chief Executive of the Education Authority, Mr Gavin Boyd.

During this meeting, Mr Currie and Mr Taylor (Chairman of Board of Governors) presented Killinchy Primary's circumstances. It was agreed by Mr Boyd that KPS had taken all reasonable steps to avoid a deficit situation which would now appear to be unavoidable due to shortcomings in the Funding Formula. On this basis, **the Education Authority agreed to absorb any future deficit until the problems in the Funding Formula could be rectified.**

3.2 Private Accounts

Killinchy PS Account Number 1 (for general cash use) is in a healthy position. It is more practical to work financial years for this account alongside academic years. The majority of payments into this account are now made via School Money' although there have been some software issues this year. We continue to work with host 'Eduspot' on resolving these. Figures relating to our private accounts can be made available on request.

Killinchy PS Account Number 2 continues to exist for the sole purpose of payment for school dinners. It does not accrue any significant balance.

3.3 Friends of Killinchy Trust

During the 2017/18 year, the majority of funds previously resting in the Friends of Killinchy account were released to offset expenditure on assessment materials and other resources.

A door was effectively closed on the 'old' Friends of Killinchy and everything relating to it that dated back beyond 2016.

The Friends of Killinchy was then re-launched in April 2018 as an alternative to the old school fund account and refreshed to update all new parents on its existence/history and also to make available an online donation facility.

Donations were requested from parents and many have been received. All money raised via this method will in future be invested immediately back into resources and materials necessary for the children enrolled at the time.

4.0 Academic Performance

4.1 DE Benchmarking Data 2016/17

Due to ongoing industrial action around End-of-Key-Stage Assessment, the Senior Management Team do not credit the DE Benchmarking Data with any reliability. It is not used by Killinchy PS as a measure of school or pupil performance.

4.2 AQE Results and Post-Primary Placements

Of the 48 pupils in Primary 7 2017/18, 43 sat the **Common Entrance Assessment (A.Q.E.)** for Voluntary Grammar Schools or GL Test. Scores ranged from 63 to 123 and were accepted in post-primary schools as follows:

School	Number of KPS Pupils
Blackwater Integrated College	1
Bloomfield Collegiate	5
Campbell College	3
Down High School	13
Grosvenor Grammar	1
Lagan College	5
Nendrum College	4
Priory College	1
Shimna College	1
Regent House	7
R.B.A.I.	1
Saintfield High School	2
Strathearn School	4

4.4 Standardised Assessment

We continue to use standardized assessments as a means to quality-assuring our academic performance at whole-school, class and individual pupil level.

In 2017/18 we introduced '2nd Layer Tests' for pupils whose results required deeper investigation. The results of these tests were used successfully to confirm/eradicate academic concerns and enable us to take appropriate remedial action where necessary.

The above standardised testing combined with SIMS software identified that almost all of the children in Killinchy PS between P4 – P7 are achieving at least the level expected of them and the majority are performing higher or much higher than expected. This was confirmed by the ETI in May 2018.

4.4.1 ETI Follow-Up Inspection (May 2018)

Following the 4-day inspection in March 2017, Killinchy PS was inserted into the intervention process. The Follow-Up Inspection took place in May 2018 and the results were as follows:

Pupil Outcomes:	Very Good
Quality of Provision:	Very Good
Leadership and Management:	Outstanding

Overall Effectiveness: Grade 1: High Capacity for Sustained Improvement.

The full report can be accessed at the following link:

<https://www.etini.gov.uk/sites/etini.gov.uk/files/publications/follow-up-inspection-killinchy-primary-school-killinchy-county-down-401-6396.pdf>

A quick-guide infographic was also commissioned for parents to make interpreting the results of Inspection 2017 vs Inspection 2018 a bit easier. This was distributed widely in the community.

5.0 School Premises and Property

5.1 Trophy Display in Main Entrance Foyer

Shelving was erected to display the new range of perpetual trophies donated by families and members of the extended school community.

5.2 Grounds Maintenance

School grounds continue to be maintained by Grounds Maintenance teams from the Education Authority.

5.3 Applications for School Enhancement Project (SEP) Funding

Applications were made on behalf of Killinchy PS to address space shortages and a range of health and safety concerns via the School Enhancement Project (SEP). **Rejection letters were received for both rounds 1 and 2 of the funding.**

5.4 Application for Minor Works Funding

An application was made on behalf of Killinchy PS for essential health and safety/maintenance on our site. **This was also rejected.**

6.0 P.T.A.

As always the PTA worked extremely hard, from those in positions of office through to those who attended meetings and parents who gave of their precious time simply to help, support and attend events.

Total funds raised were **£6,020.58**. A list of events and funds raised is summarized below:

- Nativity DVDs - £14.33
- Calendar - £751.00
- Christmas Cards - £833.25
- Christmas Jumper Day - £195.00
- Disco - £828.50
- Christmas shows teas - £115.00
- Easter Egg Hunt – £826.50
- Table Quiz and Ballot - £507.00 (Badly affected by snow and date change)
- Teas and coffees at events - £230.00
- Cash for Clobber, Easy Fundraising and ‘Stamptastic’ - £270
- School Fete – £1450.00

- 2017/18 Total: **£6,020.58**
- End of Year Balance: **£11,017.86**

6.1 Where will the funds go?

Some funding was invested in resources for improving our maths provision, some was also given for PE equipment. An electric piano was purchased and has been heavily used- all very worthwhile spends! Unspent funds will remain in the PTA account until they are needed for essential purchases.

The Board, staff and pupils are indebted to the continued amazing efforts of our PTA. The funds accumulated will help ensure the effects of austerity and budget cuts are kept at bay as long as possible.

7.0 Admissions Policy and Enrolment

7.1 General

Due to an unusual number of house-moves in the last year, enrolment has dipped slightly; a total of 12 pupils migrated for this reason. We hope that this will rectify itself in the coming months on the back of several new property developments in the area.

Other than the house-moves, there was a normal balance of in/out pupil movement.

Enrolment currently sits at 345.

7.2 P1 Admissions

A total of 50 pupils applied for places in P1 2017, all of whom were accepted and started school.

A total of 46 pupils applied for places in P1 2018, all of whom were also accepted.

P1 enrolment numbers appear to be generally low across the province, particularly so in the Ards and North Down area meaning that over the last couple of years, P1 enrolments at Killinchy PS have not reached their capacity of 57. This is down to population trends supported by figures obtained by the Northern Ireland Statistics and Research Agency (NISRA).

It was reassuring to note, however, that the negative inspection report of March 2017 does not seem to have had any significant effect on P1 enrolment numbers beyond that which is described above.

8.0 The Curriculum and School Development

8.1 School Development Planning

A full and comprehensive new School Development Plan (SDP) was constructed following significant evaluation and feedback programmes in 2016/17, the lion's share of which was driven by the Inspection Report of 2017.

This was presented to parents for their consultation and feedback at a **'Post-Inspection and School Development Parents' Evening'** in September 2017. The large majority of feedback was very encouraging and positive.

There was strong parental and community support for the strategic direction chosen by the staff and leadership team.

The SDP was also presented to advisers at the Education Authority and members of the Inspectorate who assessed it as being of a 'very high quality'.

8.3 Safeguarding

Following the intensive remedial project for Safeguarding which took place as part of the 'Plan for Immediate Intervention 2016/17' there was still some fine-tuning required.

Time was invested in reviewing and improving our arrangements for First-Aid and Emergency Procedures. In May 2018 the ETI were very complimentary about our proactive attention to detail in terms of safeguarding.

Particular messages of thanks must go to Mrs Leckey (H&S Coordinator) and Mrs Hanlon (Child Protection and Pastoral Care) for improvement work completed in their respective areas.

8.3 Provision for Special (and Additional) Educational Needs

The Board offers its thanks to Mrs Bleakley who continued with dedication in the role of SENCo.

In 2017/18 we provided 2 days/week classroom withdrawal for children experiencing a range of literacy and numeracy difficulties. This is **delivered by Miss Brown**.

Some improvement work in administrative procedures was also carried out in SEN via the School Development Plan.

8.3.1 Children with Statements of Special Educational Needs

In 2017/18 there were 5 pupils with Statements of Special Educational Needs ranging from P2 – P7. All are accompanied by specially assigned Classroom Assistants for parts of their days.

8.3.1 English and an Additional Language

In 2017/18 there was 1 pupil designated as having ‘English as an Additional Language’ whose family originate from Bulgaria.

8.3.2 Referrals and Assessments

In 2017/18, the Education Authority’s Education Psychology service carried out statutory assessments on 3 pupils suspected as having learning difficulties.

One pupil also received a statement midway through the year as a result of a newly-diagnosed medical condition.

8.4 P.E.

Curriculum P.E. continues to be delivered in all classes.

In 2017/18 we were fortunate to be allocated a funded IFA coach for Foundation Stage and Key Stage 1 (P1 – P4) who, in addition to football-based skills, delivered a superb curriculum of fundamental movement and ball-skills every Friday. The continuation of this service has been held in the balance for many months as a result of uncertainty at Stormont. We are now working on a month-to-month basis.

8.4.1 Football

As usual our school football team participated in the Ards and Comber Primary Schools’ Football League. For the first time this year, the team won the Large Schools’ League, jointly with Dundonald PS.

The team also won the area 5-a-side tournament in Ards and came 3rd in Northern Ireland at the IFA 5-a-side finals. An amazing achievement from a relatively small school like Killinchy! Huge congratulations to Mrs McBride and all her parental volunteers on such a great achievement!

A number of pupils also play at a particularly high level outside school at local clubs including Killyleagh, Comber Rec and Ridgeway Rovers.

The Board of Governors would like to thank Mrs McBride for her continued energy and enthusiasm in promoting and facilitating school football.

8.4.2 Tag Rugby

Both curricular and extra-curricular tag-rugby coaching was delivered to our senior school by Ards and North Down BC.

The Board of Governors would like to thank Mrs McBride, Ballynahinch Rugby Club and Ards and North Down Borough Council for their continued support and development of tag-rugby at Killinchy PS.

8.4.3 Cricket

Senior school coaching was delivered through a combination of Ards & North Down BC and professionals from North Down Cricket Club.

A number of Killinchy pupils play at local clubs including Downpatrick, North Down, Saintfield and Civil Service.

The Board of Governors are grateful to Mrs McBride, North Down Cricket Club and Ards and North Down Borough Council for their continued support of primary schools' cricket.

8.4.4 Selected Pupil Achievements in Sport

In addition to school success there is much for our pupils to celebrate outside of school, indeed there are so many we do not know them all! There are a few notable successes however:

- **Adam Leckey** (P7) was selected to represent the Northern Knights (Ulster) at both U11 and U13 levels in cricket- an outstanding achievement.

8.5 Music and the Arts

8.5.1 Instrumental Tuition

18 pupils received brass tuition from Education Authority tutor Mr Philip Ferguson who provides lessons for 3 hours/week.

14 pupils received woodwind tuition from Education Authority tutor Mr Gary Myles who provides lesson for 3 hours/week. Unfortunately Mr Myles was in a bad car accident early in 2018 and was unable to complete his year of tuition. The remainder of his lessons were taught by Mr Mark Bingham on behalf of the Education Authority.

In total in 2017/18, 25 music examinations were taken ranging from Grades 1 - 3 and all were successful!

8.5.2 Singing Lessons

Private Singing lessons continue to be offered by Mrs Heather McCullough (parent). In 2017/18 there were 26 pupils involved, some of whom were also successful in examinations and local festivals.

8.5.3 School Choir (P6 & P7)

The school choir had a normally busy Christmas period with performances at Beechvale Nursing Home, Killinchy Parish Hall, Titanic Belfast, Ards Shopping Centre and KPS Open Evening.

As a result of post-inspection pressures and adjustment to teaching timetables, it was necessary to pull-back on some of our choir commitments for 2017/18 in order to prioritise the statutory curriculum.

Nevertheless, it is pertinent to give a specific mention to Mrs Bleakley and Mrs Connor who still invested many hours on top of their regular teaching and management responsibilities to make this a reality for the children.

8.5.4 Spring Concert ‘The Greatest Show’

To compensate for some of the additional time invested in curriculum matters, we decided to put on a ‘Spring Concert’ to give senior children an opportunity to perform in the absence of the traditional ‘Big Show’.

It was a very successful event watched by over 500 parents and visitors across 3 shows and was an excellent way of showcasing the huge range of musical, dance and singing talent available on a daily basis at Killinchy PS.

9.0 Extra-Curricular Activities

9.1 After School Clubs

Our full programme of **Extra-Curricular Activities** continues to be successful. For 2017/18 year it included:

- Football Club (P6/7)
- Football Club (P4/5)
- Girls' Hockey Club
- Cycling Proficiency
- 'Grand Growing Voices
- Scripture Union
- Miniversity
- Spanish
- Singing
- Paul Watt Tennis
- Netball
- Donkey Husbandry
- Tag Rugby
- Pupil Voice Committee
- School Band
- Crochet
- Kwik Cricket

9.2 Educational Trips/Visitations

The following is a list of the various school trips enjoyed during 2017/18

- P7 trip to Falkirk
- P6 Trip to Ganaway
- Castle Ward (P4)
- Killyleagh Library (P4 & P6)
- Castle Espie (P1)
- Ulster Museum (P5)
- RADAR Centre (P7)
- Castle Ward (P2)
- Astrophysics Roadshow at Down High School (P6)
- Nendrum College (P7)
- Indoor Athletics at Strathearn (P7)
- Visit from the 'Owl Man' (P2)
- Walk in the local area (P2)
- Opera House (P5)

- Applefest, Castleward (P3)
- Balmoral Show (P7)
- Visit from Castle Ward's 'Toy Time' Nanny (P1)
- Visit from the Chinese Community Centre, Belfast (P4/5)
- Visit to the St. Patrick's Centre and Saul (P4/5)

9.4 Extended Schools Services

In 2017/18 we continued to offer 3 different services to help working parents with their childcare arrangements:

- Early Birds (8am – 8:45am)
- 2 O'Clock Club (2pm – 3pm)
- Homework Club (3pm – 4:30pm)

All of the above were staffed by Classroom Assistants already employed by Killinchy PS and were available for a small fee.

10.0 Pastoral Care and Child Protection

Pastoral Care continues to be a clear strength of Killinchy PS this was reinforced by the ETI Inspection Report of March 2017 and Follow-Up Inspection of May 2018.

10.1 Designated Staff

- The **Designated Teacher (DT)** for Child Protection is **Mrs Hanlon**;
- The **Deputy Designated Teacher (DDT)** for Child Protection is **Miss Finlay**.
- The **Designated Governor** for Child Protection was **Jill Gilmore**.

10.2 Training

Mrs Hanlon received refresher training for Designated Teachers.

Biannual refresher training for all school staff is scheduled for August 2018.

10.3 Governors

Child Protection was (and will continue to be) a standing item on the agenda at every meeting of the Board of Governors.

The Chairman and several governors attended either specific Child Protection training or other related safeguarding training provided by the EA during 2017/18.

In line with legislation, a formal Annual Report for Child Protection was provided for the governors at their final meeting of 2017/18.

11.0 Promoting Good Links with the Community

Our school and its pupils participated in a great many community events and activities. These events provided additional skills and enjoyment as well as adding new experiences for children. See summary of events below:

- Killinchy PS is a member of a cluster group of schools in the Newtownards and Comber Area. As part of this group teachers attend professional development clusters for literacy, numeracy, SEN and Science; there is also an annual CPD conference.
- The Principal is also a regular attendee at meetings of the Area Principals' Association promoting positive links, good communication and joined-up thinking for schools in the local area.

- Where most schools have only 2 parents on their Board of Governors, Killinchy PS has 4 due to dual roles;
- All 3 local churches are represented on the Board of Governors through transferors;
- The vibrant PTA is an essential part of our school community hosting a range of events throughout the year both on and off-site locally; this ensures parents are an active and involved part of our school community.
- Regular and positive links with local feeder playgroups and nurseries including familiarisation visits for new Principal, nursery invitations to our Christmas Nativity shows and an active transition programme.
- Regular and positive links with our local post-primary partners including attending shows, 'Big School Days' and sporting events.
- Two local churches provide ministers to participate in our regular assembly programme. In return we actively support and promote events and organisations affiliated to our local churches.
- Killinchy PS also regularly distributed and supported child-centered events and services provided by other organisations in the local community including the Community Centre, Strangford Lough Yacht Club and various other sports clubs;
- The premises of Killinchy PS was used on several occasions by the local churches and Killinchy Cycling Club free-of-charge.
- Our premises are also now used every Monday evening by 'Simply Judo' as a way of extending the use of our premises to the local community outside school hours.
- Our premises were also used to host the annual Young Farmers' Club annual prizegiving;
- Our P6 classes participated in a Comber Rotary Club writing competition with one pupil being the overall winner;
- The school choir sang locally in Beechvale Nursing Home during the Christmas period of 2017;
- Our school is used regularly by an employee of NI Guide Dogs as a stimulus for training young guide dogs;
- Sports teams are fully involved in all local sporting events for primary schools. We also have close links with Ballynahinch Rugby Club and North Down Cricket Club who host competitions and provide coaches;

- Where possible parent/grandparent-experts are invited to share their expertise/experiences with us.

12.0 SECURITY AND SAFETY ARRANGEMENTS FOR PUPILS

The security of pupils and staff is of paramount importance.

- The main school and pedestrian gates are closed during normal school hours (they cannot be locked for emergency access reasons). This discourages unwanted access.
- A **video link security system** is in place at all doors of the main building and includes door magnets and controlled entry systems. Problems have arisen with the video feed during 2017/18. Attempts have been made by the EA to fix these problems but it has been decided that this would not be financially viable. Plans have been drawn-up for full site coverage by a new CCTV system but this cannot be put in place due to lack of funding at EA.
- Signage is also in place on all doors of the main building with clear instructions for entry (or non-entry).
- A sign-in and visitor-pass system is in operation for all visitors;
- The mobile classrooms were fitted with new, self-locking doors in 2017/18 as part of our post-inspection improvements to site security.
- Termly **fire drills** are now carried out and recorded and fire alarm system and smoke alarms are in operation.
- **Fire extinguishers** are serviced regularly.
- A **fire risk assessment** was carried out whereby all schools must now carry out weekly checks on alarm and entry systems as well as monthly emergency lighting system.
- In 2017/18 all staff were re-trained in **Risk Assessment** so these are now an integral part of our routine.
- **PAT testing** was carried out as per EA guidelines;
- In 2017/18 our list of detailed site security and health & safety risk assessments was extended and improved. New policies and procedures have been implemented throughout the school.

- A full remit of Emergency Procedures has now been put in place featuring regular drills.

13.0 Closing Comments

Despite the difficult financial circumstances facing all schools in Northern Ireland, Killinchy Primary School continues to flourish. If 2016/17 was our year of ‘realisation’ then 2017/18 was the year of ‘remediation’. It was an exceptionally busy period which will be remembered as the year we invested significant time and effort to establish a stable and reliable staff-base which we could take forwards into the future. Punctuated by no less than 5 separate recruitment processes, it would be safe to say that the Board of Governors is now well-versed in employment procedure!

In addition to the efforts of the Board, the teaching staff have experienced a year like no other in terms of re-structuring and re-training. In April 2017 they embarked on an intense period of curriculum and professional upskilling which is likely to continue well into 2019/20 before it is complete.

The collective efforts of management, teachers and governors were rewarded by the ETI in May 2018 with a superb inspection report. The challenge for us all now is to maintain this standard, always reviewing and always improving, albeit at a more manageable pace!

A number of fellow governors will step-down from their positions at the end of this academic year following a reconstitution of the Board. Thanks are due to Neil Parker, Michael Gibson and Jill Gilmore, each of whom gave many late evenings around the table. As we move into a new and exciting era for Killinchy PS we offer our sincere thanks and appreciation for the time they have dedicated to our school.

On a related note, the continuing governors are very much looking forward to welcoming Emma Anderson, Nicola Cherry and Stephen Reine-Adair onto the Board. We have no doubt their skills, knowledge and fresh ideas will be essential assets over the next 4 years.

Finally, the Board, Principal and staff would like to thank you- the parents- for the kindness, support and understanding you have shown in recent months, often in the face of difficult decisions. We move into 2018/19 with a new energy, enthusiasm and excitement about what lies ahead!

Mr W. Taylor (Chair)

