

# ORCHARD COUNTY PRIMARY SCHOOL



## ANNUAL REPORT OF THE BOARD OF GOVERNORS 2020/2021





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Dear Parent/Guardian

I am delighted to present this copy of the Annual Report of the Board of Governors for Orchard Primary School for 2020-2021. Hopefully you will find this report interesting and informative. This is a summary of the activities of Orchard County Primary School over the last academic year. Due to Covid-19, our year was shortened and we therefore didn't get to participate in a number of our usual events.

Our aim for Orchard County Primary School is to ensure that each child reaches their maximum potential, in a caring environment, that pursues excellence in education. There is much to celebrate as pupil numbers continue to grow to the point of capacity enrolment and over-subscription in Nursery and P1.

This report confirms that the entire school staff continue to work hard in preparing for and delivering the Statutory Curriculum, within a caring and supportive atmosphere. The school's ongoing success in meeting those aims has again been underlined in the outstanding achievements throughout the 2020/21 year.

We wish to express our sincere thanks to Miss Barnes who worked at Orchard County PS as a teacher for four years. We wish her well in her new teaching post. We would like to thank Mrs Campbell, Miss Agnew and Mrs Emerson for their dedication as classroom assistants throughout the year in Nursery. We wish them well in their new posts. We want to also thank Miss Barnes and Miss Bothwell for their dedication and commitment to teaching in the P4/5 classroom due to Mrs Neill's maternity leave.

The Board of Governors would also like to record their appreciation of the Parent Teacher Association, which raises money for materials and equipment, as well as raising the profile of the school in the community. Due to the pandemic, they were unable to hold their normal fundraising activities but they still applied for various grants for the school and had clothing collections.

I welcome comments and opinions from parents on this report and any other issue concerning the school and its pupils. If you wish to comment or seek clarification on this report or indeed any aspect of school life, please contact myself through the school office.

I commend this report to you and hopefully you will find it useful.

Yours faithfully,

***K. Twyble***

Kenneth Twyble

Chairperson to the Board of Governors

## **ANNUAL REPORT OF THE BOARD OF GOVERNORS 2020-2021**

### **Introduction**

This report has been produced by the Governors of Orchard County Primary School and is a summary account of the work that we have undertaken in carrying out our responsibilities for the management of the school during the year 2020/2021.

This is the new Board of Governors for 2018-2022

### **The Governors**

#### **Chairperson**

Mr K Twyble, Transferors' Representative

#### **Vice Chairperson**

Mrs J Clarke, Transferors' Representative

#### **EA (Southern Region) Representatives**

Mrs S Murphy

Mrs J Cherry

#### **Transferors' Representatives**

Mrs J Mullen

Mr R Dalzell

#### **Parents' Representatives**

Mrs C Davison

Mr D Bell

#### **Teachers' Representative**

Mrs M Davidson

#### **Secretary and Non-Voting member**

Mrs J McMillan

The Governors are usually required to meet for a minimum of three times a year. During the 2020/2021 academic year, the Board of Governors held three meetings via Zoom.

### **The Role and Responsibility of the Board of Governors**

The Governors are responsible for the overall management of the school including:

- The Curriculum
- Special Education Needs
- Assessment
- The school budget under the provisions of the Local Management of Schools arrangements
- The school premises
- The admission of pupils to the school
- Child Protection
- Security and Personal Safety
- Management of staff
- Appointment of teachers and ancillary staff
- PRSD
- Teachers' Salary Policy
- School policies
- School inspections
- School holidays
- Annual Report
- Creating links with the local community and pursuing the objectives of Shared Education

### **Sub-Committees**

Sub-committees have been formed to consider reports and to make proposals for consideration by the whole Board in the following areas of responsibility:

- Finance
- Recruitment
- Complaints

Final decisions are reached by the full Board of Governors. Overall responsibility for the day to day running of the school continues to rest with the Principal and she is also responsible for the monitoring of school spending and for advising the Board on any problems that may arise.

## Board of Governor Training 2020-2021

Members of the Board of Governors have attended training on the following:

|               | TRAINING AND SUPPORT PROGRAMME |                 |                             |
|---------------|--------------------------------|-----------------|-----------------------------|
| <b>TERM 2</b> | 11-02-21                       | Julie Mullen    | Effective Governor - online |
|               | 11-02-21                       | Ryan Dalzell    | Finance Induction online    |
|               | 12-02-21                       | David Bell      | Finance Induction - online  |
|               | 16-04-21                       | Julie Mullen    | SEND                        |
| <b>TERM 3</b> | 30-08-21                       | Carolyn Davison | Recruitment and Selection   |

## SCHOOL ORGANISATION AND STAFFING 2020-2021

|   |  |                                       |  |
|---|--|---------------------------------------|--|
| <b>PRINCIPAL</b>                          | <b>Mrs McMillan</b>  |                                       |  |
| <b>CLASS</b>                              | <b>TEACHER</b>   | <b>DAYS</b>                           | <b>NUMBER IN CLASS</b>                       |
| Nursery                                   | Mrs Kaestner   | 5 days                                | 30   |
| P1/P2                                     | Mrs Davidson   | Mon-Wed, Friday                       | 24   |
|   | Mrs McCormack  | Thurs                                 |  |
| P2/P3                                     | Mrs Erwin  | Mon-Thurs                             | 29   |
|   | Mrs McCormack  | Friday                                |  |
| P4/P5                                     | Mrs Neill<br>Miss Barnes<br>Miss Bothwell  | (Sept-Oct) 5 days<br>3 days<br>2 days | 28   |
| P5/P6                                     | Mr Crawford  | 5 days                                | 27   |
| P7  | Mrs Allen  | Mon, Tues, Fri                        | 29   |
|   | Miss Barnes  | Wed, Thurs                            |  |
| <b>SECRETARY</b>                          | <b>CLASSROOM ASSISTANTS</b>  |                                       | <b>SUPERVISORY ASSISTANTS</b>                |
| Mrs J McCluskey                           | Mrs W Barker<br>*Miss D Leonard<br>Mrs G Boyd<br>*Mrs J Beattie<br>*Responsibility for individual SEN children |                                       | Miss D Leonard<br>Mrs G Boyd<br>Mrs M Mullen |
| <b>NURSERY ASSISTANT</b>                  | <b>BUILDING SUPERVISOR</b>   | <b>CLEANING STAFF</b>                 |  |
| Mrs L McMahon                             | Mrs L Corrigan   | Mrs M Mullen                          |  |
| <b>NURSERY SEN ASSISTANT</b>              | <b>UNIT CATERING SUPERVISOR</b>  |                                       |  |
| Mrs Campbell<br>Miss Agnew<br>Mrs Emerson | Mrs C Martin   |                                       |  |

**EA Peripatetic Teacher for Music Support**  
Mr W McClean and Mr R Bothwell

**EA Peripatetic Teacher for Literacy**  
Mrs F Mullan

Due to Covid, we were not able to offer extra-curricular activities. However, the Department of Education permitted the resumption of outdoor extra-curricular sport in May, in class bubbles, for P4-P7.

| Extra Curriculum Activities Offered by Staff   |  | Extra Curricular Support Offered by Outside Coaches |          |
|--|--|---|----------|
| <ul style="list-style-type: none"> <li>• Hockey</li> <li>• Running</li> <li>• Pilates</li> <li>• Rounders</li> </ul> | <ul style="list-style-type: none"> <li>• Netball</li> <li>• Fit Club</li> <li>• Cricket</li> </ul> | Mr M Tipton   | Football |
|  |  | Mr R Ballantine                                     | Tennis   |

## SCHOOL HOURS

|            |                     |
|------------|---------------------|
| Nursery    | 8.50 am - 11.50 am  |
| P1-P3      | 8.50 am - 1.50 pm   |
| P4-P7      | 8.50 am - 2.50 pm   |
| Break Time | 10.30 am - 10.45 am |
| Lunch Time | 12.10 pm - 1.00 pm  |

## STAFF CONTINUING PROFESSIONAL DEVELOPMENT

### Whole School Training

|           |                                 |                          |
|-----------|---------------------------------|--------------------------|
| All Staff | Child Protection                | 19 <sup>th</sup> August  |
|           | Staff Health and Well Being Day | 26 <sup>th</sup> October |
|           | iZak9 Teacher training          | 18 <sup>th</sup> January |
|           | SIMS training                   | 25 <sup>th</sup> January |
|           | SIMS training                   |                          |
|           | SIMS training                   | 1 <sup>st</sup> February |
|           | SIMS training                   | 8 <sup>th</sup> February |

## NON-TEACHING STAFF IN-SERVICE TRAINING

| Assistant                   | Training Course Title                  | Training Course Start Date |
|-----------------------------|--|----------------------------|
| Mrs McCluskey               | C2K Address validation function course | 30 <sup>th</sup> November  |
| Miss Leonard                | Autism Training - week 1               | 27 <sup>th</sup> January   |
|                             | Autism Training - week 2               | 3 <sup>rd</sup> February   |
| Mrs Beattie<br>Mrs Campbell | Autism Training - week 1               | 27 <sup>th</sup> January   |
|                             | Autism Training - week 2               | 3 <sup>rd</sup> February   |

## TEACHING STAFF IN-SERVICE TRAINING

| Teacher      | Training Course Title   | Training Course Date  |
|--------------|---|---|
| Mrs McMillan | Health and Well Being webinar<br>MS Sway C2k Training<br>C2K Data course<br>C2K Data course<br>UTU school leaders' forum<br>Leadership conference<br>UTU Seminar  | 12 <sup>th</sup> October<br>17 <sup>th</sup> November<br>5 <sup>th</sup> May<br>6 <sup>th</sup> May<br>11 <sup>th</sup> May<br>21 <sup>st</sup> May<br>1 <sup>st</sup> June   |
| Mrs Davidson | ASD-Sensory processing online course<br>Attention and Listening course<br>Child Protection training<br>Safeguarding course<br>Promotion of positive behaviour<br>Safeguarding and child protection<br>SIMS SEN training<br>Place 2 Be Mental Health Champion-week 1<br>Place 2 Be Mental Health Champion-week 2<br>Place 2 Be Mental Health Champion -week 3<br>Place 2 Be Mental Health Champion -week 4<br>Place 2 Be Mental Health Champion -week 5<br>Place 2 Be Mental Health Champion -week 6 | 21 <sup>st</sup> October<br>11 <sup>th</sup> November<br>12 <sup>th</sup> January<br>13 <sup>th</sup> January<br>29 <sup>th</sup> January<br>1 <sup>st</sup> February<br>17 <sup>th</sup> May<br>15 <sup>th</sup> February<br>22 <sup>nd</sup> February<br>22 <sup>nd</sup> March<br>12 <sup>th</sup> April<br>19 <sup>th</sup> April<br>26 <sup>th</sup> April<br>24 <sup>th</sup> May |
| Mrs Erwin    | Attention and Listening course<br>Autism course   | 11 <sup>th</sup> November<br>15 <sup>th</sup> March   |
| Miss Barnes  | ASD-Sensory processing online course  | 21 <sup>st</sup> October  |
| Mrs Kaestner | Attention and Listening course<br>Emotional Regulation<br>Shared Education Media Initiative Resources training<br>Autism training   | 11 <sup>th</sup> November<br>13 <sup>th</sup> January<br>15 <sup>th</sup> January<br>8 <sup>th</sup> March  |
| Mrs Allen    | ASD-Sensory processing online course  | 21 <sup>st</sup> October  |

## **LIAISON WITH PARENTS**

This school has an 'Open Door Policy' and encourages parents to take an active part in their child's education and school activities and events.

The school seeks to inform parents of school activities through parent/teacher interviews in November and February. During the 2020/21 year, we had parent/teacher meetings in November via telephone. Due to the lockdown, the planned parent/teacher meetings in February did not take place, as teachers were not teaching pupils face to face.

Individual Education Plans were shared with parents throughout the year and an annual school report was issued to all parents in June 2021.

Parents completed a remote learning survey in February, during lockdown 2. This informed the staff on how pupils were engaging with work, parents' views on the amount and level of work set and an insight into pupil and parent wellbeing. Parents were able to have contact with staff through email and telephone. This was well used by parents.

We were unable to have face to face events in school with parents due to Covid restrictions. The P7 parents were given guidance on the transfer procedure, annual SEN reviews were conducted with parents, SENCO and relevant teachers, mostly via Zoom.

## **PTA**

All parents, guardians or carers of any pupil currently attending Orchard County Primary School, along with its teachers and non-teaching staff, are automatically members of Orchard County Primary School PTA.

Unfortunately, the global pandemic has interrupted the usual activities and prevented the PTA committee from meeting in person since February 2020. The last official AGM was held in September 2019. We tried to arrange AGMs virtually in December 2020 and May 2021 but did not get a sufficient response for a quorum, which is required for the meeting and any decision made to be valid.

Due to Covid restrictions the PTA were unable to hold a number of their usual events for pupils and parents but the PTA continued to raise funds through the Easy fundraising shopping website and the clothing bin recycling.

PTA were able to secure two grants from the ABC Council for £2,000 to purchase iPads and printers for pupils to use during remote learning.

The PTA continues to be a member of Parentkind and is still waiting to be called forward by the Charity Commission to formally register as a charity. Hopefully this will happen next term.

PTA had planned many other activities but due to the pandemic, and school closures, these did not happen.



## **NEWSLETTER AND WEBSITE**

The Orchard County Newsletters and school website continue to provide daily information which celebrates school achievement and prepares families for all activities. Information/forms/menus/letters are also available for parents through our school website, which was established with School Web Design.

The school app can be downloaded onto parents' devices to aid effective communication. Messages and emails can be sent directly to parents.

## **CROSS PHASE - LINKS WITH LOCAL SECONDARY SCHOOLS**

Staff from local Secondary Schools visited the school and spoke to P7 pupils. P7 pupils were unable to visit local Secondary Schools this year due to Covid restrictions.

## **DESTINATION OF SCHOOL LEAVERS**

We had 22 P7 pupils transferring to the following post primary schools.

|                        |    |
|------------------------|----|
| Clounagh JHS           | 18 |
| Killicomaine JHS       | 1  |
| Royal School Armagh    | 1  |
| Royal School Dungannon | 1  |
| Dungannon Integrated   | 1  |

## **THE CURRICULUM**

The Governors are confident that Orchard County Primary School continues to provide a safe, secure and stimulating learning environment and offers a great variety of learning opportunities suitable to the needs of each pupil. Staff expertise and resources are well utilised to assist each child as they strive to reach their maximum potential. Most staff training was virtual this year but the staff have still been able to keep up to date with the ongoing changes and developments within education.

The staff continues to engage in a range of strategies to support under achievers in both literacy and numeracy. Additional SEN support was again given both individually and in groups alongside Reading Partnership Sessions and Literacy support from a teacher within the EA's Literacy Peripatetic Service.

## **ACHIEVEMENT**

Academic progress has been maintained on every level and our reports reflect a school where the vast majority of children appreciate the importance of striving to always give their best. Our high level of good manners and respect for others has always been maintained and most importantly, both inside and outside the classroom, pupils have further developed the excellent name of Orchard County Primary School.

## REVIEW OF THE YEAR

Due to the pandemic, the 2020/21 year was very different to our normal school year. Following our first lockdown from 23<sup>rd</sup> March 2020 to 30<sup>th</sup> June 2020, we welcomed our pupils back to school in August 2020. P7 pupils were welcomed back first, followed by our new Nursery and P1 pupils and then P2-P6.

All pupils and staff were delighted to be back in school. Pupils were assessed in October to identify pupils' needs following lockdown. There was a big focus on restabilising friendships and on pupils' health and wellbeing. Pupils got involved in the daily mile and regular outdoor PE was promoted.

- We still tried to organise fun events for our pupils. P7 organised a Macmillan Coffee morning in September for pupils only and raised £1,040.
- Individual school photographs were still taken as pupils/classes were organised in bubbles.
- There was an EA/DENI imposed, extended half term circuit breaker from 19<sup>th</sup> - 30<sup>th</sup> October due to rising Covid cases in Northern Ireland.
- The pupils enjoyed a very informative anti-bullying week and 'Odd Sock Day' to celebrate what makes us all unique.
- Due to the pandemic our parent/teacher interviews in November took place via telephone.
- Pupils and staff enjoyed an Elf Day in December and raised £730 for the Alzheimer's Society. Pupils and staff dressed up and had many fun activities.
- We also held a Christmas jumper day and had Christmas dinner served to 'bubbles' in their classroom.
- We were unable to have our usual open day for prospective parents but instead placed a video on our school website showcasing our school building and the various activities that take place in school.
- Due to the second lockdown, pupils reverted to remote learning. Staff communicated with pupils, set daily lessons, recorded teaching videos and had live Google Meets. P1-7 used Google Classroom and Nursery had daily activities placed on the home learning page of the website. This was very successful. Staff worked extremely hard and were well supported by parents.
- We were able to resume some after school activities for our senior pupils in term 3. Pupils enjoyed tennis, pilates, netball, football, running, fit club, rounders, hockey and cricket.
- We also had a mental health awareness week in May and enjoyed a 'Big Purple Picnic lunch' outside and raised £500 for Action Mental Health.
- In June we were able to enjoy a 'pupils only' sports day, final assembly, nursery graduation, a summer day and a P7 fun day.

## Shared Education

The partnership with St Patrick's PS continued virtually in its fourth year. All pupils from P1-P7 were involved. We were able to purchase many new resources through the funding provided. We were able to purchase an outdoor classroom to enable lessons to take place outdoors.

## Roots of Empathy

We were unable to run this programme during 2020/21 due to Covid restrictions.

## **Engage**

Following DE funding, we were able to run an Engage programme focusing on literacy, numeracy and well-being. This was face to face and virtually during lockdown.

## **School Development Plan**

Following a staff audit, a transitional School Development Plan and detailed Action Plans for 2020-21 were discussed, agreed and presented to the Board of Governors. Targets were shared with Governors.

## **School Policies**

The staff, in consultation with pupils, parents and governors, has produced a wide range of pastoral care and curriculum policies that are suited to the needs of current legislation, good practice and the Revised Curriculum. This year the following policies were reviewed: Assessment, Marking and Feedback, Handwriting, Language and Literacy, Numeracy, PDMU, RSE, Critical Incidents, Disposal of Records, First Aid and Administration of Medication, Staff Handbook, Personal Care, Positive Behaviour, Remote Learning, Safeguarding Policy and Proforma, Volunteers and Vetting.

## **School House Reward System**

This year the House Reward System continued, based on a number of different challenges e.g. good manners, good work and behaviour. Pupils were able to earn tokens for their house and work towards a termly prize.

## **Assessment**

Pupils in P3-P7 completed Standardised Assessments in English, Mathematics and CAT (intelligent tests) and P1-P7 pupils took part in PASS testing to assess pupils' social and emotional wellbeing during term one and three. Parents were informed of the outcome of all assessments at the end of year written report. The majority of standard assessment was completed online.

## **Attendance**

The school actively discourages parents from removing children from class during term-time and we acknowledge parental support in the school's excellent 96.3% attendance rate for Nursery to P7 for 2020/2021.

## **Punctuality**

Punctuality continues to be good for the vast majority of children and we commend both parents and pupils for this. Unfortunately, there are a small number of pupils who regularly arrive late and this is not only detrimental to their own learning but also disrupts the education of others. Picking children up promptly at collection times is also essential to the smooth running of the school. Parental cooperation is greatly appreciated.

## **Nursery Review of the Year**

### **Induction**

Due to lockdown, new parents were contacted via email and Zoom and they collected induction packs from school. New pupils were able to view a tour of the Nursery on the website and Mrs Kaestner shared a personal welcome video message for the children.

### **Communication**

Mrs Kaestner communicated with parents, mainly via email and the 'Home Learning' page of the website. Monthly newsletters were sent to all parents to keep them updated and photographs were placed on website. Christmas songs were videoed in lieu of a Nativity. Sports day was also videoed and a DVD was provided for all parents at the end of the year showing their child's nursery year. Parents were telephoned in November and received a settling in report in November and transition report in June.

### **Home Learning**

Videos made by the staff were uploaded daily to the Home Learning page of the website. Pupils were provided with resource pack and book packs during lockdown. Parents and children met virtually with staff via Google Meets. Staff received positive feedback about home learning, following the questionnaire.

### **Getting Ready to Learn**

Funding of £690 was received from this scheme. This enabled resources for home learning packs to be purchased for all nursery pupils.

### **Shared Education**

Pupils engaged virtually this year with pupils from Apple Blossom playgroup. Resources such as a slide, petrol pump, gardening tools, mud kitchen and see-saw were purchased with the funding provided. The nursery also received a laptop, TV screen and Wi-Fi hub to connect virtually with their partner school.

### **Physical Skills and Mental and Emotional Wellbeing**

Balance bikes were purchased as well as bean bags and hoops for outdoor play.

### **Assessment**

The WellComm Speech and Language assessment was used to identify pupil needs. Records of pupil activities were put together in a year book for each child.

The Nursery continued to promote links with the main school through regular visits, use of the hall and MUGA for PE, tours of office, kitchen and P1 class and through a P1 transition outdoor breakfast.

## CALENDAR OF EVENTS

The 2020/2021 calendar was again action-packed and busy. The pupils have been provided with a wide variety of opportunities and experiences. The Governors wish to record their appreciation to the staff who provide these experiences for all pupils.

|                  |                                     | Key Events and/or Visitors 2020/2021             |
|------------------|-------------------------------------|--|
| <b>SEPTEMBER</b> | 2 <sup>nd</sup>                     | Clothing collection                              |
|                  | 25 <sup>th</sup>                    | Macmillan coffee morning & fitness activity      |
| <b>OCTOBER</b>   | 2 <sup>nd</sup>                     | Core music tuition                               |
|                  | 2 <sup>nd</sup>                     | Nursery celebration of colour                    |
|                  | 8 <sup>th</sup>                     | Opus Individual Photographs                      |
|                  | 12 <sup>th</sup>                    | Inspire (staff training)                         |
|                  | 15 <sup>th</sup>                    | Whole school flu vaccine                         |
|                  | 19 <sup>th</sup> -23 <sup>rd</sup>  | Extended half term circuit breaker               |
|                  | 26 <sup>th</sup> -30 <sup>th</sup>  | Half Term  |
| <b>NOVEMBER</b>  | 16 <sup>th</sup> - 20 <sup>th</sup> | Anti-Bully week                                  |
|                  | 23 <sup>rd</sup> -27 <sup>th</sup>  | Parent Teacher interviews - telephone            |
| <b>DECEMBER</b>  | 4 <sup>th</sup>                     | Elf Day - Alzheimer's Society                    |
|                  | 11 <sup>th</sup>                    | Christmas jumper day and school Christmas dinner |
|                  | 15 <sup>th</sup>                    | Party Day  |
|                  | 18 <sup>th</sup>                    | Last day of Autumn Term                          |
|                  | 21 <sup>st</sup> -31 <sup>st</sup>  | Christmas Holidays                               |
| <b>JANUARY</b>   | 1 <sup>st</sup> - 4 <sup>th</sup>   | Christmas Holidays                               |
|                  | 5 <sup>th</sup>                     | Spring term begins                               |
|                  | 5 <sup>th</sup>                     | Lockdown   |
|                  | 7 <sup>th</sup>                     | Admissions open for Nursery and P1               |
| <b>FEBRUARY</b>  | 15 <sup>th</sup> - 19 <sup>th</sup> | Half Term  |
| <b>MARCH</b>     | 8 <sup>th</sup>                     | School reopens following lockdown                |
|                  | 10 <sup>th</sup>                    | School alarm service                             |
|                  | 17 <sup>th</sup>                    | St Patrick's Day - School holiday                |
|                  | 23 <sup>rd</sup>                    | PASS testing                                     |
|                  | 26 <sup>th</sup>                    | N-P7 Easter egg hunt                             |
|                  | 26 <sup>th</sup>                    | Hot chocolate day                                |
|                  | 26 <sup>th</sup>                    | Last day of term                                 |
|                  | 29 <sup>th</sup> - 31 <sup>st</sup> | Easter Holidays                                  |
| <b>APRIL</b>     | 1 <sup>st</sup> - 9 <sup>th</sup>   | Easter Holidays                                  |
|                  | 12 <sup>th</sup>                    | Beginning of Summer term                         |
| <b>MAY</b>       | 3 <sup>rd</sup>                     | Bank holiday                                     |
|                  | 4 <sup>th</sup>                     | Assessments start                                |
|                  | 10 <sup>th</sup>                    | After school activities start                    |
|                  | 10 <sup>th</sup> - 14 <sup>th</sup> | Mental health awareness week                     |

|      |                  |  |
|------|------------------|--|
|      | 11 <sup>th</sup> | P7 transition workshop                           |
|      | 14 <sup>th</sup> | Big purple picnic lunch                          |
|      | 17 <sup>th</sup> | Nursery Princess Day                             |
|      | 18 <sup>th</sup> | Nursery Superhero Day                            |
|      | 25 <sup>th</sup> | Nursery Well Teddy clinic                        |
|      | 24 <sup>th</sup> | P6/7 Healthy Me - Action Mental Health           |
|      | 24 <sup>th</sup> | Outdoor classroom installed                      |
|      | 26 <sup>th</sup> | Opus P7 Leavers' Photographs and whole class     |
| June | 4 <sup>th</sup>  | Nursery and P1 packs to be collected from office |
|      | 7 <sup>th</sup>  | Sports Day practice                              |
|      | 8 <sup>th</sup>  | Sports Day                                       |
|      | 9 <sup>th</sup>  | New P1 induction Zoom meeting for parents        |
|      | 10 <sup>th</sup> | New Nursery induction Zoom meeting for parents   |
|      | 11 <sup>th</sup> | Shared Education Evaluation Day                  |
|      | 15 <sup>th</sup> | BOG Zoom meeting                                 |
|      | 16 <sup>th</sup> | Nursery graduation                               |
|      | 16 <sup>th</sup> | Transition day for Nursery going into P1         |
|      | 21 <sup>st</sup> | School reports out                               |
|      | 22 <sup>nd</sup> | Final assembly                                   |
|      | 22 <sup>nd</sup> | Change over day - classes meet their new teacher |
|      | 23 <sup>rd</sup> | Summer day                                       |
|      | 25 <sup>th</sup> | P7 Fun day                                       |
|      | 25 <sup>th</sup> | P7 last day                                      |
|      | 28 <sup>th</sup> | Nursery to P6 last day                           |

## FINANCIAL SUMMARY

With the introduction of LMS (Local Management of Schools), each school receives an annual budget, which is largely based on the number of pupils attending the school, with other factors such as the number of free school meals and pupils with Special Educational Needs also being taken into account.

The LMS budget report covers the financial year from April to March.

|  |                 |
|--|-----------------|
| School budget allocation   | £527,887        |
| Carry over 19/20   | £ 76,248        |
| Additional allocations<br>(Covid restart, health & well being, teacher salary arrears) | £ 38,077        |
| <b>Total Budget 20/21</b>  | <b>£642,212</b> |
| Total school expenditure for the year  | £579,784        |
| Total budget carry over 20/21  | £62,428         |

## SCHOOL FUND

School fund is generated from income such as donations from parents, these are requested at the start of September and help to assist the school with affiliations fees, supporting transport for school trips, whole school subscriptions to Mathletics and Accelerated Reader, prizes, outdoor play equipment and additional resources for each classroom.

We were very grateful for the very kind donation to our school fund from a local business.

This account is audited annually by Dr Ryan Dalzell.

## CHARITIES

1<sup>st</sup> SEPTEMBER 2020 - 31<sup>st</sup> AUGUST 2021

|   |       |
|---|-------|
| The School has been able to donate a total of <b>£2270</b> to the following charities |       |
| Macmillan Cancer Support  | £1040 |
| Alzheimer's Society-Elf Day   | £ 730 |
| Action Mental Health  | £ 500 |

## Orchard County Primary School PTA Committee and Financial Report

The PTA has a constitution which was adopted in May 2018 and is run by a committee of volunteer members who are elected by the members at each AGM. All PTAs in Northern Ireland must register with the Charity Commission so these committee members are also trustees for the PTA and are in charge of the bank account the PTA holds with the Ulster Bank to carry out its business.

### Committee Members and Trustees

Chair: Carol Taggart \*

Vice Chair: Gillian Blair

Secretary: Emma Manton \*

Vice Secretary: Paula McCleery

Treasurer: Marianne Dalzell \*

Vice Treasurer: Deborah Gilmore \*

\* are signatories of the Bank Account

Report for the last financial year 31.08.2020 -31.08.2021:

Unfortunately, the global pandemic continued to prevent the PTA from meeting in person and our usual plans for fundraising activities were put on hold. We continued to receive money (£192) from the Textile Recycling Bank, located at the side of the school, and nearly £300 from those using the EasyFundraising App for their online shopping which donates money to the PTA without costing the shoppers an extra penny.

The PTA committee, (Mrs E Manton), made an application on behalf of the school to Armagh Banbridge Craigavon Borough Council for financial assistance to help pupils at the school who were struggling with rural online learning. We managed to secure £2000 after two rounds of funding from the Covid-19 Community Support Grant which was passed on to the school to purchase 6 iPads and 2 printers which proved to be hugely beneficial to pupils and their families working at home.

The PTA purchased a secondary school tie for each of the P7 pupils, this was presented at the End of Year Assembly and Prize Day, to say thank you to their parents for their years of support.

The PTA has suspended being a member of Parentkind until we are able to get fundraising activities going again and is still waiting to complete the process to be formally registered as a charity by the Charity Commission.

Financial Report for up to 31.08.21, which has been independently examined by Mr David Bell:

| ORCHARD COUNTY PRIMARY SCHOOL PTA 2020-2021 |          |                               |          |
|---|----------|-------------------------------|----------|
| INCOME                                      |          | EXPENDITURE                   |          |
|   | £        |                               | £        |
| Opening Balance 31.08.20                    | 1219.48  |                               |          |
| Textile Recycling                           | 192.00   |                               |          |
| EasyFundraising Shopping                    | 299.77   |                               |          |
| ABC Council Covid Rural Learning Grant      | 2,000.00 | Orchard County Primary School | 2,000.00 |
|   |          | P7 Leavers Ties               | 121.45   |
|   |          | Credit Balance 31.08.21       | 1,589.80 |
|   | 3,711.25 |                               | 3,711.25 |



## USE OF BAKER DAYS/STAFF DEVELOPMENT DAYS 2019/2020

|   | Date                         | Key Focus for Development               |
|---|------------------------------|---|
| 1 | 17 <sup>th</sup> August 2020 | SEN Management                          |
| 2 | 18 <sup>th</sup> August 2020 | Classroom management and staff meetings |
| 3 | 19 <sup>th</sup> August 2020 | Child Protection                        |
| 4 | 20 <sup>th</sup> August 2020 | Classroom management                    |
| 5 | 21 <sup>st</sup> August 2020 | Classroom management and staff meetings |

### **Development Days (Exceptional Closures - Additional to Holidays)**

|   | Date                           | Key Focus for Development |
|---|--------------------------------|---------------------------|
| 1 | 26 <sup>th</sup> October 2020  | Health & Well Being       |
| 2 | 4 <sup>th</sup> January 2021   | SEN framework             |
| 3 | 15 <sup>th</sup> February 2021 | Literacy/Numeracy         |
| 4 | 28 <sup>th</sup> May 2021      | Assessment/Reports        |
| 5 | 29 <sup>th</sup> June 2021     | Data Analysis/reviews/SDP |

## **THANK YOU**

The Governors wish to again record a very special thank you to the Principal, the Senior Managers and the excellent staff (both teaching and non-teaching) here in Orchard County for the excellent way the pupils and parents were directed through remote learning this year. We are blessed with a committed, hard-working and dedicated staff. We thank each and every one of them for their commitment to Orchard County and for the support they continued to give to the Principal, the pupils and the parents, throughout this very difficult year.

The Governors also sincerely thank the parents. They continue to support our staff efforts so enthusiastically and they have continued to listen and trust the staff with their children's education. Our pupils, parents, teachers and governors continue to work brilliantly as a team and this partnership will continue to develop as we aim to ensure each child is always happy and actively learning. We would like to sincerely thank the hardworking PTA who organise fund raising events to provide a necessary and major source of funding.

Finally, as usual the Governors wish to thank the most important group involved with school life - the children. We want to say a big thank you to them for listening to their teachers and all of their helpers and giving their best throughout this very difficult year. They all gave their very best and, most importantly, always respected our school staff and our school rules throughout the year. Without doubt, they have again done us, their parents and, most importantly, themselves proud throughout the 2020/2021 school year.

J McMillan

Principal and Secretary to Board of Governors