Annual report of: The board of governors

2017 -2018



**The Board of Governors is required to give parents an Annual Report so that they know what is happening in the Nursery School.**

**Clearly the report cannot cover every aspect of school activity. If there are any issues which you feel to be important please contact the Principal who will notify the Board of Governors.**

**Organisation and Management**

**The Board of Governors of St. Michael’s Nursery School has overall responsibility for the management of the school**.

The Board of Governors consist of four nominees of the Trustees, two of the Education Authority Belfast region, one of the Department of Education, an elected Parent Governor, the Teacher Governor and the Principal.

**Membership of the Board of Governors for 2017/18 is detailed below:**

**Trustee Nominees**

Mr Kevin Gamble

Mr Thomas Carmichael

Kelly McGinley (vice chair)

Nuala Drumm

**Board Nominees**

Mr Conor Kavanagh (Chairperson)

Mr Sean og Mc Guinness( governor responsible for child protection)

**Department Nominee**

Mr Matt Garrett

**Parent Representative**

Mrs Roisin Madden

**Teacher Representative**

Mrs Jacqueline O’Donnell (secretary)

**Principal**

Mrs Clare McAllister

Governors reconstituted on 2nd June 2016. **Posts to be held until 2018**

***The Governors have particular responsibilities in relation to:***

* **the curriculum**
* **pastoral care with specific reference to safe guarding**
* **open enrolment and admission procedures**
* **behaviour management**
* **financial procedures**
* **the appointment of staff**
* **the school building and site.**

**Management Structures**

The present Board of Governors has worked closely with the principal to further develop a framework of management for the school. This is in keeping with developments in education policy and takes account of particular issues affecting our school.

In order to discharge our responsibilities effectively we operate a number of sub-committees:

* **Finance**
* **Health and Safety**
* **Admissions**
* **Appointments**
* **Disciplinary and Grievance for Teaching Staff**
* **Disciplinary and Grievance for Non Teaching Staff.**

**The School Development Plan 2017-2020**

In line with the Department of Education Regulations the school operates a Three Year School Development Plan.

In essence the School Development Plan is a strategic plan for improvement. It brings together the school’s priorities, the measures it will take to raise standards and the targets it intends to achieve.

The School Development Plan 2017/2020 is available in the nursery school. Parents who are interested in further information are asked to contact

Mrs McAllister

**The Focus Areas for 2017/2018 included:**

*Pastoral:*

*A*nnual child protection training and policy review including designated governor training.

Develop staff roles– delegated leadership

Training and implementation if PATHS programme

Jenny Molsey training and implementation – circle time and use of puppets.

Mind mapping

*Curriculum and assessment:*

Jenny Mosley training and implementation – circle time and use of puppets.

Big bedtime read – focus on reading

Happy Healthy kids – focus on physical development

( both of above as part of Getting ready to Learn initiative)

Continued development and use of MAKATON to support language and literacy.

Traffic light system for planned assessments to make tracking more visible in planning.

Further develop mind mapping to support planning of provision.

Training and implementation of Apple TV.

*Special needs:*

PATHS programme to support emotional literacy

Jenny Molsey training and implementation – circle time and use of puppets.

*Health and safety:*

Toilet refurbishment

Fire remittance works

*Parents:*

Big bedtime read and happy healthy kids – parent workshops and home school programme.

WELLCOMM- home :school support programme for child with speech and language needs.

*School and community:*

Transition resource document – completion for launch to all preschool/ primary school settings in West Belfast in collaboration with WBPB

Engagement with local business

Develop link with local schools – St John the Baptist – transition work, St Genevieve’s – reading buddies and science starters programmes.

Shared training opportunities with local nurseries/ schools

*Accommodation and maintenance:*

Completion of toilet refurbishment

Completion of fire remittance works

Further development of outdoor area – seeking external funding

*Finance and budget:*

Application for awards for all grant

Better Belfast

Achieving Belfast grant – Easter eggstravaganza family fun day

**Extended Schools Programme 2017/2018**

The funding allocation for extended school was announced on the 28th June. The school has been allocated a total of £6892:

**Comprising of**

core funding £5302

cluster funding of £1590

During 2017/8 the school operated a very successful Extended Schools Programme that was beneficial to both children and parents.

The programme provided the opportunity for the children to engage in a range of activities both before and after the school day. There was a very high level of participation in after schools activities such as monkeynastics, dance, drama and loving language sessions. The activities clearly extended the children’s experiences. The programme also gave parents the opportunity to participate in activities with their children. Parental questionnaires clearly indicated a very high level of satisfaction with the services offered.

As a participant in the extended schools programme it was necessary to draw up several action plans setting out the various activities which the school hoped to develop in the next academic year.

**The Action Plans related to:**

* Extended Services before school
* Extended Services after school
* Joint parent/child activities to support children’s learning
* Engaging parents in the curriculum through art and dance and music workshops; and
* The role of the co-ordinator and extended schools assistant
* **Extended Schools Programme 2018/2019**

The funding allocation for extended schools has been withdrawn due to new criteria measures being applied. The school will not receive extended schools funding.

New cohort of parents have been audited and a clear indication has been recorded that services should be retained before and after school with the full cost of the provision being transferred to the parents.

**The Curriculum**

When referring to the curriculum of the Nursery School we are concerned with building on the children’s experiences, matching activities to their needs and providing planned purposeful activities for teaching and learning both indoors and out.

When planning the curriculum we take into account the way in which the pre-school child develops, that is the development of speech and language, physical skills, intellectual development and social and moral development.

We provide a broad and balanced curriculum allowing children to make choices and providing them with the opportunities through play to develop the learning associated with:

* **Personal, social and emotional development**
* **Physical development and movement**
* **The arts**
* **Language development**
* **Early mathematical experiences**
* **The world around us**

**Special Educational Needs**

In June 1998 all schools received the Code of Practice on the identification and assessment of Special Educational Needs.

Further to this a number of documents have been issued to schools including:

* **Special Educational Needs and Disability 2005**
* **The supplement to the Code of Practice on the Identification of Special Educational Needs 2005**
* **Disability Discrimination Code of Practice for Schools 2006**
* **Supporting Pupils with Medication Needs 2008**
* **Good Practice Guidelines 2009**
* **Special Needs and Inclusion 2011.**

In line with the guidance the school operates a Special Educational Needs and Inclusion Policy.

The main thrust of this policy is to meet the needs of all children in

St. Michael’s Nursery School with Educational Needs/Disability/Additional Educational Needs.

The Special Educational Needs and Inclusion Policy is available in the school. Parents who are interested in further information are asked to contact the principal.

**Pastoral Care**

As well as our statutory responsibilities in relation to pupils’ learning we have a pastoral responsibility towards the children in our care.

The welfare of the child is paramount. It is our duty to ensure that the children are safe and protected when they are in our care.

**“The fundamental principle in child care law and practice is that the welfare of the child (0-18) must always be the paramount consideration in the decision taken about him or her”.**

In line with our statutory responsibilities the school has five policy documents relating to pastoral care including:

1. **Child Protection Policy**
2. **Pastoral Care Policy**
3. **Behaviour Management Policy**
4. **Anti-Bullying Policy**
5. **Safe Handling Policy**

**The following policies were compiled, reviewed and or updated during 2017/2018:**

Behaviour management 2017

Health and safety 2017

Speech, language and communication 2017

Medication 2018

Code of conduct 2018

Critical incident 2018

Complaints procedures 2018

Educational visits 2018

Handbook for substitute teachers and students 2018

Child protection 2018

**The School Safeguarding Team is as follows:**

Mr Sean og Mc Guinness (Governor with responsibilities for Child Protection)

Mrs KellyMcGinley (Vice Chair)

Mrs Clare McAllister (Designated Teacher)

Mrs Jacqueline O’Donnell (Deputy Designated Teacher)

Parents who are interested in further information are asked to contact

Mrs McAllister

**Health and Safety**

In order to ensure the children’s safety while on our premises we operate a controlled access system. The front door of the school is locked from 9.00am until 1.15pm.

**Percentage Attendance for 2017/18 was 91%**

**Financial Report**

The Board of Governors has overall responsibility for the budget, but on a day to day basis responsibility is exercised by the principal.

The budget is calculated by the Education Authority Belfast region- using a formula which applies to all schools in the area. The main element in the formula is the age and number of pupils attending the school. Other factors taken into account include special needs and factors relating to the size and design of the building which affect running cost.

***The LMS budget and expenditure 2017/2018 Financial Year is detailed below:***

***Total Resources Available £194,893***

***Expenditure***

*Staff Costs £ 180,467*

*Other Costs £ 11,711*

***Total Expenditure*** *£192,178*

*Carry over (Including income generated) £6448*

***Nursery Fund accounts***

*Annual Income total £15,161.03*

*Nursery fund income £9,620.00*

*Sponsor /other cash income £4,470.03*

*noncash income £1,036.00*

*Banking charges (£110.95)*

*Total expenditure £7,203.18*

***Year in Balance £7,922.75***

*Opening balance £8,610.34*

***Closing Bank Balance £16,533.09*** *£*

**Assessment and Reporting**

Knowing how your child is progressing at Nursery School is important. In the school a detailed profile of each child’s development and progress is kept and updated regularly.

Parents do have the opportunity to discuss their child’s needs and progress through:

* **Informal daily contact**
* **Open days**
* **Arranging a meeting with the child’s class teacher as the need arises**
* **Receiving 2 simple digital profile every month detailing child’s progress through photographic evidence, anecdotal observations and links to the pre- school curriculum.**
* **Daily updates through SEESAW app to inform, celebrate achievement and support learning**
* **Formal meetings in October and February**
* **Summative report provided in June**

**External Relations**

The Nursery School is an integral part of the community thus effective links are maintained with outside agencies and local primary schools.

Good relationships with St. John the Baptist Primary School is most important. This is particularly so with regard to transition. We promote continuity of experience between the Nursery and Primary One process. Part of this process has involved a programme of visits from St John the Baptist staff to the setting to familiarise themselves with the children they will be receiving, the learning experiences the children in the setting are exposed to daily and the observation and assessment process that informs the Transition Profiles they receive in conjunction with classroom visits and handover meetings. The majority of our children transferred to John the Baptist Primary School however a number of our children transferred to other primary schools. Meetings are set up to share information with all other transferring schools- Transition Profiles and 2 simple digital profiles were passed on to the Primary One Teachers in the relevant settings.

**Main events, training and achievements in 2017-2018**

|  |  |
| --- | --- |
| 25th Aug | PATHS familiarisation session - all staff |
| 29th Aug-1st sept | Baseline meetings |
| 30th Aug | Apple TV training – all staff |
| 31st Aug | Food safety training – all staff |
| 11th-15th Sept | St Genevieve’s work placement students |
| 18th Sept | RISE training session Mrs Mc Allister |
| 29th Sept | Writing behaviour plans Mrs O’ Donnell |
| 2nd Oct | Curriculum meeting |
| 2nd Oct | Sharing from the start information session |
| 11th Oct | Nursery are learning community meeting |
| 11th Oct | Boxhall profile training Mrs o Donnell |
| 12th Oct | DT training for Child protection Mrs Mc Allister |
| 13th Oct | Stranmillis student |
| 17th Oct | Dissemination meeting Boxhall profile |
| 23rd-27th Oct | Settling in meetings |
| 23rd Oct | Jump jijggle and jive  Mr Hulabaloo |
| 26th Oct | Halloween fair and bun sale |
| 3rd Nov | Awards ceremony for charity Fund Raiser Belfast Media Group Placed 2nd. |
| 6th Nov x 3 weeks | Stranmillis student placement |
| 6th Nov | Bookfair |
| 7th Nov | Visit to Pond Park Nursery for outdoor play  Jump jiggle and jive |
| 8th Nov | Monkeynastics  Reading buddies St Genevieve’s |
| 9th Nov | Dress up as a character from a book |
| 10th Nov | Mr Hulabaloo |
| 13th Nov | Jenny Mosley training on circle time – All staff |
| 14th Nov | Board of governors meeting  Jump jiggle and jive |
| 15th Nov | Meeting with designated Health Visitor  Monkeynastics  Reading buddies St Genevieve’s |
| 16th Nov | ABC conference – Mrs O Donnell  Loving Language -Wellcomm |
| 17th Nov | Loving language - Makaton |
| 20thNov-21st Nov | Staff reviews |
| 20th Nov | Loving language PATHS |
| 21st Nov | Visit from Pond Park Nursery for outdoor play  Jump jiggle and jive |
| 22nd Nov | NALC meeting Mrs Mc Allister  Monkeynastics  Reading buddies St Genevieve’s |
| 23rd Nov | Information session for Big Bedtime read for parents  Loving language – Wellcomm |
| 24th Nov | Loving language Makaton  Book lending service commences |
| 27th Nov | Meeting with Stanhope Nursery – training on the use of SEESAW app  Loving language PATHS |
| 28th Nov | Jump jiggle and jive |
| 29th Nov | Monkeynastics  Reading buddies St Genevieve’s |
| 30th Nov | Loving language Wellcomm |
| 4th Dec | Jump jiggle and jive – joint parent and child session  Loving language PATHS |
| 5th Dec | Principals training for Child Protection  Loving language Wellcomm |
| 6th Dec | Reading buddies  Monkeynastics |
| 8th Dec | Open day |
| 12th Dec | Loving language Wellcomm |
| 13th Dec | Christmas Litter Elf BCC  Loving language wellcomm |
| 15th Dec | Christmas Nativity play |
| 18th Dec | Santa visit  Loving language Makaton  Christmas jumper day |
| 19th Dec | Loving language Makaton |
| 3rd Jan | School development plan work:  Assessment tracking  Policy documentation sharing- Child protection, educationl visits, code of conduct & complaints procedures |
| 4th Jan | School development plan work:  Planning for Makaton and PATHS  Analysis of 2 build a profile data |
| 5th Jan | School development plan work:  Review of IEPs  SEN review |
| 8th Jan | Loving language PATHS |
| 9th Jan | Jump jiggle and jive |
| 10th Jan | Monkeynastics |
| 11th Jan | Loving language Wellcomm |
| 12th Jan | Wellcomm progress meeting |
| 15th Jan | School photographer  Loving language PATHS |
| 23rd Jan | Jump jiggle and jive  BBR Pjs and supper night |
| 24th Jan | Happy healthy kids parents workshop |
| 25th Jan | Loving language Wellcomm  Staff observation session – Stanhope St Nursery |
| 26th Jan | Loving language Makaton |
| 29th Jan | Changing lives initiative for parents - Colin neighbourhood partnership  Catholic schools week |
| 30th Jan | Planning meeting re Awards for all |
| 31st Jan | Grandparents to school day |
| 5th Feb | Loving language PATHS  Bernardos visit – media initiative |
| 6th Feb | Supporting Physical development packs distributed.  Loving language Makaton |
| 7th Feb | Reading buddies St Genevieve’s  Loving language Makaton |
| 8th Feb | Loving language Wellcomm |
| 9th Feb | Loving language Makaton |
| 12th Feb | Loving language PATHS |
| 13th Feb | Loving language Wellcomm |
| 14th Feb | Mr Brunty- Birds visit |
| 21st Feb | Loving language Makaton  CCMS Nursery principals meeting |
| 22nd Feb | Loving language Makaton |
| 23rd Feb | Loving language PATHS |
| 26th feb | Mr Hulabaloo |
| 27th Feb | Ornithologist visit – Parents and St Genevieve’s invited  Loving language Wellcomm |
| 28th Feb | Loving language PATHS |
| 6th March | Visit from Confuscious institute for celebration of Chinese new year. |
| 7th March | Let’s get physical parents and child session  Reading buddies  Loving language Makaton  Board of governors meeting |
| 8th March | Loving language PATHS |
| 9th March | Sponsored bike ride |
| 12th- 15th March | Parent teacher meetings |
| 16th march | Wearing of the green  Patrick Davey music session with parents and children. |
| 19th March | Joint parent and chid Jump jiggle and jive |
| 20th March | Loving language Makaton  Meeting with foundation coordinator St John the Baptist re transition |
| 21st March | Loving language Makaton |
| 22nd March | Loving Language PATHS |
| 23rd March | First Aid Training Miss Kayes Mrs o donnell |
| 26th March | Mr Hulabaloo  Play session at ST JB playground  Meeting with CCMS- SDP and action plans  Meeting at EA re financial planning Mrs Mc Allister |
| 27th March | GAA gear to school day  Loving language Wellcomm |
| 28th March | Family Easter Eggstravaganza day |
| 9th April | Play session at ST JB playground |
| 10th April | Classroom observation – staff from St JB  Iprocurement training EA Mrs Mc Allister |
| 11th April | Happily handmade art session |
| 16th April | Classroom observation – staff from St JB |
| 17th April | Bernardos – media initiative |
| 18th April | Happily handmade art session |
| 19th April | Presentation of cheque to Action Cancer  Visit to nursery by charge nurse |
| 20th April | Play session at ST JB playground  Session 1 fundamentals |
| 23rd April | Dance and drama session with parent |
| 24th April | Meeting with trustee & CCMS re budget crisis |
| 25th April | Happily handmade art session |
| 26thApril | Visit from fire service and appliance |
| 27th April | Play session at ST JB playground  Session 1 fundamentals |
| 30th April | Play session at ST JB playground  Meeting with N Mc Gurk St Genevieve’s re science starters collaboration |
| 1st May | Classroom visit to St JB |
| 3rd May | Child protection training for governor Mrs k Mc Ginley  Health Action Heroes road show |
| 4th May | Play session at ST JB playground  Session 2 fundamentals |
| 14th May | Visit from nail technician  Visit from PhD student re research |
| 15th May | Science starters St Genevieve’s – session 1- bug detectives  Transfer of information and SEN details for children transitioning to St JB |
| 16th May | Happily handmade art session  Induction meeting for new intake  GDPR training Mrs O Donnell & Mrs Mc Allister |
| 18th May | Meeting re:Position paper on finance and impact on provision for children- CCMS John Wilkinson  Play session at ST JB playground  Session 3 fundamentals |
| 21st May  21st- 23rd May | Happily handmade art session  Play days for new intake |
| 22nd May | Science starters St Genevieve’s – session 2- hedgehog house building |
| 23rd May | BOG meeting  PRSD review Mrs Mc Allister |
| 24th May | Meeting re budget at EA |
| 25th May | Play session at ST JB playground  Session 4 fundamentals |
| 29th May | Science starters St Genevieve’s – session 3- planting  Consultation meeting re ICT in nursery Mrs Mc Allister |
| 30th May | Consultation on transition document for pre school- PS in conjunction with WBPB Mrs Mc Allister |
| 31st May | Meeting with teacher to disseminate assessment practices in the foundation stage. |
| 4th – 8th June | Block placement for St Dominic’s student |
| 5th June | Dissemination on the use of Makaton signs and symbols with staff from St JB to support transition |
| 6th -8th June | First Aid training at EA Mrs Mc Allister  Invitation to leavers concert ST JB  Session 5 fundamentals |
| 11th-15th June  11th June | Student work experience placement Rathmore  Play session at ST JB playground  PRSD review Mrs O Donnell |
| 15th June | Consultation with children transferring form Surestart settings.  Play session at ST JB playground  Session 6 fundamentals |
| 18th June | Play session at ST JB playground |
| 19th June | Science starters St Genevieve’s session 4 |
| 22nd June | Sports day |
| 24th June | Open invitation to St JB fun day for children transferring |
| 25th June | Play session at ST JB playground |
| 28th June | Nursery graduation ceremony |

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