

Tobermore **Primary School**



Board of Governors Annual Report

2020/2021

Annual Report of the Board of Governors for 2020 - 21

Mission Statement

Tobermore Primary School believes in promoting spiritual, personal, social and academic goals desirable for our pupils. We wish to promote such values that will enable pupils to become caring and responsible adults of the future. These values are inherent in all areas of the school's life and provide the basis of and are implicit in our school policies. We believe in the development of the whole person and in respect for others.

All staff employed in Tobermore Primary School share these ideals, values and beliefs. The care of our pupils is a shared responsibility among us all.

Our school motto, *'Together We Learn, Together We Achieve'* promotes this.

Aims and Objectives

Central to the philosophy of Tobermore Primary School is the recognition that every child is an individual and should be given regular opportunities to experience success. The goal of our school is therefore to help each child achieve their true potential in terms of spiritual, personal, social and academic development.

The school aims are as follows:

- To create an environment where Christian values are central to the culture of our school.
- To develop inquiring, imaginative and creative minds.
- To become articulate, literate and numerate.
- To acquire knowledge, skills and practical abilities and use these in a variety of ways.
- To develop a sense of respect and a respect for others.
- To develop an awareness of a healthy lifestyle.
- To prepare our pupils fully for the next stage of their lives both academically and socially. delivered in a warm, caring, stimulating and secure learning environment.

Board of Governors' Members

This report has been produced by the Governors of Tobermore 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 2020/21 academic year.

The Members of the Board of Governors

The Board of Governors is made up of the Principal and nine representatives who have been nominated by

- (a) Education Authority (EA),**
- (b) Churches, or elected by**
- (c) parents and**
- (d) teaching staff.**

All governors except the Principal are voting members.

(a) Education Authority Representatives

EA, North-Eastern region is the local Education Authority and has the right to nominate two representatives. These presently are:

1. Mr B. Montgomery (Chairperson)
2. Pastor A. Dundas (Vice Chairperson)

(b) Transferor Representatives

Transferor Representatives are those who 'transferred' to the state system from the old church school system in 1921. Transferor representatives are nominated from church bodies. These presently are:

1. Mrs M. Brown
2. Miss A. Campbell
3. Mrs M. McCarroll
4. Mrs K. Purvis

(c) Parents' Representatives

Each Governing Body of a Primary School is entitled to have two parent representatives. They are elected by the parents of pupils attending the school and serve for the four-year term of each Board. The only qualification to be a parents' representative is that on the date of the election the proposed parent has a child attending the school:

The parent representatives currently are:

1. Mr H. Walker
2. Mr K. Quigley

(d) Teachers' Representative

A teacher representative is elected by the teaching staff once every four years. The present representative on the Board is:

1. Mrs H Hawthorne

The Principal of the school is secretary and a non-voting member.

The Governors of Tobermore Primary School are charged with the overall responsibility for the management and functioning of the school. This relates to the appointment and dismissal of staff, salaries and wages, admission of children to school, discipline, school budget and maintenance of the building and grounds.

Reconstitution of the current Board of Governors took place in 2018 -2019 school year.

Governors' Meetings

During the school year 2020/21 the Governors met formally on the dates below to discuss school business. To contend with specific issues arising from school life some Governors were also involved in informal discussions.

Dates of Governor Meetings

- *Thursday 24th September 2020*
- *Thursday 22nd October 2020*
- *Thursday 26th November 2020*
- *Thursday 21st January 2021* *This meeting did not occur due to COVID 19*
- *Thursday 25th February 2021* *This meeting did not occur due to COVID 19*
- *Thursday 25th March 2021*
- *Thursday 22nd May 2021*

Updates were provided to governors during January and February 2021.

Governor Responsibilities

The Board of Governors are responsible for the Appointment of Staff, Discipline, Grievance and Suspension/Dismissal Procedures and devolved responsibilities in the overall management of the school, this also includes the following areas – The Curriculum, Special Education Needs, Assessment, Admissions, Child Protection,

Security and Personal Safety, Finance, Staffing, Internal Maintenance, Annual Governor's Report and the Prospectus.

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:

Personnel Committee

Teaching Appointments

Mr B. Montgomery
Mr H. Walker
Mrs M. McCarroll
Mrs K. Purvis

Non -Teaching Appointments

Mr B. Montgomery
Mr H. Walker
Mrs M. McCarroll
Mrs K. Purvis
Mrs H. Hawthorne

Finance Committee

Mrs Maxine Brown, Mr Hamilton Walker and Mr Keith Quigley

Estate Management

Mrs Kaye Purvis and Mr Hamilton Walker

Appeals Committee

Mrs Maxine Brown, Miss Alison Campbell, Mrs Kaye Purvis and Mrs Hawthorne

Grievance, Complaints and Disciplinary Committee

Mrs Kaye Purvis, Mr Keith Quigley and Mrs Muriel McCarroll

Critical Incidents Management Team

Mr Bertie Montgomery, Mr Ian Cheevers, Mrs Judy Smyth and Mrs June Kelly

SEN Governor: - Mrs M. McCarroll

Designated Governor for Child Protection: - Mr Keith Quigley

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 he is also responsible for the monitoring of school spending and for advising the Board on any problems that may arise.

Staffing Compliment ~ 2020 – 2021

Mr I. Cheevers	Principal and Year 5, Year 6 and Year 7 teacher (3-day week)
Mrs C. Speers	Year 1 and Year 2 Teacher
Mrs H. Hawthorne	Year 3 and Year 4 Teacher
Miss M. O'Neill	Year 5, Year 6 and Year 7 (Principal Release Teacher 2-day week)
Mrs A. Fletcher	Year 1 and Year 2 Teaching Assistant
Mrs L. Hassan	Year 1 and Year 2 Teaching Assistant (May 2021 to June 2021)
Miss K. Bell	Year 3 SEN Teaching Assistant

Mrs L. Palmer
Miss S. Pickering

Year 3 SEN Teaching Assistant
Year 3 SEN Teaching Assistant

Mrs E. Robb

Clerical Officer

Mrs G. McClenaghan

Lunch Time Supervisor

Mrs J. Kelly

Building Supervisor and Cook

Enrolment and Attendance

<u>Academic Year</u>	<u>P1 Intake</u>	<u>Total Enrolment</u>	<u>Attendance %</u>	<u>Free School Meals %</u>
2016 – 2017	5	52	95.7%	15%
2017 – 2018	12	58	95.8%	10%
2018 – 2019	8	56	90.8%	14%
2019 - 2020	9	64	91.5%	25%
2020 – 2021	<u>8</u>	<u>61</u>	<u>94.9%</u>	<u>28%</u>

Admissions Criteria for Year 1 Intake

Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.

1. Children who are resident in Northern Ireland at the time of their proposed admission.
2. Children who have reached compulsory school age.
3. Sibling relationships – those children who have, or have had, brothers/sisters, half-brothers/sisters or foster brothers/sisters enrolled at Tobermore Primary School.
4. Geographical location – preference will be given to children residing in and around Tobermore – within 7-mile radius from proven residence to school.
5. Children who attend or whose brothers or sisters, half-brothers/sisters or foster brothers/sisters have attended ToberTinys Community Playgroup, Tobermore.
6. Children will be selected according to age – eldest children will have priority.

Please note: It is parents' responsibility to ensure that any information which may be relevant to the above criteria is included on the Enrolment Process.

Duty to Verify

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application form.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

School Development Plan

In September 2020 staff created Action Plans on Numeracy, Literacy, Using ICT and Leadership & Management. Targets were set and were to be achieved by setting dates throughout the school year to monitor work, provide opportunities for professional development, sharing good practice and to improve teaching, learning and planning in Tobermore Primary School. These Action Plans were developed using the previous 2019 – 2020 examples, that were not completed due to the COVID 19 Pandemic

Staff/Curriculum Development

During this school year, the review and development of curriculum subjects has continued to fulfil the statutory requirements in relation to the breadth and balance of the Northern Curriculum. Staff have continued to attend relevant training either provided by EA or in school where possible.

The use of our Shared Education programme also allowed for staff members to increase their professional development and share good practice within Tobermore Primary School and with St Columba's Primary School. This year we have continued to develop Health and Wellbeing with St Columba's Primary School as part of the Shared Education Action Plan that was created in 2019 – 2020.

Staff also carried out work in Literacy, Numeracy and UICT to develop progressive and continuous planning throughout each year group and Key Stage. Staff have developed 2 weekly planning notes, which will be evaluated and amended accordingly to ensure that adaptations will be made to teaching and learning, whilst ensuring that children have met their potential.

Standardised testing in year 3 to Year 7 took place in Term 3 this year due to COVID 19. The children from Year 3 to Year 3 were going to complete Progress Test English and Progress Test Maths on paper and complete digital Cognitive Ability Tests from GL Assessment.

Primary 1 Open Night and Induction Afternoon

There was no Open Night provided this year due to COVID 19 restrictions. Instead there was an option to visit the school via appointment on Wednesday 9th December 2020. Children and parents were then provided with an opportunity to tour the school, visit classrooms and meet staff.

There was an Induction Afternoon planned for parents on Friday 18th June 2020. Induction Packs were created for the new Year 1 children and Mrs Speers and Mr Cheevers presented information to parents.

Assessment and Achievement

The school is very proud of the achievements of its pupils. All pupils and teachers (P1-P7) are to be congratulated for their high level of commitment and hard work.

Staff provide a variety of collaborative and active tasks for pupils to take part in both inside and outside of the classroom.

End of Key Stage Results (2020 - 21)

In previous years at the end of each Key Stage pupils have been awarded a 'level' in line with statutory assessment arrangements. These levels are reported to CCEA, who then compare them with all the Primary Schools in Northern Ireland.

Since the introduction of these new levels of progression, there have been several well publicised criticisms of the new system. The guidance from CCEA that schools were asked to follow during the process has been interpreted differently by individual schools.

Most schools did not submit levels to DE due to industrial action therefore Northern Ireland accurate figures are not available for Northern Ireland. Following industrial action, the Board of Governors have decided not to award levels at the end of June 2021.

Standardised Tests

Tobermore Primary School carries out Standardised tests for Year 3- Year 7 in May each year as part of our screening process for low and underachievement, tracking of pupils and individual pupil target setting. The main assessments carried out are:

- GL Progress Test English (PTE) – Paper
- GL Progress Test Maths (PTM) - Paper
- CAT (Cognitive Ability Test) – Digital

Transfer to Post-Primary Education

Tobermore Primary School enjoys an excellent working relationship with post- primary schools throughout the Magherafelt area. In June 2021 pupils of transfer age moved on to the following schools:

- Rainey Endowed – 1pupil
- Magherafelt High School – 2 pupils

Child Protection and Safeguarding

Designated Teacher: Mrs J. Smyth

Deputy Designated Teacher: Mrs C. Speers

Designated Governor for Child Protection and Safeguarding: Mr K. Quigley

The area of Child Protection is one that Tobermore Primary School takes very seriously. Concerns are investigated thoroughly, appropriate action taken whenever necessary. As a matter of course Governors are briefed on relevant issues during each meeting.

Parents, volunteers and new staff are working within the school continue to complete Access NI forms thus helping to ensure that all adults who have contact with pupils have had the necessary police checks completed.

Strategies have also been put in place to ensure that all pupils are aware of who can help them if they have any concerns. Many issues of Wellbeing have raised throughout the school year during class assembly, Circle Time sessions in individual classes and through curricular areas such as PDMU.

The pupils have also been provided with a Worry Box, allowing them to address issues which they may not feel comfortable talking to teachers about. This worry box is checked twice weekly and children are supported and any issues addressed on a whole school, class or peer group platform.

Security

The school is surrounded by fencing on all sides and the entire building has been fitted with an electronic alarm system. Pupils are always supervised by adults at playtime and exit gates from the playground are monitored. There has also been an increase in supervision of staff during playtime with 4 adults on duty at break time and 3 adults during lunch time. This is due to the segregation of playgrounds due to social distancing due to COVID 19.

External doors are secured during the school day to prevent access from the outside. All visitors must report to reception upon arrival. All visitors must sign into the Visitors' Book and sign the 'Track and Trace' document as per COVID 19 protocols

A request has been made to EA Minor Works to enhance the security of the school with the addition of upgraded fencing around the perimeter of the school, CCTV and new external lighting. In addition to this, the school have requested an upgrade to the fire system in school and fire doors.

Pastoral Care

The pastoral care extended throughout Tobermore Primary School is excellent and fulfils the school's aim of creating an environment in which pupils are happy, secure, confident and valued.

Relationships between pupils and staff, and among pupils themselves, are extremely strong, and a caring and friendly atmosphere is clear throughout the school. The pupils are well mannered, and adults are excellent positive role-models.

The Safeguarding Team completed the ETI Proforma to provide guidance for the review and evaluation of Safeguarding and Child Protection procedures, policies and processes within Tobermore Primary School.

Tobermore Primary School Safeguarding Assembly

Safeguarding team/Boards

- Who they are? – reference to board in front porch.
- Their job in school
- Role of Designated CP teacher/Deputy Designated CP teacher. Make children aware of posters around school- *If I am worried or sad, I can speak to....* Can anyone tell me where these may be in school?
- Refer to child friendly safeguarding board at the front of school – refer to information on this board.
- Mention that every parent has received a safeguarding policy which shows all the ways we as a school keep the children safe.

Disclosure

- Discuss that children can disclose Safeguarding issues to all members of staff i.e. dinner supervisor, lollipop man etc.
- Refer to the fact that if an issue occurs outside school that issues can be disclosed to other adults such as family members, coaches, club leaders. Children should think of their 'Safe Person' later in class the children can draw this person.
- Discuss that if a friend has disclosed an issue to them, they should also disclose this to an adult.
- Children are reminded that if they do not want to speak out with peers in earshot that they will also be given a quieter/private place if they wish to disclose an issue.

Safety in school

- Buzzer system- on all doors
- No child ever allowed to buzz open a door
- All children aware of the evacuation procedures within school
- Fire alarm/fire safety point
- General good behaviour- physical movement around school- Children are reminded they are not allowed to enter a classroom until their teacher enters the classroom.
- All staff provided with Staff Lanyards and fob for all external doors. These fobs are numbered and each member of staff has been allocated their own fob.
- Any visitor to the school must sign in the Visitors' Book and wear a numbered lanyard, which they must record on the Visitors' Book. They must then sign out when leaving the school premises and return their lanyard.

Safety outside school

- Enclosed playground
- Locked gates from playground to front of school.
- Supervisory staff in the playground at break and lunch time.
- Knowledge of first aid teacher in school.
- Rules for using the lollipop man/general road safety

Curriculum Links

- ICT- Safety
- P.E – Safety and correct uniform/jewellery etc.
- PDMU
- Knowledge of any children with allergies within school.

- School assemblies

Mrs Smyth (Designated Teacher for Child Protection) and Mrs Speers (Deputy Designated Teacher for Child Protection) completed an assembly on Safeguarding during their time at school and at home. At the end of the assembly all children will sign their name to show that they were in attendance for the assembly.

Special Educational Needs Provision

Tobermore Primary School prides itself on the provision of high-quality education for all the children attending the school. Some children at various stages of their development require a little additional help when they experience difficulties with a particular aspect of their work. To help these children several strategies have been employed during the year.

Classroom intervention - The needs of most children are met within the classroom, and where it is felt necessary Education Plans are drawn up, in consultation with pupils and parents, to target specific areas of weakness by Mrs J. Smyth (SENCO) and teaching staff.

One to one withdrawal support - External peripatetic teachers also provide support to pupils as part of the Education Authority – North-Eastern Region's Literacy Teaching Support Service outreach. RISE are also on hand to offer support on a one-to-one basis with pupils.

Booster groups – (small group teaching) Classroom assistants take pupils before school to support their learning and reinforce basic concepts. Class teachers and the SENCO identify pupils for booster groups using available data in both Literacy and Numeracy. Progress is monitored and most children make very good progress.

Tobermore Primary School also hired Miss E. Mullan to develop our Engage Programme. She worked with groups of pupils from Year 3 to Year 6, supporting them with Numeracy and Literacy.

The school liaises with several external agencies to support pupils identifying with SEN; these include:

- RISE NI (formerly ASCET)
- EA Hearing Impaired service

Statistics obtained June 2021

- Number in attendance: 61 pupils
- Number of children on the register: 12 Children

P1/2 Class: 2 pupils

P3/4 Class: 5 pupils

P5/6/7 Class: 5 pupils

SEN Stages 19/20

Stage 1: 0

Stage 2: 9

Stage 3: 0

Stage 4: 0

Stage 5: 3

Stage 5 Statement

- Child 1- 15 hours of classroom assistant support/RISE support.
- Child 2- 15 hours of classroom assistant support/RISE support and 5 hours General Classroom Assistant
- Child 3- 15 hours of classroom assistant support/RISE support

Stage 2

Children at stage two are receiving in school provision which includes:

- Differentiated work- through differentiated tasks and outcomes
- 1:1 support from teacher and classroom assistants

- Engage Group withdrawal

Financial Report

Under the terms of Local Management of Schools (LMS), the Board of Governors are responsible for managing the entire delegated school budget.

The amount of money allocated to the Governors to run the school (common formula funding) depends largely on the number of pupils on rolls, with other factors such as the internal area of the school premises and the number of Newcomer pupils and pupils with Special Educational Needs also being considered.

Many of the school's financial commitments are predetermined by outside factors, e.g. basic staff costs, maintenance costs, etc, leaving the Governors a limited amount of the school's overall budget to allocate according to the school's priorities.

Tobermore Primary School's finances were support with the allocation of Special Needs, Wellbeing and COVID 19 money, which provided resources which did not directly affect the school's budget.

The use of our Shared Education Programme also provided much needed training, resources and facilitators to support teaching and learning.

A summary of the school's finances for 2020/21 is listed in **Appendix 1 and Appendix 2.**

Extra-Curricular Activities

Extra-curricular activities are a hugely valuable dimension to the children's school experience. In the past all children have received physical education, music and art within the curriculum and a wide range of after school activities provides further opportunities to develop skills and interests.

This year the clubs included were not organised due to COVID 19 restrictions

Residential Trip

This year, Year 5, Year 6 and Year 7 pupils did not take part in a Residential Trip due to COVID 19 restrictions. The year 7 pupils were taken to The Jungle for their end of year trip.

End of Year Prize Giving and Year 7 Leavers

The end of Year Prize Giving was completed virtually this year with pupils and parents watching it online through the school website.

The following were presented with cups or shields.

<u>Award</u>	<u>Winner</u>
<i>P1 - Michael Family (Most Improved)</i>	Mark Scott
<i>P2 – Miss Watters (Handwriting)</i>	Eva McKee
<i>P3 – TCP (Endeavour)</i>	Rosie Anderson
<i>P4 – PE</i>	Mya Peebles
<i>P5 – Mrs White (Mental Maths)</i>	Arianna McKee and Leo McMillian
<i>P6 – Mr Fazer (Spellings)</i>	Emma Leacock
<i>P7 – Mrs Bamford (Art)</i>	Lucinda Caskey

<i>Tober Tins - (Creative Writing)</i>	Zoe Craig
<i>Mrs Milliken - (Music and Drama)</i>	Miley Drennan
<i>Mrs Flaherty (ICT)</i>	Ethan Herron
<i>TBD (WAU/General Knowledge)</i>	Matthew Knox
<i>Irene Smyth (Thinking Skills and Problem Solving)</i>	Noah Moore
<i>Harold McDowell (Citizenship)</i>	Daisy Lee Anderson
<i>Mrs Williams (Perpetual Reading)</i>	Lucy McKee
<i>House Team Winner</i>	Sperrin

The Year 7 children's successes at Tobermore Primary School were celebrated during this event. All the P7 children were presented with their Records of Achievement and a tie for their new post primary school.

Parent/Teacher Interviews

Parents were offered the opportunity to meet with their child's teacher to discuss their educational progress or other relevant matters twice per year in Term 1 (October) and Term 2 (February).

Parents were provided with dates and times to receive a phone call from their child's/children's teacher in October. Parents were then given the opportunity to meet with staff in February 2021 if they wished to discuss their child's/children's progress further.

School Website

The school website showcases life at our school with photos and videos, but also gives parents immediate access to important information such as:

- After school clubs
- Dinner menu
- Holiday dates
- Calendar of Events
- Pictures and Events during the school year.
- Home Learning
- Class events
- Health and Wellbeing
- PTA
- Shared Education

The school website is kept up to date by all staff, reflecting all the good practice happening in the school.

Tobermore Primary School Facebook Page

Tobermore Primary School Facebook Account was created on Wednesday 18th March 2020 to provide information and to enhance communication with parents, alongside the school's website.

Tobermore Primary School Newsletter

A comprehensive half termly newsletter is created and distributed to parents and put on the school website to provide important dates and updates on events that have occurred during this time.

School Events for Parents

The school normally holds several information workshops/talks/seminars along with other community events throughout the year to help involve parents in their child's education and in school life. However, due to COVID 19 restrictions these events did not happen this year.

- | | |
|----------------------------------|---|
| • Super with Santa | (Due to COVID 19 restrictions this did not happen this year.) |
| • Christmas performances/concert | (Due to COVID 19 restrictions this did not happen this year.) |
| • Open Night | (Due to COVID 19 restrictions this did not happen this year.) |
| • Awards Assembly | (Due to COVID 19 restrictions this did not happen this year.) |
| • Duck Race | (Due to COVID 19 restrictions this did not happen this year.) |

Parent Teachers Association (PTA)

The PTA continues to support the school in many varied ways giving generously of their time and expertise to enrich the daily life of our school. The varied programme of events organised by our PTA provides pupils, parents and staff with an array of opportunities to meet and socialise outside the classroom – something that adds much to the ethos of our school.

PTA events and support in 2020/21 included:

- Hand Sanitiser for school foyer
- Mud Kitchens for Playground
- Smarties Tube 20p collection
- Christmas Craft donation
- Personalised Calendars
- Collins Big Cat Reading Books
- Selection Boxes
- Easter Eggs
- iPads x 4
- Duck Race
- PTA Raffle
- Ice Cream Van
- Bouncy Castles

The commitment of the PTA committee that makes it the great success it is. Sincere gratitude is extended to all PTFA members for donating their time and energy to organise opportunities to raise money for all our pupils at Tobermore Primary School. The funds they raise are invaluable to Tobermore Primary School. In addition, thank you for providing finances to support our pupil's experiences and help to develop teaching and learning with new resources.

PTA Office Bearers

Mrs. Lois Kane	Chairperson
Mr K. Quigley	Secretary
Mrs C. Moore	Treasurer

Community Focused School

During 2020/21 we were delighted to welcome and visit various sections of our community to our school premises. We were also thankful for the support provided by these groups and businesses. Please find a list below:

- ToberTinys
- PSNI - Constable Wendy Stevenson
- Northern Ireland Fire and Rescue Service
- Local Primary Schools – Kilross Primary School and St Columba's Primary School
- Local Secondary Schools
- Local Businesses – Spar Tobermore

The school also offers a Breakfast Club every day, which runs from 8:20 am to 8: 50 am.

Charity Fundraising:

This year the school was involved in raising funds for the following charities:

- Royal British Legion (Poppy Day)
- Children in Need
- Save the Children (Christmas Jumper Appeal)
- Cancer Focus NI

COVID 19 Pandemic

As with every school in Northern Ireland this year, Tobermore Primary School had to make adaptations in many ways to ensure the safety of our pupils, staff, parents and wider school community.

The following adaptations were made

- Hand sanitiser placed in every classroom;
- Hand sanitiser place at the front door of the school;
- Signage placed inside and outside school promoting social distancing, providing information to parents and creating an awareness of procedures in school;
- School website, school newsletter and Facebook pages provided updates from EA, PHA and school on COVID 19;
- Pupils' temperature was taken coming into school;
- Area for pupils displaying COVID 19 symptoms was created to isolate before being collected by parent/guardian
- Children continued washing and sanitising hands at various times of the day;
- Pupils in school remained in bubbles;
- Signage placed on floor to keep a one-way system;
- Enhanced cleaning in classrooms, toilets and other rooms in school at various times of the day;
- Fogging machine bought to enhance cleaning in school;
- Parent meetings took place over the telephone;
- All visitors into school had to arrange an appointment, sign contact tracing book, sanitise hands and wear a mask;
- Restrictions were placed in other rooms, to limit number of children;
- Cleaning products were provided to each classroom;
- Staggered break times and lunch times were created; and
- Homework was completed using Microsoft Teams (Year 5 to Year 7) and SeeSaw (Year 1 to Year 4).

Both teaching and non-teaching staff worked tirelessly to maintain a safe environment for everyone in the school community.

The school went into Lockdown from January 2021 to March 2021 and children took part in Home Learning using the online platforms. School had children from Key Workers in school during this time and work was completed based on packs that were sent home every 2 weeks.

Children from Year 1 to Year 3 returned to school on March the 8th for full time teaching and the remainder of children returned to school on March 22nd. Key Worker children from Year 4 to Year 7 continued until Monday 22nd March.

Buildings and Maintenance

The school building is generally sound. The Board of Governors, along with the school Health and Safety team, survey the buildings regularly and identify any maintenance work required.

In January 2020, a request was made on behalf of the Board of Governors and the Principal, that the security of the school would be enhanced with the addition of perimeter fencing, CCTV system and new security lighting. This work was approved, along with the addition of a new and updated fire system and fire doors in school. This work would hopefully begin in the 2021-22 academic year.

PAT testing was carried out as per EA guidelines.

Closing Remarks

Despite the challenging times that the 2020 - 2021 school year has provided to all schools this year, Tobermore Primary School continues to grow flourish and deliver the highest standard of education despite the COVID 19 pandemic.

The Board of Governors wishes to thank all the members of the school community who have contributed to the success of the school over the past year.

- The teachers for their dedication and hard work and for their personal interest they take in each pupil. This year has been a huge challenge for all teaching staff and dealing with so many changes to their daily teaching. Throughout this time, the staff have shown huge amounts of resilience, constant care to pupils and their peers and provided high standards of teaching and learning during this academic year.
- We also thank the auxiliary and ancillary staff who contributed so much to the smooth running and friendly atmosphere in the school.
- To Mrs Elaine Robb for her dedication and hard work as school clerical officer.
- The parents for their continued support and co-operation, help and friendliness on which the school can always depend, especially during times of remote learning.
- The pupils who are at the heart of all we do here in Tobermore Primary School, their enthusiasm for learning and their co-operation with both staff and one another.
- To Tobermore Primary School PTA, for their continued fund-raising endeavours and support.
- To all of the Board of Governors dedicate their time to this school in meetings and other events.

Appendix 1



School: **Tobermore Primary**
EA Office: **Ballymena**

Cost Centre: **20744**

Only complete cells in yellow

A Pupils and Teachers		YEAR 1 (2020-2021)	YEAR 2 (2021-2022)	YEAR 3 (2022-2023)
	October 2019	October 2020	October 2021	October 2022
1 Full Time Equivalent Enrolment (excluding Spec Unit pupils)	62	61	68	64
2 Planned Teaching Complement (after amendment to Variables as below)	3.40	3.40	3.40	3.40
3 Planned Pupil/Teacher Ratio (September)	18.24	17.94	20.00	18.82
B Changes in Teaching Staff		YEAR 1 Change in Staff	Year 2 Change in Staff	Year 3 Change in Staff
4 Increase in Teachers				
5 Decrease in Teachers (enter as positive figure)				
C Planned Expenditure		YEAR 1 (2020-2021) £ %	YEAR 2* (2021-2022) £ %	YEAR 3* (2022-2023) £ %
Expenditure Summary				
Staff Costs				
6 - Teaching		201,769 74.4%	202,505 74.2%	202,505 74.0%
7 - Non Teaching		52,008 19.2%	52,529 19.3%	53,049 19.4%
8 - Other Costs		0.0%	0.0%	0.0%
9 Premises, Fixed Plant and Grounds		6,805 2.5%	6,941 2.5%	7,080 2.6%
10 Operating Costs		9,187 3.4%	9,370 3.4%	9,558 3.5%
11 Non Capital Purchases		1,376 0.5%	1,404 0.5%	1,432 0.5%
12 Capital Expenditure		0.0%	0.0%	0.0%
13 Less Income (enter as negative figure)				
14 Total Planned Expenditure		271,145	272,749	273,624
Estimated Savings (enter as a negative figure)				
15 Reduction in Teaching Staff (as per Variables)				
16 Please specify				
17 Please specify				
Estimated Additional Expenditure (enter as a positive figure)				
18 Increase in Teaching Staff (as per Variables)				
19 Please specify				
20 Please specify				
21 Total Planned Expenditure after Savings and Additional Expenditure		271,145	272,749	273,624
* Planning assumptions include Cost of Living Pay Award Estimate at 1% each year and estimated rate of inflation for Other Costs as 2% each year				
D Budget				
22 Common Formula Funding (CFF)		256,046	253,576	270,863
23 Other funding - (Please specify)				
24 Other funding - (Please specify)				
25 Other funding - (Please specify)				
26 Total Budget		256,046	253,576	270,863
E In Year Movement				
27 In Year Underspend / (Overspend)		-15,099	-19,173	-2,761
Cumulative Surplus / Deficit				
28 Carry-over from previous year		-10,248	-25,347	-44,520
29 In Year Underspend / (Overspend) of delegated resources		-15,099	-19,173	-2,761
30 Closing Cumulative Surplus/(Deficit) 31 March		-25,347	-44,520	-47,281
31 % Carry Over		-10.3%	-19.5%	-20.9%

Appendix 2

School: **Tobermore Primary**
 EA Office: **Ballymena**

Cost Centre: **20744**

Financial Year: 2020/21
 £

Budget

Common Funding Formula

Other Funding (please specify):

TOTAL BUDGET

Expenditure

Total Expenditure (as detailed below)

In Year Surplus/-Deficit

carryover from 2019/20

Projected Cumulative Surplus/-Deficit 2020/21

Category 2020/21

256,046
256,046

271,145
-15,099
-10,245
-25,347

Category 1a
