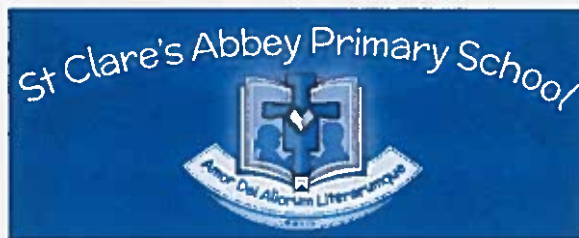


# **St Clare's Abbey Primary School**



## **Annual Board of Governors' Report** **2021 - 2022**

**Approved by Governors: 26/01/23**

## CONTENTS

	<u>Page</u>
Governors Report ... ..	3
Board of Governors ... ..	4
Staffing Complement ... ..	5
Staff News ... ..	9
Enrolment ... ..	10
An overview of achievements in 2021/22	11
Adjusting to Post Covid School Life	
1 Literacy and Numeracy Development work.	
2 ICT Attainment	
3 Personal Development & Mutual Understanding Development Work	
4 Special Educational Needs Development	
5 Play Based Learning Development and Attainment	
6. Drama/ Music attainment	
7 Eco Schools Update	
8. PE development Work	
Other Important Information from 2021/22	14
Attendance ... ..	14
Charity Donations ... ..	14
Destination of School Leavers ... ..	15
School Funds Account ....	16
LMS Budget Plan ... ..	17
13 Conclusion ... ..	18

<b>St Clare's Abbey Primary School Newry</b>
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## **Governors' Report 2021/22**

Dear Parents

I am pleased to have this opportunity to present to you the 2021/22 Governors' Report for St Clare's Abbey Primary School. We had a good year, gradually returning to post 'covid closure' life. and we view this report as a very important source of information for you. Thank you for taking the time to read it and for the interest and support you show to the school community of St Clare's Abbey. We are deeply committed to working closely with you, the parents, you are a crucial part of our school.

Yours sincerely

***Canon Francis Brown***

Chairman

## St Clare's Abbey Primary School

### Board of Governors: 2020/21

#### **Trustees**

Canon Francis Brown ( Chairperson)  
Mr Gerard Keenan (Vice–Chairperson)  
Sr Julie Mc Goldrick  
Mrs Siobhan Gorman

#### **SELB Representatives**

Mrs Karen Mc Nally  
Mr Brendan Keenan

#### **Department Representative**

Mr Shane Comer (Chairperson)

#### **Parent Representative**

Mr Mark Doran

#### **Teacher Representative**

Miss Patricia Mc Coy

#### **Principal**

Mrs Michelle Monaghan

#### **Co-opted member**

Mrs Ciara Reilly

#### **Secretary to the Board of Governors**

Mrs Bridie Downey

#### **What Are Their Main Responsibilities?**

The Governors are ultimately responsible for the overall management of the school. They are required to meet a minimum of three times each year, but in practice may meet more often than this.

#### **Some of their Duties Include:**

- Overseeing the curriculum.
- The control of the budget.
- The provision of information to parents.
- The selection of staff.
- The maintenance of the premises (shared responsibility with SELB).
- The Admissions Policy.
- Fostering links with the local community and pursuing the objectives of Mutual Understanding.

Warmest thanks are extended to our governors who give so freely of their valuable time.

### STAFFING COMPLEMENT 2021/22

<u>NAME</u>	<u>POSITION</u>
Mrs Michelle Monaghan	Principal – November to February on secondment to EA
Mr Eddie Sweeney	Vice Principal – November to February acting principal to cover Mrs Monaghan's secondment.
Mrs Toner	Member of School Leadership Team SENCO
Mrs Eimear Gallagher	Head of Nursery
Miss Blanaid O Shea	ECPD teacher (Education Centre for Physically Disabled Children.) Long term absence- Mr Digney – P5 teacher covered class.
Mrs Caitriona Cribbin	Member of School Leadership Team, Head of Foundation Stage & Primary 1 Teacher ( 4 days per week)
Mrs Ciara Kearney	Primary 1 Teacher
Miss Roisin Rocks	Primary 2 teacher- Joint ICT Co-ordinator
Mrs Monica Keenan	Primary 2 Teacher Play Based Learning Co-ordinator- maternity leave from October- Sub teacher- Mrs Tara Walsh.
Miss Rosie Ferguson	Primary 2 Teacher
Mrs Geraldine Tierney	Primary 3 Teacher 4 days per week.
Miss Elayna Duffy	Primary 3 Teacher Coordinator for The Arts
Mr Brendan Byrne	Primary 4 Teacher- appointed as temporary member of MLT
Mr Aidan Clarke	Primary 4 Teacher – appointed as temporary member of MLT
Mrs Emma Mc Keown	SEN support & Covid Cover ( Worked Mon/Tues Wed)
Mrs Jayne Davey	SEN support & Covid Cover (Worked Mon & Tues)
Mrs Helen Mc Goldrick	P7 support & Covid Cover ( Worked Wed,Thurs & Fri)
Mrs Katharine Doherty	Maternity Leave until April- Upon return floating teacher providing sub cover. P4/5 class- Paul Hillen Substitute Teacher.
Mrs Mairead Browne	P5 – maternity leave – Miss Clare Mackin substitute teacher
Mr Mark Digney	Primary 5 Teacher- PDMU coordinator Moved to ECPD mid year to cover Miss O Shea's absence . Mr Fitzpatrick substitute teacher during this time.

Mrs Sonya McVeigh	Coordinator for World Around Us Primary 6 Teacher
Mrs Aoife Mc Parland	Primary 6 Teacher and appointed as Literacy Co-ordinator ( October)
Mrs Michelle McParland	Joint ICT co-ordinator P7 teacher.
Miss Patricia Mc Coy	Member of School Leadership Team Head of Key Stage 2 Joint Numeracy Co-ordinator Primary 7 Teacher From November- Released from class to role of walking SLT teacher to support Mr Sweeney during Mrs Monaghan's secondment- Miss Ciara Jones substitute teacher during this time.

### **AUXILIARY STAFF**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>
Mrs Bridie Downey	Executive Officer
Mrs Marie McNeany	Clerical Officer
Mr Cormac Murphy	Building Supervisor
Mr Edmund Heaney	Building Supervisor
Mrs Louise Morgan	Classroom Assistant
Mrs Catherine McQuillan	Classroom Assistant & Website co-ordinator – Working From Home
Mrs Amanda Keenan	Classroom Assistant
Mrs Lorraine Mc Cann	Classroom Assistant
Ms Martina Connolly	Classroom Assistant
Mrs Deirdre Murtagh	Classroom Assistant
Mrs Therese Murphy	Classroom Assistant Working From Home
Mrs Patricia Gray	Classroom Assistant
Ms Angela Campbell	Classroom Assistant
Mrs Nuala Rafferty	Classroom Assistant
Mrs Marie McCartan	Classroom Assistant
Mrs Aneta Palis	Classroom Assistant
Mrs Fiona Mc Govern	Classroom Assistant
Mrs Maggie Rogalska	Classroom Assistant
Mrs Mona Mc Ardle	Classroom Assistant
Mrs Carol Murphy	Classroom Assistant- Nursery

Mrs Breege Mc Anulty	Classroom Assistant
Mrs Attracta Byrne	Classroom Assistant
Mrs Colette Lundy	Classroom Assistant
Dr Ewa Jadczyk	Classroom Assistant
Mrs Orla Mulholland	Assistant - ECPD
Mrs Phyllis O Hare	Assistant – ECPD
Mrs Teresa Hollywood	Assistant- ECPD.
Mrs Yvonne Mc Mahon	Classroom Assistant
Mrs Claire Mallon	Classroom Assistant
Mrs Caroline Mulligan	Classroom Assistant
Mrs Sabrina Philips	Classroom Assistant
Mrs Michelle Burke	Classroom Assistant
Ms Erin Grant	Classroom Assistant
Mrs Aggie Brazionyte	Classroom Assistant
Mrs Caroline Mc Greevey	Classroom Assistant
Chelsea Manley	Classroom Assistant
Katie Martin	Classroom Assistant
Aobh Mc Anulty	Classroom Assistant
Sinead Kearney	Classroom Assistant
Mrs Christine Hanna (RIP)	Highly regarded Nursery Assistant- Passed away whilst still a working member of school staff.

### **CLEANERS**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>
Mrs Winnie Mc Shane	Cleaning Supervisor – Absent for part of the year- post covered by Mrs Doherty.
Mrs Roisin Doherty	Cleaner
Mrs Angela Mc Shane	Cleaner
Mrs Kathleen Gallagher (RIP)	Highly regarded Cleaner- Passed away whilst still a working member of school staff. cleaner

Mrs Patricia Rooney	Cleaner- Retired in 21/22 school year
Mr Gerard Hutchinson	Cleaner

### **SUPERVISORS - DINING HALL/YARD**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>
Mrs Emily Kay	Senior Supervisory Assistant Dhall/Yard
Mrs Roisin Doherty	Dhall/Yard Supervisory Assistant
Mrs Angela McShane	Dhall/Yard Supervisory Assistant
Miss Betty Woods	Dhall/Yard Supervisory Assistant



### **STAFF IN DINING HALL/KITCHEN**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>
Mrs Elaine Murphy & canteen staff	School meals staff who have become such an integral part of our staff team.

### **SCHOOL CROSSING PATROL OFFICER**

Mrs Sobala
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### **EDUCATIONAL PSYCHOLOGIST**

Mrs Caroline Flynn
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### **SCHOOL CHAPLAINCY**

Fr Alphonsus Sr Rosemary Lynchehaun School counsellor- Mrs O Hare School Speech therapist- Mrs Mc Grath
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#### **Staff News**

#### **Bereavements**

21/22 was a very sad year for us as 3 serving members of staff passed away; Mrs Patricia Murtagh , member of our canteen staff, Mrs Kathleen Gallagher, a long standing member of our cleaning staff and Mrs Christine Hanna, a member of our Nursery team. We pray that they are enjoying the riches of eternity and ask St Clare, St Francis and Blessed Edmund Rice to pray for the happy repose of their souls. We remember also their sorrowing families.

#### **Substitute teachers**

We thank the temporary teachers we had in school during 2021/22 for the effort they invested: Miss Clare Mackin, Miss Rosie Ferguson, Miss Ciara Jones, Mrs Tara Walsh, Mr Michael Fitzpatrick, Mr Paul Hillen and Shauna Owens.

#### **New arrivals**

We congratulate Mrs Browne, Mrs Keenan and Mr Digney on the birth of their sons Jack, Tommy and Noah .

#### **New chapters**

We congratulate our highly esteemed Mr Sweeney on his retirement from his role as VP and our dearly regarded long standing classroom assistant Mrs Phylis O Hare on their retirements, we wish them every happiness for the next chapter in their lives.

We wish Mrs Keenan good luck as she moves to a new school closer to her home in Co Tyrone.

**Enrolment**

Our enrolment as recorded on DENI statistical return in October 2020 was 497 including 52 pupils in Nursery and we thank our deeply committed staff for the tireless work they have undertaken throughout the year. Their dedication to our pupils is unwavering.

## **An overview of achievements of 2021/22:**

### **Adjusting to post covid school life:**

2021/22 saw all in St Clare's Abbey gradually return to a more conventional school experience. Whilst it was wonderful to no longer have to remain in class bubbles and to be able to meet with parents and school support colleagues in person, there were some elements of the covid arrangements that we actually kept in place as we had seen benefits in them. These included:

- All classes continued to enter and exit school by allocated points. This contributed to our Positive Behaviour Management Procedures.
- Each class continued to use its own allocated play-ground setting. The decline in behavioural incidents arising during play time has continued and we see this as a very positive move.
- The 4 separate lunch and straddled break times continued, this led to calmer experiences for all children.
- Ventilation was strictly adhered to in each class- Unfortunately this led to hugely expensive heating bills which will not be sustainable.
- Homework continued to be rolled out digitally and devices were provided to support families who struggled with this. A small group of pupils were also provided with hard copies.
- Each class continued to be allocated a 'Break Out Space' to assist in managing pupils who needed classroom breaks.
- Significant amounts of time continued to be spent outdoors in PE, Play Based Learning, Pupil Leadership Team activities.

**Key 21/22 achievements are listed below but once again are only a snapshot of this most unique year.**

#### **1. A programme of development within Literacy and Numeracy was implemented**

A comprehensive audit of pupil attainment, parental, pupil and staff concerns prioritised the importance of: 'Getting back to the basics'.

Timetables and planners were adjusted to ensure as much time as possible was being allocated to teaching and reinforcing core skills. This was greatly needed due to the impact that 2 years of Covid closure had had on pupil attainment levels.

#### **The effect of 'Recovery Work' on Literacy and Numeracy improvements:**

Following on from detailed analysis of June 21 assessments, which showed that attainment levels had declined in all year groups when compared with levels in June 19 (pre covid), the June 22 data showed that definite gains had been made across the 21/22 school year but also that the deficit arising from 2 years of interrupted schooling has not yet been corrected.

### Interpreting the data:

Given that it is difficult to determine what constitutes an 'average school', we use the notion that 60% of pupils should be attaining at stanine 5 and above in GL standardised tests, within an 'average school', to help establish how St Clare's Abbey is performing: Pre Covid School Closures June 21 and June 22 outcomes are provided to indicate progress made in 21/22 school year.

NB Pupils completing test from previous June)	Stanine 5 or above June 19 (Numeracy) <small>Last data available pre Covid</small>	Stanine 5 or above June 21 (Numeracy)	Stanine 5 or above June 22 (Numeracy)	Stanine 5 or above June 19 (Literacy) <small>Last data available pre Covid</small>	Stanine 5 or above June 21 (Literacy)	Stanine 5 or above June 22 (Literacy)
Primary 4 (*PTE/M7)	60%	13%	47%	66%	48%	59%
Primary 5 (*PTE/M8)	70%	60%	67%	67%	60%	68%
Primary 6 (*PTE/M9)	72%	57%	57%	63%	51%	53%
Primary 7 (*PTE/M10)	65%	61%	57%	66%	60%	73%

We have a lot of work to do and need home, school and child to work closely together. We also identified higher gains in Literacy than Numeracy, which will have implications for 22/23 school year.

### **2. A programme for ensuring that pupils and staff have opportunities to develop their ICT skills was led by ICT co-ordinators – Miss Rocks and Mrs McParland –**

The coordinators entered the prestigious Capita C2K ICT excellence awards. Following on site rigorous interviews and submission of a digital presentation outlining how we use ICT, we were invited to an awards ceremony in The Merchant Hotel in Belfast and were delighted to be Highly commended. We used the prize money to invest further in our ICT infrastructure.

Following the award and in recognition of the innovative way in which we are using ICT, the two ICT coordinators were asked to be representatives in a province wide steering group established by EA to develop school usage of ICT. The principal was also asked to be a member of the Principals' steering group for the same. St Clare's Abbey staff are honoured to be playing a pivotal role in shaping ICT in all schools across NI. It is great recognition of our effort and attainment.

### **3. A programme for developing Personal Development and Mutual Understanding was led by coordinator – Mr Digney**

The next stage in developing the PDMU curriculum was undertaken by all staff. A range of strategies were implemented at whole class and individual child level and the school featured as a case study in a thesis written by a student in QUB Masters programme. The gaps in the PDMU curriculum identified in 2020/21 have narrowed significantly and staff work on this area has featured in the EA High Five publications which aim to disseminate good 'Well-being' practice across all NI schools. It is anticipated that 2022/23 will see the large scale development work on this area reach final stage.

**4. A programme for helping pupils with Special Educational Needs/Additional Educational Needs was led by SENCO - Mrs Toner.**

We were delighted to have several key SEN support programmes recommence in a face to face setting after two years of absence. These included:

- Speech therapy,
- Counselling,
- Literacy tuition from the EA Literacy Support Service
- Sunshine Room & Relax Kids support
- Support Programmes from RISE NI Health professionals
- Early Morning exercise club- (Designed by Occupational Therapists and benefiting significant numbers of our children.)

**5. A programme for enhancing the quality of our Play based learning provision in Nursery P1 & P2 was implemented.**

The physical grounds were developed further to promote outdoor construction with a significant fund being allocated to the purchase of 'Loose Parts Kits.' Our practice was shared with other local schools when we hosted 'on site' visits and three members of staff presented at a UK 'Early Years' conference. We received very positive feedback from attendees at the conference and Mrs Monaghan asked that Miss Rocks and Mrs Kearney be congratulated for the excellent presentation they made.

**6. Drama and Music**

We rejoiced in being able to participate in Newry Feis once more. Pupils participated in Fireside singing, Choir, Creative music and individual poems.

The Primary 6 play 'The Children of Lir' directed by Miss Duffy won the 'Billy Locke' cup, the 'Kathleen Harrington' cup for best actor/actress and the 'Newry Reporter' Cup, which was given for the highest group mark in the Speech and Drama Section of the Feis.

Individual children worked very hard at their solo poems and many prizes were won.

**7. Eco Schools work**

We were delighted to be awarded a third 'green flag' as part of the ECO schools scheme. This was in recognition of the educational work undertaken with pupils in the areas of plastic pollution, climate change and transport.

**8. PE**

We were very pleased to return to a comprehensive PE programme using our Assembly Hall and outdoor grounds once more. We had a full menu of swimming lessons, GAA coaching, After school clubs and participation in a range of tournaments. We also implemented the Daily Mile Programme consistently to ensure that all pupils were accessing additional exercise regularly.







**Other important information from 21/22 school year:**

**Attendance:**

96.35% This is significantly higher than usual and is due to the coding guidance issued by DENI during school closure. Inhouse figures based on pupil engagement during school closure would indicate a lower percentage.

**Charity Donations**

**CHARITY DONATIONS 2021 - 2022**

<u>Date</u>	<u>Event</u>		<u>Amount</u>
02.11.21	Halloween Dress Up		245.00
29.11.21	St Patrick's Missionary Mass Cards etc - Paid		197.50
03.12.21	ECO Day (£200 - One million Trees)		£415.00
16.12.21	SMA Fathers - Christmas Cards - Paid	<b>Xmas</b>	120.00
11.02.22	Red Day (Ukraine Fund)		£350.00
17.03.22	Green Day (Ukraine Fund)		£400.00
01.04.22	Hospice Bucket Collection	£50.00 + Bucket - waiting on amount from Hospice	
14.04.22	Easter Egg - Trocaire (Delivered to Parochial House)		£1,002.00

Sincerest thanks to parents for their generous contributions to each of the above funds.

### Destination of School Leavers

Abbey Grammar School	14
St Colman's College	1
Sacred Heart Grammar School	10
Our Lady's Grammar School	4
St Joseph's High School	7
St Mary's High School	16
Newry High School	6
St Louis Grammar School	1
Newbridge Integrated School	1
St Paul's High School	1

GL assessment did not take place in recognition of the disruption that Covid closure had had on pupils' education.

**School Funds Account**

**Summary of Lodgement and Expenditure Account 2021-22**



# ST CLARE'S ABBEY PRIMARY SCHOOL



## CHEQUE JOURNAL - 2021-2022

Date of	Pay Slip No	Payee	Amount	School Agent	Clubs	School Fund	School Trips	Fruit for Nursery, P1 and 2	Swim and	Staff Purchases	Pupil Purchases	School / class Purchases	Nursery	Feis / Competition	Gifts	Donations and Subscriptions / Fees	School Meals	Adverts	Sundry	Comments	Total
	500..																				0
			90884.41	9927.00	0.00	0.00	1566.50	3879.94	0.00	0.00	1254.00	6631.87	0.00	280.00	921.50	3373.16	60388.70	37.44	2624.30		

## LODGEMENT ACCOUNT - 2021/2022

LS - Lodgement Slip Money    BT - Bank Transfer    SM- School Money

Date of Lodgement	Ldgmt Slip No/SM	Amount	Dinner	Clubs - Morning - Afternoon	Swimming & Sports Clubs	Tea Money	School Fund Raising	School Trips	Music	Staff Purchases	Pupil Purchases	School / Class Purchases	Nursery, P1 & P2 SNACK	Feis / Competition	Gifts, Donation and Commission	Sundry	Comments	TOTAL
																		0.00
	128017.69	60627.90		24031.90	5510.00	1010.95	1251.60	5127.10	4578.50	1149.50	5409.08	140.00	16671.00	313.00	325.76	1872.40		128018.69

**LMS Budget Plan 2021/22**



# SCHOOL FINANCIAL PLAN 2021 - 2024



School: **St Clare's Abbey Primary**

Cost Centre: **21409**

EA Locality: **East**

\*\*\*Only complete cells in yellow\*\*\*

A Pupils and Teachers		YEAR 1 (2021-2022)	YEAR 2 (2022-2023)	YEAR 3 (2023-2024)
	October 2020	October 2021	October 2022	October 2023
1	Full Time Equivalent Enrolment (excluding Spec Unit pupils)	484.5	469	486
2	Planned Teaching Complement after amendment to Variables as below	21.80	21.00	21.00
3	Planned Pupil/Teacher Ratio (September)	22.22	22.33	22.38
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 (2021-2022) £ %	YEAR 2* (2022-2023) £ %	YEAR 3* (2023-2024) £ %
Expenditure Summary				
Staff Costs				
6	- Teaching	1,262,502 74.2%	1,308,251 75.9%	1,307,526 75.0%
	- Non Teaching	287,741 16.0%	288,401 16.7%	291,257 16.5%
8	- Other Costs	1,115 0.1%	1,126 0.1%	1,137 0.1%
9	Premises, Fixed Plant and Grounds	37,373 2.2%	38,120 2.2%	38,883 2.2%
10	Operating Costs	86,188 5.1%	87,912 5.1%	89,670 5.2%
11	Non Capital Purchases	500 0.0%	510 0.0%	520 0.0%
12	Capital Expenditure	27,000 1.6%		
13	Less Income (enter as negative figure)			
14	Total Planned Expenditure	1,702,419	1,724,321	1,728,993
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	1,702,419	1,724,321	1,728,993
* 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				
Common Formula Funding (CFF)		1,694,725	1,650,926	1,653,573
23	Other funding - (Please specify)			
24	Other funding - (Please specify)			
25	Other funding - (Please specify)			
26	Total Budget	1,694,725	1,650,926	1,653,573
E In Year Movement				
27	In Year Underspend / (Overspend)	-7,694	-73,394	-75,420
Cumulative Surplus / Deficit				
28	Carry-over from previous year	286,722	279,028	205,634
29	In Year Underspend / (Overspend) of delegated resources	-7,694	-73,394	-75,420
30	Closing Cumulative Surplus/(Deficit) 31 March	279,028	205,634	130,213
31	% Carry Over	14.1%	10.7%	7.0%
G CATEGORY		Category 4		

## 17. Conclusion

Thank you for taking the time to peruse this report. The Board of Governors trusts that it gives a good insight into the steps taken, after two years of Covid Closure, to realign the school to its former practices. The Governors are in no doubt that pupils were significantly and adversely affected by the impact of the pandemic. 21/22 marked the first year of recovery and it continued to be a difficult time due to pupil and staff absences, but staff worked very hard to begin what will be a long process of narrowing the attainment gap between pre and post covid times.

The Governors recognise the huge contribution made by staff, parents, pupils and indeed the whole governance team. We are very proud of the efforts made by our school during this time and trust that you will continue to commit to the huge work needed to help reduce the gaps that have arisen following our pupils' Covid Closure experiences.

If you seek clarification on any of its contents, please feel free to contact:

- School Principal – Mrs Michelle Monaghan, or
- Chairman of St Clare's Abbey Board of Governors – Canon Francis Brown.