



Integrated Primary School and Nursery

28th Annual Governors' Report for year 2019-2020

**Annual meeting not held
due to current Covid-19 restrictions**

From little Acorns great Oaks will grow



Acorn Integrated Primary School Nursery and Playgroup

March 2021

Governors' Report 2019 – 2020

Dear Parent/Guardian

Please find enclosed the Board of Governors Annual Report on Acorn Integrated Primary School. We hope that you find this report both informative and helpful regarding your child's educational environment and the progress of the school.

I have much pleasure in reporting that Acorn's admissions are healthy and that the gender and religious balance are in keeping with the recommendations of the Department of Education for Northern Ireland. (DENI)

Another successful year has passed with the school now going into its 28th year. May I take this opportunity to thank you, the parents and guardians, for your sustained support.

Due to the current Covid-19 restrictions we are unable to hold the school's Annual General Meeting.

Mr Paul Comins
Chairperson
Board of Governors

Annual Parents' Meeting

The Annual Parents' Meeting cannot be held due to current Covid 19 restrictions.

Parents of pupils attending the school, governors and members of the teaching staff are invited to attend.

The purpose of this report is to outline the discharge of responsibilities to the school by the Board of Governors, the Principal, Northern Ireland Council for Integrated Education and the Department of Education.

If you have any questions pertaining to this report, please submit these in writing to the secretary on or before 12 noon Friday 25th June 2021.

**MINUTES OF 27th ANNUAL GOVERNORS MEETING
OF ACORN INTEGRATED PRIMARY SCHOOL
AND ANNUAL GENERAL MEETING
OF CARRICKFERGUS INTEGRATED PRIMARY SCHOOL LTD
HELD ON 18 NOVEMBER 2019**

1. ATTENDANCE

Those governors, staff and parents present signed the attendance register.

2. INTRODUCTION

Dr Adrian Gregory welcomed everyone to the meeting. He checked that everyone had signed the attendance register. Dr Gregory thanked the staff for all the work behind the scenes to make the school a success. The Board would like to extend their thanks to all the parents for their continued support.

3. APOLOGIES

Mr Paul Comins, Mrs Alex Barnett, Mr Shean Dewar and Mrs Amanda McMaw. Mr James Macaulay would be late to the meeting.

4 MINUTES OF LAST MEETING

It was ascertained that there were no matters arising and no questions had been received. The minutes of the last AGM held on 12 November 2018 were then carried and passed on the proposal of Mrs. L Branagh, seconded by Mr. D Branagh.

5. PRESENTATION OF ANNUAL REPORT

Mrs Webb presented the 27th Annual Report, which contained all the statutory reports required.

6. PRESENTATION OF ACORN INTEGRATED RECURRENT ACCOUNTS

Mrs Webb presented the attendees at the meeting with a report of all accounts, some of which was to be returned to Mrs Webb. Mrs MacCorquodale advised that regarding the CIPS accounts there was a loss made this year however this was due to the year-end change in accounts last year. The accounts have been audited and signed.

The accounts had been audited by Gilmour & Co. The accounts were formally approved on the proposal and retention of Gilmour and Co as the school's auditors of Mrs Tanya Phillips and seconded by Mr David Branagh.

Action Point: Mrs Webb to submit CIPS account details to charity commission and Mr Gilmour to ensure paperwork for CIPS is submitted to Companies House.

Mrs Webb advised of the need to appoint Auditors in May of next year, will start the process

around March next year.

7. PARENTS' COUNCIL BUSINESS

Mrs. Tanya Phillips introduced herself as the new chair of Parents' Council. Mrs Phillips wished to have thanks to Ms Katrina Gaw for her years of service to Parents' Council and also to Mrs Webb and all the staff who help at events.

Mrs. Phillips highlighted the fundraising events that have been held and that are planned for the current year some of which are:

- Sponsored Street Dance for all the children in the school
- Christmas Fair
- Christmas Movie and Munch
- Bag Packing
- 2020 Strictly Come Dancing

The chosen charity was following on from last and would continue to be Northern Ireland Air Ambulance.

Dr Gregory thanked the Parents' Council especially for the new ideas, keeping interest fresh and opening up their activities to the wider community.

8. Dr Gregory closed the AGM thanking all individuals present.

The Board of Governors 2019/2020

The Board of Governors has overall responsibility for the effective management of the school. The Governors represent various interests as indicated.

Dr Adrian Gregory	Trust Foundation	<i>Chairperson</i>
Mr James Macaulay	Trust Foundation	
Ms Alex Barnett	Trust	
Mrs Lara Branagh	Trust	
Mrs Tanya Phillips	Parents' Representative	
Mr Shean Dewar	Parents' Representative	<i>Vice Chairperson</i>
Mrs Gillian Revie	Parents' Representative	
Mr David Branagh	Parents' Representative	
Mr Paul Comins	D.E.N.I. Representative	
Mrs Paula MacCorquodale	D.E.N.I. Representative	
Mr Mark Kelly	D.E.N.I. Representative	
Mrs Amanda McMaw	D.E.N.I. Representative	
Mrs Athena Davis	Teacher Representative	
Miss Karen McCosh	Teacher Representative	
Mrs Clodagh Webb	Principal	

The governors are required to meet for a minimum of three times per year.

The governors have particular responsibility for:

1. Oversight of the Curriculum
2. Appointment and dismissal of staff.
3. Control of Budget.
4. The Admissions Policy.
5. Maintenance of the premises.
6. Assisting the Principal.
7. Discipline Policy.
8. Effective use of resources.
9. Provision of information to parents.
10. Fostering links with the local community and pursuing the objectives of mutual understanding.

Staffing Complement 2019/2020

School Staff

Principal	Mrs Clodagh Webb	
P7 Teacher	Miss Karen McCosh	
P6 Teacher	Mrs Judith Trussell	
P5 Teacher/ Vice Principal	Mrs Claire Hamilton	
P4 Teacher	Mrs Sharon McIlmail	
P3 Teacher	Mrs Athena Davis	
P2 Teachers	Mrs Juliane Keane/Mrs Joanne Arbuthnot	
P1 Teacher	Mrs Charlene Higgins	
Nursery Teacher	Mrs Anna Rolloos	
Nursery Assistant	Mrs Shonagh Patterson	
Classroom Assistants	Mrs Michelle Hill	
	Mrs Emma Middleton	
	Mrs Angie Dalton	
	Mrs Elaine Christian	
	Mrs Rachael Peacock	
	Mrs Rosemary Welsh	
	Miss Ashley Lawder	
	Mrs Nicola Johnston	
	Miss Megan Stephenson	
	Mrs Jane Bromage	
	Ms Deborah Reid	
	Mrs Lysay McCulloch	
	Mrs Julie-Ann Humphries	
	Mrs Sharon Thoburn	
Senior Clerical Officer	Miss Sheridan Nicholl	
Supervisory Assistants	Mrs Sharon Thoburn	Mrs Angie Dalton
	Mrs Emma Middleton	Miss Rachelle Livie
	Mrs Rosemary Seaton	Mrs Nicola Patton
	Mrs Julie-Ann Humphries	
Dining Assistants	Mrs Lauren McFall	Mrs Ruth Gregory
Building Supervisor	Mrs Dawn Davidson	
Contract Cleaner	Mrs Tina Bennett	
Playgroup Leader	Mrs Shonagh Patterson	
Playgroup Assistants	Mrs Sara Henderson and Mrs Angie Dalton	

Aims of the School

In this twenty-eighth report, the Board of Governors considers it important to state clearly:

1. What the school believes in
2. What it aims to do for your children
3. What values we want to give them

We are an integrated primary school committed to an ethos throughout the school where mutual understanding and respect are shown.

It is our aim to have a school where our children can work together and learn to understand each other's traditions, whilst at the same time nurturing them in the values of their own religious and cultural beliefs.

We seek to provide a caring atmosphere that recognises the human value of pupil, teacher and parent.

Finally, we seek to provide an effective education service, planned and developed to the highest professional standards so that pupils can gain the maximum from their experience at school.

Calendar of Events – 2019/2020

Autumn Term

SEPTEMBER

- Tuesday 10 September at 2.15pm Curriculum Meeting for parents/carers of children in P1- P4 - on in the Assembly Hall
- Friday 13 September items for Food Bank
- Tuesday 24 September at 2.15pm Curriculum Meeting for parents/carers of children in P5 - P7 - on in the Assembly Hall
- Friday 27 September last day for Primary 1 children to finish at 12 noon
- Monday 30 September EXCEPTIONAL CLOSURE – school closed for all pupils

OCTOBER

- Tuesday 1 October, full winter uniform to be worn
- Tuesday 1 October Primary 1 children stay until 2.00pm (remember to organise packed lunch or dinner for them!)
- Wednesday 9 October – flu immunisation in school
- Wednesday 9 October – Filled shoeboxes or items for shoeboxes to be in school
- Monday 14 October – School Photographs
- Thursday 17 October (Shared Education) table quiz in Carrick Golf Club with Oakfield Primary School
- Mon to Wed 21 -23 October –parent/teacher meetings school closes at 12 noon for all children unless taking school dinners in which case they finish at 12.30pm
- Friday 25 October – NON UNIFORM DAY - school closes at 12 noon for all children (unless taking school dinners in which case it will close at 12.30pm)

NOVEMBER

- Mon 4 Nov P6 attended an Ulster Orchestra concert
- From Tues 5 Nov Poppies on sale this week
- Thur 7 Nov P5 Shared Education visit to Jack Straws Café with Oakfield
- Thur 7 Nov P3 Shared Education visit to Oakfield
- Thur 7 Nov P6 first swimming session
- Thur 7 Nov 7.00pm Parents' Council meeting – all parents/guardians welcome
- Sat 9 Nov AQE (1)
- Wed 13 Nov P5 Mental Health workshop (in class time)
- Wed 13 Nov 6.30 – 7.30pm **Open Evening** – all parents/guardians of prospective Playgroup, Nursery and Primary 1 children welcome
- Thurs 14 Nov 9.30am - **Open Morning** – all parents/guardians of prospective Playgroup, Nursery and Primary 1 children welcome
- Sat 16 Nov GL assessments
- Mon 18 Nov 6.30 AGM in school assembly hall
- Wed 20 Nov P6 Mental Health workshop (in class time)
- Thur 21 Nov P1 Shared Education visit to Oakfield
- Fri 22 Nov Sponsored dance (in class time) – wear tracksuit and Acorn PE shirt into school
- Sat 23 Nov AQE (2)
- Thur 28 Nov 7.00 – 9.00pm Mental Health workshop for parents/guardians in Oakfield Primary School – all welcome
- Fri 29 Nov **School closes at 2.00pm for all children** to allow set up of Christmas Fair
- Fri 29 Nov 6.00 – 8.00pm **CHRISTMAS FAIR**
- Sat 30 Nov AQE (3)

DECEMBER

- Fri 6 Dec 9.30 Nursery Nativity
- Fri 6 Dec 1.30pm Playgroup Christmas Celebration
- Sat 7 Dec Supplementary GL assessment
- Mon 9 Dec 9.30am Primary 1 – 4 Nativity
- Tues 10 Dec 9.30am Primary 1 – 4 Nativity
- Tues 10 Dec 11.00am Primary 5 -7 Nativity
- Wed 11 Dec 9.30am Primary 1 – 4 Nativity
- Wed 11 Dec 11.00am Primary 5 -7 Nativity
- Thur 12 Dec **SCHOOL CLOSED, IN USE AS POLLING STATION**
- Fri 13 Dec Movie and Munch Day
- Mon 16 Dec School choir singing at Carrick Manor
- Wed 19 Dec Christmas Dinner
- Fri 20 Dec Christmas jumper day (suggested donation £1 for Air Ambulance and ASDUM foundation)
- Fri 20 Dec School closes at 12 noon for the Christmas Holidays

JANUARY 2020

- Mon 6 Jan School closed for children to allow staff training
- Tues 7 Jan School opens for children at 8.55am
- Tues 7 Jan Nursery and P1 admissions open online
- Thurs 23 Jan Mental health workshop in Oakfield PS at 7.00pm
- Sat 25 Jan Primary 7 children receive AQE results
- Thurs 30 Jan Confirmation for Primary 7 children
- Thurs 30 Jan Nursery and P1 admissions close at 12 noon

FEBRUARY 2020

- Mon 3 Feb Family Photo Evening
- Tues 4 Feb Transfer Meeting at 2.15pm for Primary 6 parents/guardians
- M – W 10-12 Feb Parent/teacher meetings, school closes at 12 noon for all children unless taking school dinners in which case they finish at 12.30pm
- Fri 14 Feb Ditch the Dark Day; walk, scoot or cycle to school
- Fri 14 Feb School closes at 12 noon for all children (unless taking school dinners in which case it will close at 12.30pm)
- M-F 17-21 Feb Half term holiday
- Mon 24 Feb -Fri 28 Feb Book fair week
- Fri 28 Feb 6.30pm Family Quiz Night at Acorn

MARCH 2020

- Week beg 9 March Cycling Proficiency starts for Primary 7
- Tues 10 March Primary 3 to Ulster Museum
- Fri 13 March Non uniform – wear something green
- Mon 16 – Tues 17 March School closed

National lockdown due to Covid -19 was called by the Government on 23 March 2020. School closed to all, reopened in June 2020 for children of key workers.

Staff Training

During the course of the school year staff undertook the training as specified below;

Child Protection-	All staff
Roots of Empathy-	Mrs Middleton
Anaphylaxis/Epilepsy-	Relevant teaching staff and classroom assistants
Heartstart Training-	Relevant teaching staff

School Development Days/Baker Days Training/Staff meetings, areas covered:

Child Protection/Pastoral Care

Target Settings/SDP/Planning

School Development Planning/Review of Progress

School Curriculum – Achievements

Under the Education Reform Order, the responsibility of Governors for the curriculum i.e. what is taught in school, has been increased. The Governors' control however is more apparent than real, as much of what is to be taught has now been determined by law.

The curriculum is not just about formal lessons. It includes all the opportunities for learning provided by the school including sport, music, culture, opportunities for travel, and so on. In an integrated school such as ours the teaching and expression of our integrated convictions are also important elements of the curriculum.

It is our responsibility to ensure that a broad and balanced learning experience is provided for all pupils. To this end the school has implemented the statutory requirements of the Northern Ireland curriculum in Communication, Using Mathematics, Using ICT, The World Around Us and Physical Education.

The governors have formed a policy committee to formulate policies on the curriculum. Policies in all subjects are operational. There is a school development plan to allow controlled introduction of new policies.

No classes made residential or day visits due to Covid 19 restrictions.

Sport

In accordance with the N I curriculum pupils have participated in gymnastics, dance, games, athletics and swimming.

Playtime equipment is regularly replaced.

Spanish, Drama, Guitar, Gymnastics, Street Dance clubs and tuition sessions were offered. Regular football matches were played in the Autumn term.

Assessment

Primary 7 pupils left in June 2020 to go to the following post primary schools;

17 pupils to	Ulidia Integrated College
7 pupils to	Carrickfergus Grammar School
2 pupils to	Belfast High School
1 pupil to	Carrickfergus Academy
1 pupil to	Larne High School

End of Year Assessments were not held in Primary 4 and Primary 7 due to the lockdown.

Community Relations in Northern Ireland

The Shared Education Programme with Oakfield Primary School is now well established. All teachers from Nursery to Primary 7 teachers planned together, held video conferences and then taught a series of lessons to groups that were mixed with children from each school. There were also shared educational visits until the school was closed in March 2020.

Learning Support

At Acorn, we aim to provide a broad and balanced curriculum to all our pupils in line with the Northern Ireland Curriculum and it is within this framework that our school's Special Educational Needs Policy exists. Our school's policy details the steps to be taken when teachers recognise that a child needs extra support. This is given in class and additionally by the classroom assistants. Each child who has been identified has an individual education plan to target these special needs. A Register of names is kept detailing the Stage each child is at on the Special Educational Needs Code of Practice. Children often move stages depending on their need throughout the year. There were approximately 40 children on the Register at any one time this year.

Miss McCosh is our Special Educational Needs Co-ordinator (SENCo) and it is the duty of the co-ordinator to oversee the provision of all the children's needs on our school register and liaise with all staff, external agencies and parents regarding such issues.

The School Buildings and Grounds

Regular maintenance work was carried out as and when needed.

Annual Attendance Rate

Attendance at the school for 2019/2020 cannot be accurately determined due to the closure of the school in March 2020.