



Board of Governors  
Annual Report  
2020-2021

**Foreword by Chair of Board of Governors**

I am pleased to present Woodlawn Primary School's Annual Report and Accounts for 2020-2021. It will be of little surprise that I begin by mentioning that 2020-2021 has been extremely challenging for teachers and the school generally in order to maintain a consistent and effective approach to educating our children due to the covid-19 pandemic. That said the Board of Governors is extremely pleased with the way the whole school rose to the challenge of keeping children safe when able to accommodate them on campus and, by the way staff developed systems and procedures to maintain an extremely high level of performance in children's attainment through home-learning programmes. Indeed, the school contributed to the wider covid-19 effort by continuing to provide supervision arrangements for children at the school whose parents were key workers.

In spite of these challenges Governors, together with the senior management team, have worked hard to deliver high quality services to our children, provide continuous professional development to our staff, improve the aesthetics within school buildings and, to provide effective governance in respect of our resources as you will see from our financial accounts. In particular Governors would like to commend the work of Miss McClean for stepping into the role of school principal for most of this reporting period and for her excellent leadership during this turbulent time. To parents and carers of children, we commend you for all of your efforts and hard work in supporting the children and the school through this past period of great uncertainty. Without you we would not have done as well. Thank you.

Looking to the new term we are excited by the prospect of having all of our children back in class and doing what our staff do best which is to educate and care for all of our children and to make the school experience the best part of the day for every child.

On behalf of the Board of Governors may I continue to commend Woodlawn Primary School and all of its dedicated staff from the principal to our kitchen and facilities management teams and to Brian our road-crossing attendant. Please continue to support Woodlawn and work with all of us in making it the school of choice for children in Carrickfergus. Finally, my last word goes to the dedicated team of Governors who, as volunteers, faithfully and willingly give up their time to undertake this important function. Thank you.

Brian Ingram  
Chair Board of Governors

## Board of Governors Annual Report 2020-2021

### **Introduction**

Each year the Board of Governors compile a report to share with all stakeholders involved in the life of our school. The following report contains a summary of all that happened in Woodlawn Primary School throughout 2020-2021.

### **Board of Governors**

Period of Office : 2020-2021

The Board of Governors is comprised of 9 voting members and 2 non-voting members, to include Miss K McClean and Mr I Mullen.

Transferor Representatives:

Mr Brian Ingram  
Mrs Harriet Moore  
Rev Alan McCann  
Rev Leslie Addis

Parent Representatives:

Miss Carla Wright  
Mr Brian McKeen

EA Representatives:

Mrs Julie Adair  
Mr John Stewart

Teacher Representative:

Mr Adam Proctor

Co-opted Representative:

Miss Kathryn McClean (VP)

School Principal:

Mr Ian Mullen

### **Office Bearers for 2020-2021**

Chairperson:

Mr Brian Ingram

Vice-chairperson:

Mrs Harriet Moore

Secretary:

Mr I Mullen

**Governors' Meetings 2020-2021**

During the school year 2020-2021, the Governors met formally on 9 occasions throughout 2020-2021

Some of the main issues dealt with at Governor's meeting during 2020-2021 are listed below:

- Adoption of various school policies – including SEN policy, Safe Guarding and Child Protection policy, Internet Safety, Remote Learning Policy, Joint Literacy and Numeracy Policy, Whistle-blowing policy and Attendance policy for both staff and pupils
- LMS Financial Procedures and their operation
- Open Enrolment Procedures – including a PR campaign in local nurseries
- Appointment of Non-teaching staff and redeployment of SEN assistants
- School Development Plan
- Child Protection and Safeguarding
- Best Practice Audit
- Covid-19 procedures

The Governors wish once again to record their appreciation of the work done by teaching and non-teaching staff of the school to promote the academic achievement, security and well-being of the pupils.

They also wish to record their appreciation of the parental support in upholding the ethos of the school throughout the year. The on-going success of the school and its pupils is due in no small measure to the talent and commitment of the teachers, reinforced by the efforts of interested parents.

**Staffing**

Principal	Mr Mullen
Vice Principal	Miss McClean
P1	Mrs Hamilton (Play/ Extended Schools)
P2	Mrs Beattie (First Aid)
P3	Mrs Oliver (PE)/ Mrs I'Anson (Literacy)
P4	Miss McClean (DT, Numeracy)
P5	Mrs Boggs (SENCo)
P6	Mrs Edwards (WAU, DDT, First Aid)
P7	Mr Proctor (ICT)
P1 Assistant	Mrs Sloan
P2 Assistant	Mrs Stuart
P3 Assistant	Mrs Miller
P4 Assistant	Miss Lamont
SEN Assistant	Miss Turner
SEN Assistant	Mrs Irwin

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SEN Assistant	Mrs Barlow
SEN Assistant	Mrs Campbell
SEN Assistant	Mrs Reid
SEN Assistant	Mrs McIntyre
SEN Assistant	Miss Nicholl
SEN Assistant	Miss Mason
School Secretary	Mrs Carlisle
Building Supervisor	Mrs White
Lunch Time Supervisor	Mrs Armstrong
Lunch Time Supervisor	Mrs Sparkes
Cleaner	Miss Taylor
Cleaner	Miss Miller
Cleaner	Mrs Sparkes

### **Teachers' Professional Learning**

Throughout the academic year of 2020-2021, all staff members took part in a number of training opportunities. All staff completed Child Protection and Safeguarding training. All staff completed Calm Plan training provided by the Primary Behaviour Support Service. Staff members also completed training on SeeSaw, Place2Be Mental Health training, Signs of Safety training and C2K training including Collaborate and News Desk training. (A more detailed list is available from the school office).

### **Classes 2020-2021**

P1	18
P2	21
P3	22
P4	27
P5	33
P6/7	29
P7	29

### **COVID -19**

On 20<sup>th</sup> March 2020, all schools in Northern Ireland were closed due to Covid-19. During this time, children were taught remotely. In Woodlawn Primary School, children were provided with work packs on a bi-weekly basis and teachers communicated daily with children via SeeSaw to direct their learning. School was also open to Key Worker children, and vulnerable children. We had 7 children in school over the course of a week. Staff came in to supervise on a rota basis.

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There was a whole school reopening in August 2020. A Restart Document was created and shared with parents that stated the mitigations that were put in place to ensure everyone in the school community was kept safe regarding Covid-19. Sanitising stations were installed at all access points in the school and cleaning stations were created in each classroom.

In order to reduce the movement of belongings between home and school, homework started to be set on SeeSaw. This proved to be useful as all families connected with the app, and when school closed for a second time in January 2021, online learning was easily facilitated using SeeSaw.

During this second school closure, we had up to 35 children in school for Key Worker and Vulnerable Children provision.

School reopened to all children on 22<sup>nd</sup> March 2021.

During the academic year of 2020-2021, we did not have to send a whole class home to isolate.

### **Curriculum**

DENI and EA acknowledged that as a result of the Covid-19 school closures, children may have experienced a learning loss. Teaching staff spent time at the beginning of the year carrying out Baseline assessments to figure out what learning loss had occurred and planned for this throughout the 2020-2021 academic year.

Staff at Woodlawn Primary School also planned a series of PDMU lessons to address any issues that were evident after the Covid closure – these lessons covered emotional health and well-being, as well as dealing with bereavement and lockdown.

Funding was received from DENI to allow Woodlawn Primary School to employ an Engage teacher. Over the year, Mrs McAuley, Mr McMahon and Mrs Taylor worked with small groups to help boost learning and address any areas of learning loss as a result of Covid-19 closure.

Circular leaders continued to plan for the delivery of the NI curriculum at a whole school level, and individual teachers planned for, and delivered lessons in line with the NI Curriculum. Lessons were differentiated to meet the needs of all learners.

### **Attendance**

The school's average attendance across the school year was 92%.

### **Extended Schools**

Woodlawn Primary School received Extended Schools funding for 2020-2021. This funding allowed school to provide a Breakfast Club and a 2 o'clock club to extend the school day for

our children. Extended Schools allowed Woodlawn Primary School to employ a School Counsellor who worked with 9 children over the year. Due to Covid-19 restrictions, we were unable to run other extended school clubs and the money that was not spent on staffing, was reallocated to allow the purchase of 2 new iPads, playground equipment and additional resources to allow us to develop our outdoor learning facilities.

### **Educational Visits**

Once school reopened after Lockdown 2, all classes went on a school trip.

P1	Carnfunock Park, Larne
P2	Streamvale Open Farm
P3	Airtastic
P4	Castle Espey
P5	Footgolf, Newtownabbey
P6/7	Footgolf, Newtownabbey
P7	Footgolf, Newtownabbey

### **Summer Scheme**

School was open for 3 weeks in July to facilitate a free summer scheme. This was open to children from P3-P6. Children had the opportunity to take part in various workshops including Aunt Sandra's Chocolate Factory, Rise and Shine Kids, The Gathering Drum and Sentinus. Children also went on trips to the cinema, Airtastic and Crawfordsburn Forest Park. Summer scheme was attended by 48 children over the 3 week period.

### **Financial Report**

Woodlawn Primary School is a fully-delegated school. This means that the Governors are responsible for managing the entire school budget.

The amount of money allocated to the Governors to run the school (formula funding) depends largely on the number of pupils on rolls, with other factors such as the number of children who receive Free School Meals, the number of Newcomer pupils and pupils with Special Educational Needs also being taken into account. This money is allocated for a financial year.

Many of the school's financial commitments are actually predetermined by outside agencies, eg basic staff costs, maintenance costs, etc, leaving the Governors approximately 10% of the school's budget to allocate according to their particular priorities.

**The school's initial formula budget was £651,962.**

Other funding became available throughout the year, including funding to cover Covid costs, the Engage programme and Health and Well-being money.

**In 2020-2021, Woodlawn Primary School spent £730,056 and have carried over £40,750. This means school has ended the year with a surplus.**

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Woodlawn Primary School also has a private bank account with Danske Bank. Money is paid in to this account for school dinners, school trips, milk etc.

Opening Balance (April 2020)    £13,414.00

Closing Balance (March 2021)    £26,056.73

The Private Fund account was successfully audited in March 2021.

### **Charity Events**

Woodlawn Primary School is proud to support different charities each year. Throughout the year we have held non-uniform days to raise funds for various charities. Staff also contributed to the Foodbank at Harvest time. The amounts raised were as follows:

Young Minds - £150

NI Hospice - £220

Action Cancer - £79.33

Stand By Me - £655

Children's Heartbeat Trust - £182

### **Looking Ahead**

Woodlawn Primary School finds itself in a time of transition as we come to the end of the current academic year. When school begins in September 2021, school will have 4 new teachers and the addition of a special needs unit for children with Autism Spectrum Disorder. As a result of these factors school will focus on developing the following things:

- Specialist Learning Centre for children with autism
- Outdoor learning environment
- Induction and training of new staff

In January 2022, the school staff along with the Board of Governors will begin the process of writing a new 3 year School Development Plan.