



Board of Governors
Annual Report
2022-2023

Foreword by Chair of Board of Governors

I am pleased to present Woodlawn Primary School's Annual Report and Accounts for the academic year 2022 - 23.

This has been a very successful year when the principal and staff were recognised by the ETI for their dedication and commitment to providing an excellent standard of education and pastoral care for the children and families of Woodlawn Primary School.

The cost of living crisis and budget cuts have been challenging for schools and the Board of Governors is grateful that the school is still able to maintain a wide range of After School Clubs and we recognise the commitment of management and staff in this area.

The new Specialist Learning Centre for children with autism in KS1 was opened in 2022 – 23 as planned and both classrooms are now well integrated within the main school.

The Board of Governors has continued to support staff professional development, improve the aesthetics within the school, the development of the outdoor area in the front of the school and to provide effective financial governance.

On behalf of the Board of Governors I would like to thank the entire team of Woodlawn PS for their hard work and dedication to ensure that our children have positive experiences in a caring and nurturing environment.

Harriet Moore

Chair Board of Governors

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 2022-2023.

Board of Governors

Period of Office: 2022-2023

The Board of Governors is comprised of 8 voting members and 1 non-voting member.

Transferor Representatives:

Dr Ian Drysdale
Mrs Harriet Moore
Rev Chris St. John
Mrs Sandra Bradford

Parent Representatives:

Miss Carla Wright

EA Representatives:

Mrs Julie Adair
Mr John Stewart

Teacher Representative:

Mr Adam Proctor

Principal

Miss Kathryn McClean

Office Bearers for 2021-2022

Chairperson:

Mrs Harriet Moore

Vice-chairperson:

Mrs Julie Adair

Secretary:

Miss Kathryn McClean

Governors' Meetings 2022-2023

During the school year 2022-2023 the Governors met formally on 9 occasions throughout 2021-2022.

Some of the main issues dealt with at Governor's meeting during 2022-2023 are listed below:

- Adoption of various school policies – including
- LMS Financial Procedures and their operation
- Recruitment of a permanent teacher for The Hive and 2 days per week in P1
- Open Enrolment Procedures – including a PR campaign in local nurseries
- Opening of an Autism class for Foundation/ Key Stage One pupils
- School Development Plan – including meeting with key coordinators
- Child Protection and Safeguarding
- Best Practice Audit

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	Miss McClean (Designated Teacher for Child Protection)
Vice Principal	Mrs McConkey (Senco)
P1	Mrs Oliver/ Mrs McAuley
P2	Mrs McConkey
P3	Mrs Hamilton (Assessment/ Extended Schools)

Board of Governors Annual Report 2022-2023

	Miss McDowell
P4	Mrs Beattie (PDMU, DDT)
P5	Miss Baird (Numeracy)
P6	Mr Proctor (ICT)
P7	Mrs I'Anson (Literacy)/ Miss McDowell
Engage Teacher	Miss Wallace
The Hive Teacher	Miss McClean
Jigsaw Room Teacher	Mrs Edwards
P1 Assistant	Mrs Sloan
P2 Assistant	Mrs Stuart
P5 Assistant	Mrs Barlow
SEN Assistant	Miss Turner
SEN Assistant	Mrs Irwin
SEN Assistant	Miss Dallas
SEN Assistant	Mrs McIntyre
SEN Assistant	Miss Nicholl
SEN Assistant	Miss Mason
SEN Assistant	Mrs Ford
SEN Assistant	Mrs Boyd
SEN Assistant	Mrs Smyth
SEN Assistant	Mrs Hendry
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 2022-2023, all staff members took part in a number of training opportunities. These included Accelerated Reader training, Outdoor learning training, Autism training, Child Protection training and First Aid training. A full list of the training undertaken is available from the school office.

Classes 2021-2022

- P1 13 (+2)
- P2 16 (+1)
- P3 19
- P4 16 (+1)
- P5 19
- P6 25 (+3)
- P7 33 (+1)

Curriculum

A one-year School Development Plan was written for the school year 2022-2023. This plan focused on ensuring high quality of provision for children, as well as promoting the health and well-being of staff and pupils. There was also an emphasis on developing the Outdoor learning area and building links with the local community. 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. Children with additional needs were catered for through an IEP and had one-to-one support lessons with their teacher and LSA on a weekly basis.

Funding was received from DENI to allow Woodlawn Primary School to employ an Engage teacher to support children in their learning. Over the year, Miss Wallace worked with small groups to help boost learning in numeracy and literacy across the whole school.

Attendance

The school's attendance across the school year was 92%. The school did not have an allocated EWO worker this year so monthly meetings to monitor attendance did not take place. The school management monitored pupil attendance and 2 families were supported through the EWO service.

Extended Schools

Woodlawn Primary School received Extended Schools funding for 2022 - 2023. This funding allowed school to provide a free Breakfast Club and a free 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.

Educational Visits

Every class went on a school trip this year.

P1 - Hazelbank

P2 - Streamvale Open Farm

P3 - Whitehead lighthouse

P4 - Ulster Folk and Transport Museum

P5 - Ulster Museum

P6 - Coronation Garden/ Hazelbank

P7 - Kilcregan Urban Farm

Jigsaw Room – W5

P7 Residential Visit – Crawfordsburn Scout Centre

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, e.g. 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 £552,215

Additional funding was allocated throughout the year to employ an Engage teacher and to allow the SENCo to be released for Annual Reviews and updating the SEN register. School was also given an additional £6290 to assist with a national rise in energy costings. In 2022-2023, Woodlawn Primary School spent £750,412. The financial year ended with school having a deficit in their LMS account.

Private funds

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 2022) £19,104.46

Closing Balance (March 2023) £17,227.18

The Private Fund account was successfully audited in March 2023. The audit process is now an established event in the school calendar.

PTFA

The PTFA was re-established in September and has 7 members. The chairperson is Carla Wright, Secretary is Jillian McConkey and Treasurer is Holly Dawson. The PTFA meets once per half term and is responsible for raising funds for the school. The PTFA organised several fundraising events throughout the year including a Christmas Ballot, Valentine's Day competition and a Sponsored Walk. Over the year, £3128.91 which was used to pay for Coronation decorations and to design and create a sensory room.

Opening balance £2442.04

Closing balance £3430.97

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 Carrickfergus Baby Bank at Harvest time. The amounts raised were as follows:

Young Minds - £177

NI Hospice - £344

NSPCC - £126

McMillan - £100

Stand by Me - £418

Autism NI - £150

ETI Visit – October 2022

The Educational Training Inspectorate are responsible for ensuring good standard of education across Northern Ireland. Woodlawn had been having input from ETI since 2015 and a visit was scheduled for October 2022. During this visit, 3 inspectors observed lessons, interviewed learners,

examined children's work and interviewed key coordinators and members of management. This was a very positive experience, and the inspectors were able to identify many positive things about our school. They reported a positive ethos, highly effective practice, supportive staff, high levels of pupil participation and excellent resources to enhance outdoor learning. The inspectors reported improvements in all areas of school and both governors and staff were very pleased with the feedback. The full report can be accessed via

<https://www.etini.gov.uk/sites/etini.gov.uk/files/publications/follow-up-inspection-woodlawn-primary-school-301-6225.PDF>

Looking Ahead

Like all schools, Woodlawn Primary School has been hit by the reduction of funding to schools. Despite this financial hit, the school staff have continued to provide a safe, caring and nurturing environment for the school community. The school management team will be looking at grants to apply for to assist with the funding shortfall. These grants include Live here, Love here and the Awards for All grant from the National Lottery. As school looks to the new school year, there are plans to further develop the outdoor learning areas to allow Key Stage 2 classes to benefit from outdoor learning. Plans are in place to develop a community garden and to train two staff members in Forest Schools. A new one-year development plan will be written, taking into account of the Outdoor learning focus, as well as ensuring that all children continue to have access to a broad and balanced curriculum and where they can all achieve their potential during their time in Woodlawn Primary School.