



St Eugene's Primary School, Victoria Bridge, Strabane
Board of Governors Annual Report 2023 – 2024



Principal and Secretary to Board of Governors: Laura Gormley

Chairperson of Governors: Carmel Corry

St Eugene's PS offers an all-inclusive learning community dedicated to nurturing the intellectual, physical, spiritual, moral, social, and emotional development of each individual child. Staff are deeply committed to providing the highest standard of teaching and learning. The school encourages all to realise their full potential in a caring and engaging environment.

S - striving

T - towards

E – everyone

U – understanding through a

G – great

E – education in a

N – nurturing

E – environment

Within our 'Circle of Learning' we are striving towards everyone understanding through a great education in a nurturing environment.

The Board of Governors

The Board of Governors of St Eugene's Primary School is made up of enthusiastic and committed people who work in close partnership with the staff of the school, to ensure that each child reaches his/her fullest potential. Those on the Board of Governors come from various walks of life and each is dedicated to enhancing the educational experience and outcomes for all those in our care. The governors play an important role within school - they provide strategic management, critical challenge, and accountability. They appoint the principal and staff, and delegate the daily management of the school to them. They also oversee all recruitment and finance matters, monitor all aspects of the curriculum including educational outcomes, and pay special attention to the handing on of the faith within the school. The Board of Governors also play a central role in our Safeguarding team.

Meet the Governors:

Carmel Corry – Trustee - Chairperson

Debbie Gallagher – EA Rep - Vice Chairperson

Fr Malachy Gallagher – Trustee

Mrs Paula Devine – Trustee

Vacant position -Trustee

Mr Peter McNulty – DE Rep

Mr Patrick Kelly – EA Rep

Mrs Cliona McDermott – Teacher Rep

Ms Kelly Boyle – Parent Rep

Miss Laura Gormley – Secretary to the Board of Governors & Principal

During 2023-24 the governors met regarding their responsibilities for:

1. School self-evaluation and school development planning
2. The delivery of the Northern Ireland Curriculum
3. Staff appointments, attendance and welfare
4. Admissions policy and enrolment
5. Policy review
6. Financial management of the school
7. Performance review and staff development
8. Child protection, pastoral care and promoting positive behaviour
9. Responding to CCMS and DENI circulars and initiatives
10. School building-health and safety/security

We wish to express a big thank you to all the school governors for willingly giving of their time to ensure that the administration of St Eugene's Primary School proceeds smoothly and effectively.

Staffing September 2023

- **Reception/P1/P2**

- Miss Gormley/ Mrs O'Donnell
- General Assistant: Mrs McBride
- Reception withdrawal: Miss O'Brien (extended schools)

- **P3/4**

- Mrs Connolly
- Mrs Preston (tackling social need allocation)

- **P5/6/7**

- Mr Donnelly
- Miss Mullen (SEN Assistant P5)
- Mr McGrady (SEN Assistant P7)

Building Supervisor

- Sharon Connolly

Clerical Staff

- Margaret Gallagher

Catering Staff

- Jackie McGinley

Enrolment Numbers 2023- 2024:

- Reception – 9 (5 on DENI Census)
- P1 – 12
- P2 – 12
- Total for Miss Gormley: 24 (+9 with Miss O'Brien)
- P3 – 8
- P4 – 10
- Total for Mrs Connolly: 18
- P5 – 11
- P6 – 5
- P7 – 10
- Total for P5/6/7: 26
- Total Pupil Numbers at time of CENSUS – 73
- Total Pupil Numbers by June 2025 - 77



Child Protection

St Eugene's Primary School undertakes the responsibility for the welfare, care, and safety of pupils very seriously. We always aim to provide a caring, supportive, and safe environment valuing all individuals for their unique talents and abilities. Everyone who works in our school including teachers, non-teaching staff, volunteers and visitors have responsibility for the welfare and safeguarding of all pupils.

The Designated Teacher carries out an audit each year to ensure that the school implements fully the child protection procedures in line with current DENI circulars. This information is maintained in the child protection/safeguarding file. The designated teacher reports on child protection at all Board of Governor meetings and an annual report is submitted in the autumn term.

The school is an Operation Encompass school.

The pastoral care and child protection procedures are monitored thoroughly by the DT and both DDT. A safeguarding notice board is located in the foyer and is regularly update with information. Parents receive the summary guidance annually and the full copy of our policy is available at all times on our website.

Training for designators/deputy designated teacher and our CP governor is updated in line with DE regulations and records kept by designated teacher. All school staff (teaching and non-teaching) receive training annually from the designated teacher and are informed about how to maximise safety and share concerns with members of the Safeguarding Team.

Whole school assemblies and class assemblies are used to reinforce the child protection message and particularly the role of key staff in this process.

Other initiatives and preventative curriculum which address Child Protection and safety issues include but are not limited to; PSNI/NIFS/RNLI visits, school nurse/health visiting team, Education Welfare, NSPCC Pants, RSE, PDMU Living.Learning.Together and Wellbeing Champions.

Attendance

Attendance:

- Overall Pupil Attendance: 94.18% which is an increase on last term: 93.3%
- 2 Referrals made to EWO in third term.
- **Staff Attendance:**
 - Mrs O'Kane is going through ill health retirement process.



Special Educational Needs

Special Educational Needs

Denise Connolly is out of class 2 days per month for the implementation of SEN Act. Completing SEN paperwork, referrals and testing with children.

No SEN funding has been agreed for September 2024.

13 children (17% of overall enrolment) on the SEN register at the point of writing this report.

16 children (22% of overall enrolment) on the medical register at time of writing this report.

1 P7 child with a statement transferring to Holy Cross College.

2 annual reviews took place in March for stated children.

1 child with a statement is due to join P1 in September, however, no hours have been confirmed by EA.

Finance



Finance

- Allocation for 22/23: £263,861
- Allocation for 23/24: £283,820

- SEN Allocation:
- 22/23: £10,405
- 23/24: £4,962

- Extended Schools Allocation
- 22/23: £6,432
- 23/24: £6,408
- Funding below all stopped:

Figures for last year 22/23 -

- Engage Allocation: £3,026
- Happy Healthy Minds: £1775.70
- Shared Education Partnership: £18,000 (between 3 schools)

The Board of Governors signed off a new three-year plan in June. The financial year finished on -£72, 937. The Board of Governors are continuing to work hard to grow the enrolment of the school to improve the financial situation. The Board of Governors are clear that the school is working on the bare minimum staffing and spending and therefore no further cuts can be made. This was reflected in the assurance statement which was submitted to DE.

| ea Education Authority | | THREE YEAR FINANCIAL PLAN | | | |
|---|---|---|---------------------------|---------------------------|-------|
| School: St Eugene's Primary, Victoria Bridge | | Cost Centre: 21172 | | | |
| EA Locality: North | | | | | |
| | | ***Please complete cells in yellow only*** | | | |
| A Pupils and Teachers | | Year 1 (2024-2025) | Year 2 (2025-2026) | Year 3 (2026-2027) | |
| | Oct 2023 | Oct 2024 | Oct 2025 | Oct 2026 | |
| 1 | Full Time Equivalent Enrolment (excluding Spec Unit pupils) | 73 | 79 | 93 | 98 |
| 2 | Planned Teaching Complement (after amendment to Variables as below) | 3.40 | 4.40 | 4.40 | 4.40 |
| 3 | Planned Pupil/Teacher Ratio (September) | 21.47 | 17.95 | 21.14 | 22.27 |
| 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. Grade must be included to calculate savings) | | | | |
| C Planned Expenditure | | Year 1 (2024-2025) | Year 2 (2025-2026) | Year 3 (2026-2027) | |
| | | £ % | £ % | £ % | |
| 6 | Staff Costs - Teaching | 270,059 79.7% | 286,264 79.7% | 286,264 79.6% | |
| 7 | Staff Costs - Non Teaching | 56,728 16.6% | 56,729 15.8% | 56,729 15.8% | |
| 8 | Staff Costs - Other | 249 0.1% | 249 0.1% | 249 0.1% | |
| 9 | Premises, Fixed Plant and Grounds | 9,974 2.9% | 10,074 2.8% | 10,174 2.8% | |
| 10 | Operating Costs | 5,927 1.7% | 5,986 1.7% | 6,046 1.7% | |
| 11 | Non Capital Purchases | | | | |
| 12 | Capital Expenditure | | | | |
| 13 | Less Income (enter as negative figure) | | | | |
| 14 | Total Planned Expenditure | 342,936 | 359,301 | 359,462 | |
| 15 | Estimated Savings (enter as a negative figure) | | | | |
| 16 | Reduction in Teaching Staff (as per Variables) | | | | |
| 17 | Please specify | | | | |
| 18 | Estimated Additional Expenditure (enter as a positive figure) | | | | |
| 19 | Increase in Teaching Staff (as per Variables) | | | | |
| 20 | Please specify | | | | |
| 21 | Total Planned Expenditure after Savings and Additional Expenditure | 342,936 | 359,301 | 359,462 | |
| D Budget | | | | | |
| 22 | Common Formula Funding (CFF) | 349,688 | 368,476 | 412,316 | |
| 23 | Other Funding (please specify): | | | | |
| 24 | Other Funding (please specify): | | | | |
| 25 | Split Site Schools ONLY | | | | |
| 26 | Total Budget | 349,688 | 368,476 | 412,316 | |
| E In Year Movement | | | | | |
| 27 | In Year Underspend / (Overspend) | 6,751 | 9,175 | 52,854 | |
| F Cumulative Position | | | | | |
| 28 | Carry-over from previous year | -72,937 | -66,186 | -57,011 | |
| 29 | In Year Underspend / -Overspend of delegated resources | 6,751 | 9,175 | 52,854 | |
| 30 | Closing Cumulative Surplus/-Deficit @ 31 March | -66,186 | -57,011 | -4,156 | |
| 31 | % Carry Over | -23.9% | -18.9% | -1.2% | |
| G CATEGORY | | Category 3 | | | |

There is also a PTA account which is used for fundraising and grants to support the teaching and learning at St Eugene's Primary School.

| | | |
|---------------|--------------|--|
| | | Balance 1 st September 2023: £4594.58 |
| Credit | | |
| +£865 | | Coffee Morning Fundraising |
| +£410 | | Parental Contribution to Musical Pathways |
| +£165 | | IEF Sub Cover Funding |
| +£2,275.30 | | Christmas Show Fundraising |
| +£1650 | | RAPID Funding |
| +£500 | | Ernest Trust Grant |
| +£1985 | | IEF Funding for Transformation Process |
| +£2943.47 | | Summer Fundraising & Travelling Books |
| | | +£10,793.77 |
| | Debit | |
| | -£770 | Transfer to LMS to pay for Musical Pathways |
| | -£45 | Tyrone GAA Membership/Coaching |
| | -£101.88 | Twinkl Teaching Resources Membership |
| | -£1041.48 | Seesaw for Schools Membership |
| | -£328.63 | Educational Resources |
| | -£1420 | Buses to Swimming Lessons and 2 school trips |
| | -£172 | P7 Leaver Hoodies |
| | -£900 | Blinds for Classrooms |
| | -£150 | Hire of Farmer's Hall |
| | -£40 | Information Commissioner Fee |
| | -£530 | Plants and Seed spend Ernest Trust Funding |
| | -£624 | First Aid Training BISP |
| | -£207 | Items for Breakfast Club from funding |
| | -£1700 | IEF Funding for sub cover £1650 and fuel £50 |
| | -£970.46 | Travelling Book Fair |
| | -£83.70 | Bank Fees |
| | | -£9084.15 |
| | | Balance 30 th of June 2024 £6304.20 |

School Development & Improvement

Strike action undertaken by staff deepened and had a direct and difficult impact on the school. The teaching and non-teaching staff both engaged in action short of strike. Along with this the union of school leaders also directed its members to engage in action short of strike. The reasons behind this were well documented across national news, as the teaching profession of Northern Ireland was being left behind their counterparts in regard to pay and conditions across the islands. The action short of strike was escalated to strike days across the academic year on four occasions by teaching, non-teaching and school leader unions. Strike Days also came about in the Spring Term. With Strike Action ensuing throughout the year, the school still managed to develop areas and work to ensuring the best possible outcomes for learners. However, the work which was undertaken was largely down to the goodwill of staff members. Strike action in turn had an impact on curriculum development and in-service training. Below you will read the initiatives and work which still went on in our school in spite of strike action existing for most of the academic year, it is evaluated using RAG.

Curriculum and Staff Development:

| |
|---|
| Language and Literacy |
| <ul style="list-style-type: none">• Following on from not successfully raising scores for those at risk of underachieving in Literacy through targeted work in 22.23 SENCo to investigate further for Literacy Screening for these children.• Investigate other avenues to provide small group or one-to-one support for children experiencing Literacy difficulties.• Expand library of novels for KS2.• Dyslexia friendly classroom training for all assistants.• Foundation stage to look at improving letter formation for handwriting. |
| Mathematics and Numeracy |
| <ul style="list-style-type: none">• Create Maths Mastery Document to guide staff throughout whole school.• Improve the quality of the teaching and learning of mathematical problem-solving and the children's ability to think mathematically.• Working memory training for all classroom assistants. |
| UICT |
| <ul style="list-style-type: none">• Secure a full class set of chrome books.• Investigate getting older PCs rebuilt.• Continue to promote coding following on from successful project in 22.23.• Renew Seesaw Schools subscription.• Foundation Stage to develop system for using Seesaw for observations.• New Wi-Fi install to improve access and extend to mobile building. |
| World Around Us |
| <ul style="list-style-type: none">• Establish a new Eco Committee for 23.24.• Submit application for Green Flag Status (Eco-Schools).• Investigate funding to continue to grow pollinator garden.• Call for volunteers to help with Nature and Nurture on school grounds.• Expand topics offered to reflect Transformation Action Plan.• Use of outside agencies promoting diversity to reflect Transformation Action Plan. |
| The Arts |
| <ul style="list-style-type: none">• Musical Pathways to Learning to upskill all FS and KS1 staff.• Use of external specialists to give further opportunities to children through Rural Area Partnership and Extended Schools. |
| Physical Education |
| <ul style="list-style-type: none">• Devise new PE policy.• Use of PE specialist volunteer to improve PE provision/resources.• Improve breadth of sports offered to reflect Transformation Action Plan.• Use of outside agencies to provide coaching to upskill teaching staff.• Use of strategic playground games, trim trail and local park for energetic play experiences 'off timetable'.• Active Travel continues as a support school through Sustrans NI. |

Extended Schools

- Principal collaboration for action planning.
- Breakfast Club running for 37 weeks.
- Speech and Language input for Reception children: 1 hour per day.
- 2.15 Club outdoor play and library time for 21 weeks for FS children.
- Intergenerational Art Workshop for Primary Six through cluster.
- Resilience and wellbeing focus for KS2 children through cluster; ReNew You block of sessions for all KS2. Resilience and wellbeing through drama and music, focus on Primary Five children.

Whole School Issues:

Special Education Needs

- Twice monthly release for SENCo for implementation of SEND Act.
- SENCo to run assessments for referrals for literacy screening.
- Update of SEN & Medical register.
- Training for all staff on new medical needs.
- Make use of BST through referrals to the service for children in need.
- Dyslexia friendly classroom training for assistants.
- Working memory training for assistants.

Safeguarding

- Whole staff safeguarding training in August.
- Safeguarding Report to Board of Governors Term 1.
- Roll out of Operation Encompass including training for Principal and Safeguarding team.

Health and Safety

- Minor works applications for secure access.
- Create new Health and Safety Policy.
- Regularly devise and review Risk Assessments.
- Fire training for all staff.
- Fire Inspection and logbook updated.
- Improve system and record keeping for fire risk.
- Acquire a Fire Assembly Point sign for car park.
- Address Health and Safety concerns in car park at 3.15.
- Training for all staff on procedures for dealing with medical needs and allergic reactions.
- First Aid Training for all non-teaching staff.

Attendance

- Half termly pupil attendance audits.
- Letters issued half termly to parents of those with attendance below 90%.
- Refresh procedures for staff reporting absence.

Wellbeing

- Wellbeing to continue to be a standing item on BoG agenda.
- Pupil Counselling Service weekly.
- Use of wellbeing programmes through Extended Schools and McHale Foundation.
- Period Poverty Provision.
- Re-establish Pupil Council and increase their activity in line with Transformation Action Plan.
- Individual Time Budgets agreed with teaching staff.
- Investigate extending staffroom for staff comfort during breaks.

Transformation to Integrated Status

- Continue to work with IEF, NICIE and EA on our journey.
- Action plan devised for this 23.24 (Year 2 of plan).
- Staff training where necessary.
- Network with other Integrated and Transforming schools.
- Await decision on our proposal from DE.

Staffing

- Investigate 4th full time teacher to meet needs of growing school.
- Engage supply teacher to cover maternity leave and SENCo release.
- Action permanency of temporary assistants.

Parents and Community

- Monthly newsletter.
- Regular updates on social media channels and website.
- Text system.
- Seesaw for communication between home and school.
- Induction meetings.
- Parent – Teacher calls.
- Create a Code of Conduct for those with Parental Responsibility.
- Dealing with complaints guidance for all staff.
- Collaborate with community groups, health visiting team, rural housing, and rural area partnership.
- Use of Young Farmer's Hall for school community events.
- Call for volunteers to support provision in a range of aspects of school life.
- Extend use of premises to support local community group in the absence of their community building.
- PR in local press where possible.

Accommodation and Maintenance

- Minor Works applications for secure access.
- Investigate room for Library provision.
- Investigate extending staffroom facilities.
- Refresh staff toilets and wet area at back of Foundation Stage Classroom.
- Caretaker to attend to maintenance outdoors and painting work.
- Power washing of paths, outdoor play area and mobile building.

Finances

- BoG to sign off Three Year Plan - Permanent KS2 Teacher appointed.
- Keep finance under review.
- Stocktake review.
- Make use of any funding streams and ring-fenced money to avoid 'eating in to' LMS budget.

Governance

- Reconstitution of Board of Governors in June 2024.
- Fill vacant posts on Board of Governors.

Month by Month in St Eugene's Primary School in 2023 – 2024

September

- New WiFi installed
- Musical Pathways commenced
- School Swimming commenced
- School Counselling commenced
- Library Van Returned
- GAA Coaching
- Boxing Coaching
- After School Sports
- Diversity Sports Project
- Sustrans Cycle to School Week
- Literacy Service Support
- Teacher of Deaf Sessions
- Coffee Morning
- P1 full day by 14th September
- 3 children in Reception
- Teams Meeting with District Inspector
- Extended Schools Cluster Meeting
- EWO SLA/Audit

October

- Musical Pathways continues
- School Swimming continues
- School Counselling continues
- Library Van
- GAA Coaching
- Boxing Coaching
- After School Sports
- Diversity Sports Project
- Cultural Workshop Northwest Migrants Forum
- Literacy Service Support
- Teacher of Deaf Sessions
- Relax Kids
- Resilience Workshops
- Maths Week Ireland
- Staff Writing Individual Education Plans
- 5 children in Reception
- New child to P5
- Staff Consultation on Parental Code of Conduct
- Mrs Gallagher Timecard Training
- Miss Gormley Dealing with the Media Training
- Core Group Meeting
- Anaphylaxis Staff Training
- Spooky Supper Dance 26th October
- Reporting to Parents 27th October

November

- Musical Pathways continues
 - School Swimming continues
 - School Counselling continues
 - Library Van
 - GAA Coaching
 - Boxing Coaching
 - After School Sports
 - Literacy Service Support
 - Teacher of Deaf Sessions
 - Relax Kids
 - Resilience Workshops
- RISE NI small group intervention
- Behaviour Support sessions
- CAT4 Testing P4 & P6
- FLU Immunisation
- INTO Film Trip to Alley Theatre
- Transfer Review for P7 child
- Educational Psychologist annual consultation with SENCo

December

- Musical Pathways continues
- School Swimming continues
- School Counselling continues
- Library Van
- GAA Coaching
- Boxing Coaching completes
- After School Sports
- Literacy Service Support
- Teacher of Deaf Sessions
- Relax Kids completes
- Resilience Workshops

RISE NI small group intervention completes

Behaviour Support sessions

Daily Mile Santa Run

Journey to Lapland

Wheelie Big Challenge

Christmas Jumper Day & Dinner

Eric Donovan Hooked on Health Workshop for KS1

Christmas Show 10am & 7pm

Open Morning

Christmas Shopping Morning (toil) for staff

January

- Baker Day for staff
- New Reception Child
- Musical Pathways continues
- School Swimming completes
- School Counselling continues
- Library Van
- GAA Coaching
- Literacy Service Support
- Teacher of Deaf Sessions
- Resilience Workshops
- Behaviour Support sessions
- 3+ Reviews with Health Visitor

Confirmation Workshops with Derry Catechetical Centre

Admission Portal Opened

Stay & Play fully booked

Post Primary Schools visited

One day strike

Student Teacher started KS2

Catholic Schools Week

Grandparents Breakfast

Fire Safety Talk P5

Trocaire Workshop KS2

Post Primary Portal Opened

February



Musical Pathways continues

School Swimming completes

School Counselling continues

Library Van

GAA Coaching

Literacy Service Support

Teacher of Deaf Sessions

Resilience Workshops complete

Behaviour Support sessions

DDT Training

New wellbeing classes with Rois Kelly commence

Children's Mental Health Week.

Superhero Week [AutismNI](#)

Internet Safety Day

P1 Health Screening

[Stocktake](#) completed

Mid-Term Break

Culture Quarter Workshops

World Encephalitis Day

Children's Commissioner Event

First Communion Workshops

Curriculum Refresh Event

Fire Risk Assessment



March

- Student Teacher on placement
- Celebrated World Book Day
- Rois Kelly Wellbeing Workshops
- KS2 performed at Springfest in the Millennium Forum, Derry
- Gloria Perry Intergenerational Art Workshop
- St Patrick's Celebrations
- Annual Reviews for SEN children
- St Eugene's Got Talent
- Easter Eggs gifted from school funds
- Staff Development Day

April

Final Reception children joined the class.

Back on Track Programme commenced.

Health Visiting Group established Stay and Play in our Hall.

Confirmation took place.

First Confession took place.

Gloria Perry Intergenerational Art Celebration Event.

Parents notified of P1 places.

New blinds installed.



May

- School Improvement Service Visit
- FS & KS1 trip to see Matilda
- Non-uniform for Gemma McHale
- Strabane Principals met new District Inspector
- Choir established
- Cricket coaching commenced
- Translink Safety Bus visit
- Book Fair Arrived
- First Holy Communion
- Laura visited Seaview IPS
- First Aid Training for all assistants
- Lego Therapy Training for all assistants
- Staff Development Day – Report Writing
- Standardised Testing
- Evaluation of Year 2 of Transformation Action Plan submitted to NICIE and EA





June

- Strabane Principals met Mark Browne - DE
- Nursery visits commenced
- Fan the Flame Mass
- Sports Day raised £1971
- Peace Through Music Workshops
- PE Equipment Inspection
- P7 visited their Post Primary Schools
- P7 Trip
- Induction Programme for new children
- Leaver's Assembly
- Reports to Parents
- Summer Holidays - 28th June.