



TRINITY NURSERY SCHOOL

BOARD OF GOVERNORS ANNUAL REPORT

ACADEMIC YEAR 2021-2022

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Chairperson's Address 2021-22

Dear Parents and Carers

It is once again my privilege as Chairperson of the Board of Governors to present to you the Governors' Annual Report of Trinity Nursery School for the academic year **2021-22**.

During this year, some restrictions caused by the global pandemic have remained in place and these have continued to present challenges to our school community. The Governors are grateful to our principal, Mrs Alexander and all the school staff who have continued to play their part to minimise disruption and ensure the smooth running of our school.

As is typical with each school year, a number of personnel changes have occurred. A small number of Classroom Assistants joined the Trinity Staff team on temporary contracts. We also welcomed three new Governors, Miss Connie Egan, Mrs Jane Andrews and Dr Lauren McMullan, while bidding farewell to Mr Mark Hamilton who stepped down as a Parent Governor in November 2021. The Governors offer grateful thanks to him for providing the Principal and Governors with expert advice regarding Child Protection issues during his tenure.

We also bade farewell to one of our teachers, Mrs Claire Ingham who retired in June 2022 after spending her whole teaching career of 35 years in Trinity Nursery School. During this time, Mrs Ingham built up many excellent long lasting relationships with children, parents, grandparents and the wider school community. Many of the resources which the children enjoy in our school today are the result of her superb fundraising efforts. The Governors wish to thank and pay tribute to her professionalism and commitment to our school and extend our best wishes to her for the future.

In May 2022, our school community was finally able to celebrate the retirement of our former principal Mrs Zaron Perry who left in August 2020. Along with some family members, Mrs Perry was invited to the school to meet former pupils, parents, colleagues and friends for a presentation of gifts.

Our wonderful new playground opened during the last term of the school year offering a variety of play equipment for our children. This new playground has provided them with the opportunity to enjoy playing outside for a number of weeks before moving on to P1. Enormous praise and gratitude is due to all

those many people who played a part in making this a reality for our children. I am quite certain that it will be enjoyed by many children for years to come!

Finally, I wish to commend this report to you as it highlights the progress of all the work undertaken by Mrs Alexander, our principal and the Trinity Staff team throughout the year.

Yours faithfully

Josephine Murray

Chairperson, Board of Governors

August 2022

Aims of Trinity Nursery School

Caring for your child, sharing in their future.

“We, the staff of Trinity Nursery School, aim to provide, in partnership with parents, a safe, secure environment wherein the social, emotional, cognitive and physical needs of children will be met. We strive to foster positive attitudes towards learning through engagement in creative play and opportunities designed to stimulate interest and imagination.

By celebrating the individuality of every child and simultaneously recognising their differing needs, we intend to create a nurturing educational context within which all children may achieve their full potential.”

Membership of the Board of Governors

Term of Office,

2018 – 2023 (amended from 2022)

The Board of Governors of Trinity Nursery School is made up of eight voting members, two co-opted members and the Principal, as Secretary to the Board of Governors.

The Board has an important strategic role to play in the management of the school and it is responsible for the implementation of policy decisions covering a wide range of educational and professional issues. The main responsibilities and functions to be covered include the Curriculum, Employment, Enrolments and Admissions, Pastoral Care, Financial Management, Annual reports, School Development Plans, Pupil Discipline and Pupil Suspension and Expulsion.

Governors meet regularly to discuss these matters with the school Principal, having at least one meeting per term. They undertake this role in a voluntary capacity and provide a vital contribution to school life and development. Governors are also offered the opportunity to attend regular training courses organised by the Education Authority.

The most recent reconstitution period for Boards of Governors of controlled and maintained schools was expected to have run to 2022. However, given the pressure and disruption placed on schools due to the Covid-19 pandemic, the Minister of Education has given approval to reschedule the next reconstitution to 2023, Circular 2021/20 dated 31 August 2021 refers. Schemes of Management will permit governors to remain in post until either re-nominated or replaced.

The Board of Governors in post during **2021-2022** are as follows:

Name	Post	Representative status
Mrs Josephine Murray	Chairperson	EA Representative
Mr Paul Stitt	Vice Chairperson	DE Representative
Mrs Roberta Dunlop	Governor	EA Representative
Miss Connie Egan	Governor	EA Representative
Mr David Stanley	Governor	DE Representative
Mrs J Andrews	Governor	Parent Representative
Dr Lauren McMullan	Governor	Parent Representative
Mr Mark Hamilton	Governor	Parent Representative *
Mrs Claire Ingham	Governor	Teacher Representative
Miss Kerry Adair	Governor	Teacher Co-opted Representative
Mrs Nichola Gordon	Governor	Co-opted Representative
Mrs Saoirse Alexander	Principal	Secretary to Governors

*Left in November 2021

Trinity Nursery School will follow the “Guidance for the Election of Parent Representatives in Controlled Schools, Reconstitution of Boards of Governors, Term of Office (2018 - 2022*)” “document to fill a vacancy if a parent representative has to be replaced during this period. The Department of Education’s (DE) Circular No 2017/20 parts 2 and 4 outlines the legal position and arrangements that would meet with DE approval governing the election of parent governors.

* Reconstitution period for Boards of Governors has now been rescheduled to 2023, DE Circular 2021/20 dated 31 August 2021 refers.

Staff Team in post during 2021-22 are as follows:

Name	Post	Working Pattern
Mrs S Alexander	Principal (Teaching)	Full-time
Mrs C Ingham	Teacher	Part- time (job share)
Miss K Adair	Teacher	Part- time (job share)
Mrs N Thompson	Nursery Assistant	Part -time
Miss A McMeekin	Nursery Assistant	Full-time
Miss C Barret	Nursery Assistant	Part -time
Mrs E De Maggi	Special Needs Assistant	Part-time
Mrs K McClaughry	Special Needs Assistant	Part-time
Miss A Dempster	Special Needs Assistant	Part-time
Miss L McVeigh	Clerical Officer	Part-time
Mr G Wilson	Building Supervisor	Part-time
Mrs R Armstrong	Catering Assistant	Part-time

Staffing, Staff Training and Development Focus

Arrangements were made with the Education Authority to progress the recruitment of the post Part-time Nursery Assistant for the academic year 2022/23.

Our staff team is fully committed to updating and increasing their expertise. In-service training takes place in a variety of ways during the statutory non-teaching days, School Development Days, twilight sessions and in year training.

- Child protection
- Anti-bullying training (updated 2021)
- Special Educational Needs implementation (update 2021)
- Makaton
- 'See and Learn' Pilot training
- Early Talk Boost Programme
- Planning and assessment
- Using Seesaw for observations and recording progression
- First-aid training
- Staff Wellbeing activities

Due to the ongoing pandemic and industrial action, the annual review cycle for Performance Review and Staff Development (PRSD) did not take place for teaching staff.

A new School Development Plan will be written in the Autumn Term of 2022 and preparations for this have already taken place.

Pupil Admissions

During the year 2021-22, a total of 52 children plus 3 supernumerary children were enrolled in two classes of full-time sessions.

Due to the popularity of our school, it is notable that enrolment applications have far exceeded available places for the past 21 years.

School Curriculum

In the nursery, the children learn through play in a carefully structured programme, suitable to their age and stage of development. Staff aim to provide a happy and secure environment where each child will experience success and have fun while learning many new concepts. Staff work as a team to deliver a rich and varied curriculum appropriate to each child. The curriculum was enhanced by a small number of visits from individuals with differing interests when restrictions permitted.

The Pre-School curriculum incorporates **six** main areas of learning:

- Personal, Social and Emotional Development
- Language Development
- Early Mathematical Experiences
- Physical Development and Movement
- The World Around Us
- The Arts

To complement the preschool curriculum, a range of visitors both virtual and in person were arranged for the pupils' enjoyment. Some of these included; Banyan Theatre, Aquarius, Joe and the Gathering Drum, The Ark Farm and Mr Hullabaloo. We hope that next year we will be able to plan and enjoy an end of year trip to The Ark Farm.

Special Educational Needs

During the academic year 2021/22 nine children were recorded on the Special Educational Needs Register and nine children were recorded on the medical register. In addition to this two Newcomer children were also recorded on roll.

Trinity Nursery School prides itself on its' provision for special needs. The current policy that is being used is available on the school's website <https://trinitynurseryschool.co.uk/wp-content/uploads/2018/11/Special-Educational-Needs-and-Inclusion.pdf>. The policy has been updated annually with the exception of this academic year as the school is awaiting further advice from

the Education Authority on the SEND Implementation Draft (2016) and will update the current policy accordingly once received.

Staff identify the educational and welfare needs of each child at the earliest opportunity to ensure early intervention if required. Children with special educational needs are assessed and Individual Education Plans are devised to meet individual needs. Contact is maintained throughout the year with outside agencies including Speech and Language Therapists, Educational Psychologists, Paediatricians, Occupational Therapist and EA Behavioural Support, all contributing advice and assistance for specific individuals. For those children who held a statement of Special Education Needs, classroom assistants were recruited to provide specialised one to one support. In addition to this the school also supported children whose first language was not English. These children were provided with varying levels of support to suit their individual needs.

During the academic year, we have developed planning linked to the sensory resources purchased in the previous academic year. This provides a safe place for the children to explore and meet their sensory and individual needs as well as having a calm and quiet space.

Each term, a small number of children were invited to participate in small group interventions as part of the Early Talk Boost programme. The programme is designed to support children with their early speech and language development. Twenty children participated in the programme over the course of the year.

Trinity Nursery School continues to provide a Blue Badge parking space within the carpark for those children who are Blue Badge holders. The nursery school also has an onsite disabled toilet and changing facility and the main door provides disabled access.

Parental Involvement

Staff enjoy a very real and positive rapport with our parents who are encouraged to take an active role in school life throughout the year.

Due to government restrictions relating to Coronavirus, the school was unable to hold an Open Day in December 2021 for prospective families to visit the school and meet the staff as normal. As an alternative, a virtual tour was uploaded onto the YouTube channel to coincide with the application portal for prospective parents. In addition to this an Induction Day was held for successful applicants in May 2022 for the upcoming academic year 2022/23.

Throughout the year parents were kept informed by staff via Seesaw, through photographs, videos, notes and newsletters. Seesaw provides a two way communication that was encouraged between home and school, as school can post an item and parents can view and add comments to the posts.

February 2022, saw the roll out of our updated 'Getting Ready to Learn' Programme. Over £2,000 was invested in developing a range of home learning packs that focused on providing learning opportunities that can be explored at home through positive parental interactions. Learning packs were rotated and sent home weekly. The data collected as part of this programme showed great success in providing parents with quality interactions with their children while supporting their early education.

In May 2022, our current parents were invited to collect their children once a week from their classrooms and have an opportunity to get involved with their play. This has been an extremely positive experience for children, parents and staff.

We were also delighted to hold our end of year Graduation in person this year.

Transition to Primary One

Class teachers held consultations in September and March with parents to share how their child had progressed in all areas of learning. Transition reports were sent to parents before the end of June 2022. Transition visits and meetings took place between teachers from Trinity NS and P1 teachers from the various primary schools and transition forms were forwarded to the primary schools.

Our children transitioned to **twelve** local Primary schools:

1. Ballyholme Primary School
2. Bloomfield Primary School
3. Clandeboye Primary School
4. Crawfordsburn Primary School
5. Donaghadee Primary School
6. GlenCraig Integrated Primary School
7. Grange Park Primary School
8. Kilmaine Primary School
9. Rathmore Primary School
10. St. Comgall's Primary School
11. St. Malachy's Primary School
12. Sullivan Upper Prep

***We wish our leavers every success and happiness in their new schools.**

Community Links

The school is very much part of the local community and benefits from excellent partnerships with local schools, businesses and charities. Some local businesses contributed much needed cleaning and PPA supplies to school during the year and we thank them for their ongoing support.

Trinity Nursery School has provided several students from local schools and colleges the opportunity to undertake work experience during the academic year.

The school also had valuable support from many professionals including the Educational Psychology Department of the Education Authority and Child Development Clinic at Scrabo Children's Hospital.

Trinity Nursery School has entered into the Shared Education Programme and has taken steps alongside other local nurseries to support its implementation in the academic year 2022/23.

The Principal has also taken steps to form a Pathways to Partnership with several other Nursery Schools. It is planned that these schools will select a shared School Development focus and complete shared training in the chosen area.

School Premises

The Health and Safety Committee of the Board of Governors carried out their annual inspection and prepared a report of the premises in September 2021.

An outstanding issue of dampness in classrooms which should have been addressed in the summer of 2019 was postponed by the Education Authority. The school is still awaiting an update.

In February 2022, work began to prepare for the delivery and installation of an interactive panel in Yellow Room. Following this in April 2022, similar work was carried out in the Red Room. Each classroom now holds a 70" interactive panel that will only enhance and extend the children's learning opportunities.

As recorded in the Health and Safety Committee's report 2021, the playground to the front of the school posed numerous health and safety concerns. This was initially raised in February 2021 and has thankfully been addressed. EA completed the grounds work on this project in April 2022 and the playground was reopened shortly thereafter.

Finance

The Board of Governors is responsible for the use of funds allocated to the school by the Education Authority. The school receives money from the Department of Education on an age weighted pupil unit basis and on the number of pupils in the school.

The Governors, in partnership with the principal are responsible for managing this delegated budget, held centrally by the Education Authority.

The school budget is robustly monitored by the Principal and the Finance Committee of the Board of Governors. Regular Governor Finance meetings ensure that the school is resourced in keeping with the priorities of the School Development Plan and the school's financial position

The Common Formula Budget available for 2021-22 was £195,686. This is supposed to cover staff salaries, utilities, school repairs, equipment and resources. Unfortunately, the school's basic running cost total is more than the amount provided in the Common Formula Budget and therefore the school continues to increasingly face a deficit position.

Financial Summary for the Financial Year 2021-22

Common Formula Budget	2021-22	£ 195,686
Total Planned Expenditure	2021-22	£ 203,188
In year Surplus/Deficit	2021-22	£ -7,503
Carryover from previous year	2020-21	£ -15,973
Projected Total inc. Surplus/Deficit	2021-22	£ 226,664
Total Final Expenditure	2022-22	£219,154

In addition to the Common Formula Budget the school was also awarded monies to help relieve the financial and educational pressures placed on the school due to the ongoing pandemic. All funding was spent according to the guidance provided by DE and EA.

Fundraising and Charitable Donations

Parents and carers contribute to the School Fund which pays for the children's daily snack and enrichment activities, art and craft resources and visitors to the school, as permitted in accordance with ongoing restrictions.

The children and their families participated in fundraising events throughout the year. These included; silly sock days, Cash for Clobber, Christmas fundraising bundles, Christmas ballot, Get Fit Feb, Happytown fundraising event and a Night at the Races to name a few.

Trinity Nursery School is extremely grateful for an anonymous and extraordinarily generous charitable donation of £2,000. This donation alongside the fundraising effort raised this year was used to replace the outdoor play equipment in the playground to the front of the school.

The school has also continued to support the local charity Children's Cancer Fund via their annual Hats and Shades Day.

In May 2022, Trinity Nursery School took part in the Elmer's Big Belfast Trail and pledged to raise £1,000 for the NI Hospice over the next year. We kicked off fundraising by decorating over our own little Elmer and held an odd socks day to celebrate.

Thanks to Trinity Staff Team

The Governors are extremely grateful to our Principal and staff team for their work in continuing to promote the aims of our school and the provision of high-quality learning to the children.

We value the work and commitment by each team member without whom Trinity Nursery School would cease to function smoothly and efficiently.