



Cedar Integrated Primary School and Nursery Unit

Annual BoG Report 2022/2023

Ratified

27 October 2023

Dear Parents/Carers,

Each year, the Board of Governors formally reports to parents. The Annual Report is circulated to all families in Cedar Integrated Primary School and Nursery Unit and summarises the work and achievements of our school during the periods indicated.

Should you wish to respond to the report which follows or wish to seek further clarification on any points raised, please write to:

Mrs Shemaine Kerr
Chair of Governors
Cedar Integrated Primary School
29 Kilmore Road
Crossgar
BT30 9HJ

Thank you,

H Crichton
Principal

2022/2023 Board of Governors' Annual Report

This Report will cover the periods:

- The financial year 1 April 2022- 31 March 2023.
- The school year 1 September 2022 - 30 June 2023.

1. Organisation and Management

The Board of Governors has overall responsibility for the management of Cedar's affairs. The full Board of Governors met on six occasions during the year. In addition, sub committees met to deal with issues relating to finance, appointment of staff, salary review, teaching and learning, school development and sites, premises, and safety.

Board of Governors

The Board of Governors for the period this report relates to, was as follows:

Name	Status	Term
Shemaine Kerr	Chair Foundation Past Parent	October 15- October 2019 Extended
Orla McCormick	Foundation Parent	March 17- March 21 Extended
Rory Miskelly	Foundation Parent	January 20- January 24
Sonya Carter	Foundation Parent	January 20- January 24
Helen Bready	Vice Chair Trust Foundation Previous DENI Rep	September 21-August 25
Jim Hamilton	Trust Foundation Previous DENI Rep	Nov 16 - Nov 20 Extended
Gavin McGrattan	DENI Rep Approved March 23	June 17- June 21
3 X DENI Rep Vacant Waiting on information from DE		
Jonathan Walsh	Parent	June 17-June 21 Extended
Neil Magowan	Parent	June 17-June 21 Extended
Tim Jackson	Parent	March 20-March 24
Clare Jones	Parent	March 20-March 24
Melissa Patterson	Parent	March 20-March 24
Danielle McGreevy	Teacher	September 20 - August 24
Suzanne Marner	Teacher	September 21- August 25
Hilary Crichton	Principal Secretary	

1. Responsibilities of Governors

The following areas of responsibility were dealt with by the Governors:

Finance

- The school's accounts 2022-23 were prepared by the school bursar and approved by the full Board. David Lyttle & Co Certified Accountants were appointed as auditors in line with the Financial and Audit Arrangements for Grant-Maintained Integrated Schools. Please find attached Appendix A which summarises our financial position. The External Audit was completed on 01.06.23 and was ratified by the BoG on 13.06.23.
- An Internal Audit was completed by McDonald O'Neill on 13.03.23 and emailed to Governors on 28.03.23 and was ratified by email. A signed copy was emailed to the auditors who forwarded it to the Education Authority before 31.03.22.
- The school complies with EA Guidance with different firms completing our Internal and External Audit: McDonald O'Neill (**Internal**) David Lyttle & Co (**External**).

Governors

- Governors have the opportunity to attend a number of online courses run by the Education Authority e.g. Child Protection & Safeguarding. NICIE also support Governors e.g. Governance Seminar. Training schedules are emailed to Governors each term.
- H Bready put her name forward for EA'S Governor Focus Group on 06.10.22.
- BoG meeting changed from 18.10.22 @ 7pm to 11.11.22 @ 3pm to comply with industrial action and allow teachers to attend. This proved to be difficult for other Governors to attend. Therefore, it was agreed to hold one meeting a term at 7pm and one at 3pm.
- Cedar received Formal Minute of Appointment that Mr Gavin McGrattan was appointed a DE Representative on Cedar's BoG on 15.03.23.

Office Bearers

Chair of the Board of Governors - Shemaine Kerr

Vice Chair - Helen Bready

Treasurer/Responsible Officer - Gavin McGrattan

Committees

Staffing and Finance

Gavin McGrattan (Chair)

Shemaine Kerr

Helen Bready

Orla McCormick

Rachel Bennett (VP)

Teaching and Learning

Sonya Carter (Chair)

Danielle McGreevy

Clare Jones

Jonathan Walsh

Nursery

Melissa Patterson (Chair)

Suzanne Marnier

Sites, Premises and Safety

Jim Hamilton (Chair)

Rory Miskelly

Neil Magowan

Jake Fitzpatrick (Building Supervisor)

Parents' Council

Tim Jackson

The Principal is a member of all sub-committees.

Staffing and Appointments

To deliver the curriculum effectively, the Board of Governors employ a Principal, seven class teachers, a Nursery teacher, twenty-one classroom assistants and four auxiliary staff.

Teaching Staff- September 2022

- Nursery Mrs Suzanne Marner (Joanna Haugh)
 - Primary 1 Mrs Danielle McGreevy
 - Primary 2 Mrs Linda Magee
 - Primary 3 Mrs Kathryn Glover
 - Primary 4 Mr Daniel Watson
 - Primary 5 Mrs Tricia Mailey
 - Primary 6 Mrs Carol O'Sullivan
 - Primary 7 Miss Rachel Bennett
 - Principal Mrs Hilary Crichton
-
- HC met all teaching staff to review and discuss job descriptions and key responsibilities.
 - Permanent Teaching Posts
 - **VP, Assessment and ICT Co-ordinator: Miss Bennett**
 - **SENCo/LS Co-ordinator and Music Co-ordinator: Mrs Glover**
 - **Head of KS1: Mr Daniel Watson**
 - One-year posts for Co-ordinators (2022/23) were appointed.
 - **Numeracy Co-ordinator: Mrs Mailey**
 - **Literacy Co-ordinator: Mrs O'Sullivan**
 - **Nursery:** Mrs Suzanne Marner was seconded to EA from October 2022 and Mrs Joanna Haugh took over the post in the Nursery.
 - In January, Mrs Mailey took over teaching P6 as Mrs O'Sullivan was recovering from surgery. Mr Daniel Dorrian took over teaching P5 from January until May 2023.

Non-Teaching staff

Karen Chambers	School Secretary
Jake Fitzpatrick	Building Supervisor
Bronagh McGrattan	Classroom Assistant (C/A) P1
Lana Carlisle	Classroom Assistant (C/A) P2
Moira Jackson	Learning Support Assistant
Trudy Hamilton	Learning Support Assistant
Suzanne Chaddock	Classroom Assistant - SEN
Kevin Houston	Classroom Assistant - SEN
Kyra Smith	Classroom Assistant - SEN
Lilia Mason	Classroom Assistant - SEN
Cara Ashe	Classroom Assistant - SEN
Suzie McCully	Classroom Assistant - SEN
Emma Hamilton	Classroom Assistant - SEN
Leanne Spick	Classroom Assistant - SEN
Ann Quinn	Classroom Assistant - SEN
Libby Maloney	Classroom Assistant - SEN
Zenas Amparado	Classroom Assistant - SEN
Rachel Pentland	Classroom Assistant - SEN Maternity September- April

Kathy Cardy	Classroom Assistant - SEN
Rebecca Carberry	Classroom Assistant - SEN
Anne Jackson	Classroom Assistant - SEN
Linda McGrath	Nursery Assistant/ Cleaner
Gary Carson	Nursery Assistant
Dolores Masterson	Catering Assistant
Wendy Walker	Catering Assistant
Cleaning Contractors	Reflections Cleaning Agency

Admissions and Religious Balance

School admissions and religious balance for September 2022 were as follows:

YEAR	MALE	FEMALE	TOTAL
Primary 1	13	15	28
Nursery Class	19	11	30
YEAR	Protestant	Catholic	Others
Primary 1	5	17	6
Nursery Class	10	10	10
Whole school	69	95	65

Cedar Nursery Unit received a Temporary Variation in enrolment numbers by DE from 26 to 30 pupils for 2022-23. An additional classroom assistant was employed for the morning session.

Admissions for September 2023: First preference applications

Nursery	26	24 Target Age pupils and two underage pupils.
Primary 1	31	Temporary Variation for one year.

Cedar's IPS received permission from DE for a Temporary Variation in enrolment numbers for 2023-2024 from 30 to 31 pupils. an additional assistant will be employed for 15 hours per week.

Summary of Curriculum Policy

The curriculum reflected the aims and objectives of our school and conformed to the statutory requirements of the Education Reform Order (NI) 1989 and the 2007 Education Order.

2. Principal's Report

Staff

During 2022-23 academic year, Industrial Action Short of Strike and Strike Action was stepped up. In addition, EA and the Teaching Unions still had to agree on teachers' Workload Assessments. Teaching staff were given individual Directed Time Budgets depending on their role in the school.

Schooling Post COVID

2022-23 saw a welcome return to normal school practice.

School Day

Drop off

- The school day now begins at 8:55am and the break time has been reduced to 10 minutes thus balancing our earlier finishing time on a Friday at 2:00pm.
- Meet and Greet happens between teachers and pupils between 8:45-8:55am.

Timings:

- Break: P1-3 @ 10:20-10:30 am
- Break: P4-7 @ 10:35-10:45 am
- Lunch: P1-3 Eating @12:00/12:10-12:30 Play@12:35-1:00pm
- Lunch: P4-7 Playing @12:15- 12:35pm Eating @12:35-1:00pm

Pick Up

P1-2: @ 2:00pm

P3: Autumn 1 Term @2:00pm.

Autumn 2 Term: Monday @3:00pm and Tuesday- Friday @2:00pm

Spring Term: Monday and Tuesday @3:00pm and Wednesday- Friday @2:00pm

Summer Term: Monday - Wednesday @3:00pm, Thursday and Friday @2:00pm

P4-7: Monday- Thursday @ 3:00pm and Friday@ 2:00pm

School Development Plan: 2019-2022

- The normal 3-year cycle of a School Development Plan (SDP) has been completely halted by COVID and Industrial Action. Staff felt that one-year School Development Plans were more effective in targeting actions for improvement.
- 2019-2020: was interrupted by the first lockdown. The 3-year plan was halted.
- 2020-2021: The Evaluation of the School Development Plan for 2020-21 was ratified by BoG on 20.09.21. The school year was again disrupted by a second lockdown. Summer 2021 allowed staff to assess the impact on pupil achievement and determine a new baseline.
- Action and Outcome Plans for 2021-22 were compiled by Co-ordinators. Core subjects had a number of targets and non-core were set one target.
- 2021-2022: A one-year SDP is being devised to address the immediate implications of COVID and was ratified 30.11.21.
- Co-ordinators completed a Mid-Year Review of Action and Outcome Plans in January 2022.
- Core Co-ordinators were allocated time to monitor planners and complete a Book Look in January and May 2022.
- Homework Questionnaire for parents/carers was emailed to families on 25.04.22.
- Annual Board of Governor's Report 2020-2021 was ratified by BoG on 20.09.2022.
- A one-year SDP Plan was devised for 2022-23, but Industrial Action by all teaching Unions halted all work identified in Action and Outcome Plans.
- Action and Outcome Plans for 2022-23 will be carried over to 2023-24.
- Long term Industrial Action will have a significant impact on aspects of school improvement.

Teaching and Learning

- Teachers have reviewed planners and taken on board the view that topics need to be relevant, broad and local. Due to time constraints some topics needed to be "smarter",

integrate ICT and ensure the coverage of statutory requirements in the World Around Us.

- Teachers were allocated a day prior to the next set of mid-term planners to amend their planning. Due to Industrial Action this has not been monitored.
- Teaching Unions directed teachers not to share their mid-term planners, or to co-operate with monitoring pupils' books or observations.
- Co-ordinators could not monitor planners, book scoops or have Collegiate Book Discussions, or carry out Learning Observations or Trusted Colleague Network.
- Assessment for Learning had been identified as an area that was not consistent across the school. Teachers were beginning to re-introduce all the excellent strategies embedded before COVID. This has not been monitored due to Industrial Action.
- Again, due to Industrial Action, Co-ordinators were directed not to produce evaluation reports in Summer Term 2023.
- Annual Pupil Reports were distributed to families on 16.06.23.
- Action and Outcome plans are on hold and will be carried over to the coming academic year.

Communication

- Primary 3-7 pupils have access to Spelling Shed.
- Time to Read' was re-introduced with two volunteers from the business community volunteering to read with pupils weekly and help develop pupils' comprehension skills.

On hold due to Industrial Action and COS off school from January-Mid May 2023

- CBD, Book scoops, Monitoring of Planners and Learning Observations focusing on Grammar, Writing type and Dyslexic strategies used in the classroom were put on hold.
- Interviews with pupils regarding Literacy lessons questionnaires on non-fiction texts on the variety, range and interests did not take place.

Literacy Support: Dyslexia: Link to UICT and SEN.

- All staff were upskilled on relevant Dyslexic Tools- such as Immersive Reader, Voice to Text, Colour Veils etc.
- Classroom assistants completed Dyslexia Awareness Course by Microsoft Education Centre.
- Teachers completed Dyslexia Teaching Course by Microsoft Education Centre.

Testing

- All pupils in KS1 and KS2 sat NGRT and NGST assessments in September 2022(A), midpoint (B) and again in June 2023 (C).
- All pupils in KS1 and KS2 sat PTE mid-point testing in December 2022/January 2023 and again in June 2023.
- Target pupils identified in June 2023 for support beginning in September 2023 and to be reviewed at mid-point testing in December/January using NGRT.
- Dyslexic Screener - P3 and P5 test every year to identify pupils in need of additional support.

Results

Dyslexic Screener

- P3 and P5 completed the Dyslexic Screener to identify pupils with dyslexic traits.
- Dyslexic Gold online programme was purchased to target pupils in KS2.
- Target pupils in KS2 received support from T Hamilton using programmes such as Toe by Toe and creative/practical spelling strategies.

- Staff recognised that a number of strategies needed to be implemented such as practical spelling strategies, positive mindset, Voice to Text and Dyslexic Gold to see improvement.

Progress Test in English: Stanine Bands

- 48% of pupils performed in Bands 1-3 in P3 (Year Entry 2021).
- There was a positive movement trend within P4 (Year entry 2020): 74% in Band 1-3 in 2022 moved to 48% in 2023, 13% to 26% in Bands 4-6 and 13% to 26% in Bands 7-9.
- P7 (Year Entry 2017): 44% of pupils in Bands 1-3 in 2022 moved to 12% in 2023, 22% to 12% in Bands 4-6 and 33% to 77% in Bands 7-9.
- There were also negative movement trends in P5 (Year Entry 2019): 25% in bands 1-3 in 2022 moved to 36% in 2023, 13% in 4-6 moved to 26% in bands 4-6 and 67% in 7-9 reduced to 40%, and P6 (Year Entry 2018) 31% in bands 1-3 in 2022 increased to 45%, 24% in band 4-6 to 17% and 45% in bands 7-9 reduced to 38%.
- All Classes were within or above the average range. P3 - 98.1, P4 - 95.3, P5 - 100, P6 - 98.7 and P7 - 111.

Progress Test in English: Content Categories

- P7 (Year Entry 2017) performed above the national average in all categories.
- P4 (Year Entry 2020) performed below in all categories.
- There was no significant difference for any class (lowest being -10% below national average for P4 in Spellings and Narrative).

Progress Test in English: Comprehension Categories

- P7 (Year Entry 2017) above the national average in all categories.
- Almost all other categories below for all other classes.
- No significant differences though (-10% lowest for P4 (Year Entry 2020) Retrieval and Simple Inference).

Resources

- Subscription to Spelling Shed was purchased for classes P3-P7@ £110.56 this was renewed from March 2022 to March 2023.
- KS2 teachers were given access to the Literacy Shed Plus subscription @ £74.19.
- Dyslexia Gold was purchased for KS2 pupils at a cost of £450 plus VAT who were flagged up from the dyslexic screener as showing as an C, D or E on the Dyslexia Scale (Mild - Severe Dyslexia).
- T Hamilton restructured the library to ensure there are well defined sections and easy access for all pupils- especially the non-fiction collection of books. E Hamilton ensured that the interior of library was visually more appealing and comfortable at a cost of £1,282.45. P7 School librarians continued to monitor and maintain the library.
- Classes embedded links with community libraries. P4 and P6 visited Killyleagh Library and P5 and P7 had fortnightly visits from the Mobile Bus Library.

Using Mathematics

- Although staff tried to increase the teaching of Problem-Solving in 2021-22, this was not consistent. Problem-solving strategies were still an area for improvement in 2022-23.
- Results from the staff questionnaire showed that teachers felt there were a lack of resources and practical materials to help children's understanding in certain areas of the curriculum. New learning resources were purchased in 2020 to promote Problem

Solving within the school. Staff need time to familiarise and incorporate these resources into their planning.

On hold due to Industrial Action

- CBD, Book Scoops, Monitoring of Planners and Learning Observations focusing on Practical Math and Problem-Solving classroom were put on hold.

Numeracy Support: Dyscalculia: Links to UICT and SEN.

- We had hoped to upskill staff in Dyscalculia awareness and how to help these children understand more through the use of practical materials.
- A screener completed with children in P3-P7 identified several of our children who had difficulty completing number problems.
- Staff were encouraged to implement the use of Maths Recovery strategies into classroom practice.

Testing

- All pupils in KS1 and KS2 sat PTM mid-point testing in December 2022/January 2023 and again in June 2023.
- Target pupils identified in June 2023 for support beginning in September 2023 and reviewed at mid-point testing in December/January using NGRT.
- Dyscalculia Testing carried out in P4 and P6 to identify pupils in need of additional support.

Progress Test in Mathematics: Stanine Bands

- All classes have the majority of pupils in Bands 4-6
- Most classes have a positive movement through the bands.
- P5 (Year entry 2019) should be monitored as there has been a negative movement for pupils in bands 4-6 to 1-3 (8% in 1-3 2021 and 2022, 16% in 2023)
- Significant positive movement from Bands 4-6 to Bands 7-9 for P4 (Year Entry 2020): 9.7% up to 22.5%, P6 (Year Entry 2018): 16.6% up to 27.5% and P7 (Year Entry 2017): 15.4% up to 42.3%.
- Mean scores for all classes within the average range. P5 and P7 above 100, P3, P4 and P6 above 99.

Progress Test in Mathematics: Content Categories

- Measures should be monitored with 3 classes (P4, P5 and P6) slightly below the national average.
- P6 (Year Entry 2018) remain below in all 4 areas.
- P7 Year Entry) above in all 4 areas.

Progress Test in Mathematics: Processes

- 4 classes performed below the national average in Fluency, Facts and Progression (P3= 14%, P5= 2%, P6= 5% and P7= 2%).
- P6 (Year Entry 2018) below in all 4 areas.
- 2022/23 had a focus on Problem Solving and progress has been made by almost all classes in this area. Only P5 and P6 remain below the national average, but both classes have seen an increase. P7 were -5% last year and scored 27% above in 2023.

Using ICT

- Joel Miles is currently completing a Foundation Degree in Computing at the Downpatrick Campus of South-eastern Regional College. As part of the second year, he was required to complete a 12-week work-based learning placement starting in January 2023. This was a 400-hour placement where he was required to attend college on a Monday and attend the placement from Tuesday to Friday. Joel worked

under the guidance of Rachel Bennett as an ICT Technician and developed a coding and e-safety workshops for pupils.

- A Promethean ActivPanel v9 EU 75" with height adjustable stand to allow easy access for our P1 pupils was delivered on 06.03.23 and installed on 08.03.23. This is the newest model that has just come onto the market.
- Cedar IPS was one of 21 schools who piloted EdIS - NAACE Self Review Framework - which is now available for all schools. Leaflet emailed (01.03.23). RB put a substantial amount of work into completing our ICT review which will go on to develop our ICT capacity.

On hold due to Industrial Action

- The E-Safety, Acceptable Use of ICT and Digital Media Policy was ratified in April 2021. As part of a new Policy, the Golden Rules for Internet Safety at Cedar were agreed by Governors and Staff. This policy will be updated in 2023/24.
- Topics and content have been agreed and adapted to ensure greater curriculum coverage with meaningful cross-curricular links with UICT during 2022-23 but due to Industrial Action this could not be monitored.
- There is a need to establish a baseline curriculum map to gain insight into our current UICT position post-Industrial Action.
- Tracking progression in Desirable Features and in turn supporting staff with training.
- Not possible to do due to ASOS.
- There have been no CCEA Tasks completed or assessed since 2018/19.

E-Safety

- A line of progression in teaching E-Safety has been developed and embedded.
- Project Evolve was used to give an accurate baseline/progression position for pupil understanding of E-Safety. Staff feedback indicated that while some of the lessons were worthwhile and should be used alongside SCARF and other resources, the baseline tool proved to be confusing for most children and therefore was not giving accurate results.

SEN Support

- Dyslexia: Link to Communication and SEN.
- Dyscalculia: Links to Using Mathematics and SEN.

Special Educational Needs (SEN) SENCo/ Learning Support Co-ordinator= Kathryn Glover

DE Funding	
Engage Funding: Primary	Term 1= £3,690.00 Term 2= £4,016.00 Term 3= No funding
SEND Funding	£18,314.00- Financial Year

Number of pupils on the SEN Register: 41

Percentage of pupils with SEN from the whole school population: 19.5%

Number of pupils currently at each stage of the Code of Practice:

1SpEP = 17

2SpEP = 8

3SpEP = 15

Number of pupils on the Medical Register = 64

11.5% of pupils are entitled to Free School Meals (Data - June 2023)

- The SENCo/LSC liaised with outside agencies, arranged the completion of relevant paperwork and ensured that staff and parents were kept updated regularly.
- Tracking grids show progression, detailing level of support, agency involvement and performance against set targets.
- The recording and storing of all SEN information on SIMS (School Information Management System) is well embedded.
- Educational Psychologist: 5 pupils discussed - Three referrals accepted and assessed in the primary school. Two pupils discussed and assessed in the Nursery Unit, with one additional parent referral.
- When teaching staff were on strike, all Classroom Assistants completed Special Needs training online.
- All staff have completed Dyslexia Training. All classes now have overlays (used regularly) highlighters and use of visual cards to aid teaching/learning of high frequency words. KS2 pupils continue to use Dyslexia Gold.
- Dyslexia Gold programme was purchased and used daily by several pupils in KS2.
- Neurodiversity week- PowerPoints/activities for pupils to help learn about ASD, ADHD and Dyslexia.
- Accessibility planning has been a huge undertaking by the SENCo and BoG. Accessibility Plan Working Group was put in place this year. All teachers' views were sought with around 15 other staff/parents asked for feedback. This feedback fed into the action plans with short-, medium- and long-term actions.
- KG and DW attended PLP Phase 2 training over two days at EA in Dundonald.
- New IEP format for the year 2023-24 will encompass a pupil voice and some of the language in the PLP - expected outcomes etc. This new format will start from September 2023.
- Further work has been completed on how we keep and display medical information.

In School Learning Support

Literacy FS/KS1 Support: Moira Jackson

- Term 1: Mon-Fri (am) P2- 6 pupils (25mins daily), P3- 6 pupils (25 mins daily), P4- 5 pupils (25 mins daily), 4 pupils (25 mins - 3 times a week).
- Term 2: P1 booster sessions 6 pupils, P2- 6 pupils (25 mins daily), P3 - 6 pupils (25 mins daily), P4- 6 pupils (25 mins - 3 times per week), 2 pupils - individual 3 times weekly.
- Term 3: P1 booster sessions 6 pupils' P2- 6 pupils (25 min sessions daily), P3 3 pupils (25min sessions daily), P4- 7 pupils (3 times weekly 25 mins,) 2 pupils (individual - twice weekly).

Numeracy KS1 Support: Moira Jackson/Lana Carlisle

- Term 1: P4- 7 pupils four times a week (pm 2-3.00)
- Term 2: P3- 2 pupils twice a week 2.00-3.00pm; P4- 7 pupils twice a week (2-3.00pm)
- Term 3: P3- 2 pupils twice a week 2.00-3.00pm; P4- 7 pupils twice a week (2-3.00pm)

Nurture Support- Moira Jackson

- 12 pupils across KS2 throughout the year supported.
- 4 pupils in KS1
- 1 pupil in FS.

Engage: KS2 SEN/Target/Learning support- Trudy Hamilton

- Term 1: Literacy and Numeracy Support -3-4 sessions per week P5- 9 pupils, P6- 5 pupils, P7- 10 pupils. Various areas targeted e.g. Spelling, organisation, comprehension, measures, phonics, HFW etc
- Term 2- (Flexible timetable due to Literacy and Numeracy support - 3-4 sessions per week P5-9 pupils P6-9 pupils P7- 9 pupils. Some changes in pupils attending.
- Term 3 - No funding allocated by EA.

Outside Agency Support

- EA: Literacy Support
- EA: AAIS
- EA Behaviour Support
- RISENI support.

Areas for Development

- Implementation of SEND Act (NI 2016).
- Review of SEN Policy.
- Implementation of Cedar's Accessibility Plan.

Nurture

DE Funding

September- December 2022= £2,367.60

January- March 2023= £1,957.22

- Healthy Happy Minds Project- Space Counselling - five sessions once a week for 11 weeks between September and December and for 10 weeks between January- March 2023- counselling support providing Talking, Art and Play Therapy, 1:1 or in small groups depending on the need of the pupils.
- Continuation of Nurture support (M Jackson) meeting specific meet of individual pupils (All year).
- Hi-Performance Consultancy Workshop for P7: £365.00
- All classes have embedded well-being strategies e.g. meet and greet pupils in the morning.
- Weekly wellness sessions to be embedded including the Calm Plan technique, use of level 5 pigeons in classrooms (follow on from trial in P1-P3 Summer term '21). Staff are implementing the 5 areas to aid calmness - giving choices, expressing interest, safe outlets for stress, self-soothers & modelling behaviour. Use of L1-5 pupil resources with individual pupils to aid understanding.
- All classes have calm areas/tents and 'fiddle toy' boxes. Clear rules in place to use areas - timers etc.
- Almost all the children know strategies which promote self-regulation, and these were also shared with parents/carers.
- The use of the outdoor learning continues to help with emotional regulation - use of Daily Mile in KS2 and forest/outdoor learning across the school.
- Almost all targeted pupils are now presenting with less SEBW difficulties.
- Staff received training on Sensory Circuits in August 2022.
- Roots of Empathy Programme with P4 pupils was halted after Christmas as Mrs O'Sullivan was absent from school following surgery.

Areas for development:

- As a school, we feel that a lot of our nurture practice is well embedded in line with the needs and wants of the pupils.

Resources

Sensory Room Cost= £1,939.81

World Around Us (WAU)

Visitors

- NI Water P3
- Arc 21 - Waste workshops P6 &7
- The Active Learning Co. - Stone Age Workshop - P5
- SENTINUS Workshop on Flight - P3, P4 and P6
- The Active Learning Co. Viking Workshop - P6

- Jacob's Butterfly Effect lessons incorporated into planning.
- Regular use of the Outdoor classroom.
- P2 continued with Picker Pals litter picking programme.

Areas for development

- Ensure progression of STEAM skills through the Key Stages.
- Continue to further develop enquiry-based learning making use of forest, pond, river areas.

Resources

- Resources in FS for WAU need to be replaced.

P.E./Coaching/Tournaments

Gaelic

- AB Coaching funded by Teconnaught GAA to develop pupils' Physical Literacy Skills during Term 1 and 2.
 - P1-3: Monday from 10:30- 12:15
 - P4 and 5: Wednesday 11-12:00
 - P6 and 7: Friday 11:00-12:00
- Cedar entered 3 teams (53 KS2 pupils) in a Gaelic Tournament hosted by Teconnaught Gaelic Club on 09.06.23.
- History was made at this tournament as our boys' team brought home the first ever Gaelic Tournament Cup to Cedar.

Swimming- Monday from 9:30am - 10.00am at Downpatrick Leisure Centre.

- P7 swimming sessions ran from 14.11.22- 09.01.23.
- P6 swimming sessions ran from 16.01.23- 06.03.23.
- P5 swimming sessions ran from 13.03.23- 03.04.23.
- P4 swimming lessons ran from 22.05.23-26.06.23.

Soccer

- Cedar fielded three soccer teams at a Football Tournament held at Kilmore Pitches on 31.03.23.
- Two soccer teams comprising P5 and P6 pupils took part in a Fun Primary School Festival at Assumption Grammar School on 19.05.23.

Rugby

- Pupils from P6 and P7 participated in a 3-week block of after school rugby coaching organised by Ballynahinch RFC from 13.03.23.

Netball

- After-school Netball club began on 06.03.23 led by classroom assistant Rebecca Carberry.
- On 21.04.23 pupils from P6 and P7 participated in a Netball Tournament held in Down Leisure Centre, alongside teams from local schools organised by Down Netball Club.

- P5 and P6 were to receive Netball Coaching from Community Good Relations Coordinator. However, this was cancelled due to funding cuts at Netball NI.
- Cedar's P6 netball team took part in a non-competitive game on 24.05.23 at Our Lady and St. Patrick's Primary School in Downpatrick.
- Cedar is affiliated with NetballNI during the summer term 2023 at a cost of £75.00.

Cricket

- P4 & P5 started 6 weeks of cricket coaching from the Northern Cricket Union (NCU) on 18.04.23. The coaching was organised through Saintfield Cricket Club.

Hockey

- P1-3 received hockey coaching for 4 weeks by AB Coaching from 10.05.23.
 - Carol O'Sullivan (T) and Cara Ashe (C/A) will complete hockey training with Ulster Hockey on 24.08.23 at a cost of £30.00.

Delamont Outdoor Activity Centre

- Primary 7 completed their residential to Delamont Outdoor Centre from 25.04.23-28.04.23.

Sports Day

- Sports Day was held on 15.06.23.
 - P1 / P2: 9.15 am to 10.30 am
 - P3 / P4: 10.30 am to 12.00 pm
 - P5 - P7: 1.00 pm -3.00 pm
- Sports Day was a fantastic success with lots of sunshine, happy children and families. Lots of different activities were on offer to suit all abilities, alongside themed games usually associated with different traditions.

Areas for development

- Ensure that coaches are only booked in line with the action plan and are of a high quality to upskill staff.
- Purchase replacement goal posts.

Music

- £2,250.00 received 06.09.22 from Ulster Scots Agency to fund drums and piping sessions in school over the full academic year.
- Cedar's KS2 Choir took part in the Peace Proms on 26.02.23.
- The Co-ordinator was able to successfully source music tuition for a variety of instruments. During the year, 16 pupils had guitar lessons and 12 had ukulele lessons.
- KG took P5 pupils for a half term, as they learned to play the hand bells.
- Our EA brass tuition ceased in January 2022.

Areas for development

- The Co-ordinator is trying to source more music tuition in another instrument as the provider has been excellent.
- Trialling Charanga music resource as a whole school music programme in several classes to see if it aids non-specialists through the resources provided.

Resources

- New seating, tables and storage in the Music Room at a cost of £1,532.62.

Outdoor Learning

- The Nursery Unit was able to purchase climbing frames with additional funding from school funds. Installation was completed during the Autumn Term 2022.
- The Outdoor Classroom was fully functional by the Autumn Term.
- The outdoor learning resources are stored in the in the storage area adjacent to the Outdoor Classroom.
- Each class was timetabled for a outdoor sessions in the Forest each week, which staff stuck to unless the weather was really inclement.
- Resources include strings for tents, tarpaulins, and hammocks.

Previous Areas for Development

- Adapting planners/lessons to continue to make more use of the outdoors and to avail of the Outdoor Classroom.

Resources

- Develop lessons and resources such as tools for building.

RSE

- SCARF programme was again purchased from Coram for P1-P7 at a cost of £450.00 including VAT in December 2022. The programme is becoming well embedded.
- Staff have modified the RSE content to be age appropriate at Cedar.
- The NSPCC PANTS programme is embedded in P1-P4 RSE curriculum.
- Information letters were sent to parents/carers informing them of the content of the RSE lessons. RSE lessons began during the summer term.

Areas for Development

- Scarf Training for Teachers on 23.08.23.
- Training to be given to parents on teaching of SCARF in Autumn term.
- Develop LGBT+ policies that are age appropriate at Cedar.

Resources

- Purchase of SCARF programme annually.

RE/Integration

- The PDMU content from CCEA include themes of Self-Awareness (1), Feelings and Emotions (2), Learning to Learn (3) and Health, Growth and Change (4), Safety (4a), Relationships (5), Rules and Rights and Responsibilities (6) and Learning to Live as Members of the Community. Staff believe that the PDMU and E-safety content in the SCARF scheme covers the PDMU requirements and is pupil friendly and more relevant than the older NI resource.
- The only unit that teachers have been required to use in the CCEA resource is the theme of "Similarities and Differences (8) which is specific to the Northern Ireland context.
- Class Assemblies were re-introduced to the whole school.

Areas for Development

- HC, RB and KG met with Mary Potter (NICIE Associate) on 30.05.23 to plan staff training, completing an audit as we work towards applying for Excellence in Integration Education Award. Cedar last received the award 5 years ago. NICIE facilitated Integration Training for the whole staff on 22.08.23.
- Re-focus on Cedar's integrated ethos in assemblies and in teachers' planners.

- NICIE and IEF have created a Working Group to develop a Religion Scheme for Integrated Primary Schools, of which the Principal is a member. Cedar will review the proposed content e.g. world religions. This was an area that staff had previously identified. The content will be published in due course.
- Re-introduce Class Assemblies where families are welcomed into school to watch.

Previous Areas for Development

- Increase the range and diversity of books in the school library about 'Differences'.
- Arrange for Anthony from Sign Source Learning to take Sign Language classes (initially Key stage 2).
- To increase the variety of resources for teaching World Religions.

Nursery

DE Funding	
Engage Funding: Nursery	Term 1= £1,664.00 Term 2 = No funding
Getting Ready to Learn	£400.00

Nursery

- Nursery home visits were suspended in August 2021 and families visited the Nursery individually in August 2022.
- Mrs Suzanne Marner started her secondment to EA on 01.11.2022.
- Mrs Joanna Haugh then took over on 03.11.22. Mrs Haugh made a special introductory card with details about herself along with a small fidget toy for each child.
- Parent/teacher meetings took place in November after Mrs Haugh had got to know the children.
- Engage IV funding provided Speech and Language sessions by a qualified SLT, once a week for 3 hours costing £1,255.00.
- Staff continued to use Seesaw to communicate information/photos/videos with parents and share activities/ stories linking in with learning in Nursery.
- Nursery families enjoyed The Big Bedtime Read on 22.11.22.
- A new play frame was installed in the Nursery playground. This has multiple climbing and hanging opportunities for the children and also provides a sheltered play area underneath to allow children to use in all weathers.
- A skip was ordered to dispose of several broken items in the Nursery on 24.02.23.
- A new outdoor painting easel was ordered for Nursery at a cost of £193.95.
- Getting Ready to Learn funded an Information Session on 'Happy Healthy Me, Education Works and Learning Through Play'. There then followed a Stay and Play Day at the Nursery with parents/carers from home on 16.03.23.
- The Nursery class had a Stay and Play session on 02.06.23 for the families of the pupils.
- New pupils for September 2023 attended an induction session in Nursery on either 12.06.23 or 13.06.23.
- The current Nursery pupils celebrated their Graduation on 23.06.23 (morning).
- Nursery had a number of visitors throughout the year - Wee Critters Interactive Animal Education
- Many of the tress in the Nursery Forest area had to be cut down due to Ash Die back.
-

Areas for development

- Induction of new staff members.

Resources

Paint Easel

Reading Chair

Mud kitchen

Awards/ Grants

- R Bennett successfully applied for an IEF grant " Integration through Heritage Programme- Our Shared History for £1,500.00.
 - Cedar History Project- Historian Callum Bowsie
 - CRIS presented 2 workshops on the troubles
 - Bus Tour of Belfast
 - Visit to the Titanic Museum.
- Mrs O'Sullivan successfully applied for an IEF 'Integration Through Sport Programme 2023' and was awarded £1,000.00 to pay for a company called 'Sport Changes Life' to run the programme.
 - P1-3: received hockey coaching sessions in May 2023
- IEF funded the creation of the Baroness May Blood Award for Community Activism. Cedar successfully applied to receive an award that we can then present within our school community annually.
- Mrs Trudy Hamilton (Learning Support Assistant) successfully applied for an IKEA grant for storage units for the Sensory Room totalling £405.00.

NICIE

- Lorna McAlpine continues to be Cedar's Link Officer at NICIE.
- The theme for Integrated Education Month 2023 in March was The Big Picture #IEM2023
- HC met with Mary Potter (NICIE Associate) on 27.04.23 to plan working towards applying for Excellence in Integration Education Award. This was followed by a meeting on 30.05.23 with the Principal, VP and K Glover to discuss the application process and to arrange Integration Training for all teaching, non-teaching and Governors on 22.08.23.

Assemblies

- P7 delivered a school assembly on Road Safety on 3.3.23.
- P4 performed a school assembly on Integration on 31.03.23.
- P6 Assembly on 12.05.23 was on the theme of Kindness.
- P3 Assembly on 19.05.23 was on the theme of Me and the World.
- P2 Assembly on 02.06.23 was on the theme of Here Comes the Sun.
- P5 Assembly on 12.06.23 was on the theme of Celebrating what P5 pupils have been thankful for this year.
- P1 Assembly on 16.06.23 was on the theme of Minibeasts.

Sacraments

- Amy Watson from Killyleagh IPS met with staff who prepare pupils at Cedar for First Confession, First Communion and Confirmation on 22.02.23. Staff planned the details of each sacrament so our joint services will include Cedar IPS, Killyleagh IPS and Glasswater PS pupils.
- The Rev. Fr Brendan Smyth visited Cedar on 03.05.23 to talk with the P4 pupils about making their First Holy Communion. This was the first time that Fr. Brendan has visited the school since COVID.
- Rev. Fr. Brendan Smyth was unable to preside over First Holy Communion as he had contracted pneumonia and was in hospital that week. The First Holy Communion service was presided over by Rev. Fr Mel Byrne from Crossgar Monastery on 12.05.23. It was a lovely service with 13 pupils from Cedar IPS, 4 pupils from Killyleagh IPS and one pupil from Glasswater Primary School. A big thank you to Mr Daniel Watson and Mrs Danielle McGreevy for preparing the pupils so well and Mrs Kathryn Glover for the beautiful singing from the joint school choir.

		Cedar IPS	Killyleagh IPS	Glasswater PS
23.03.23	First Confession	14	0	2
29.03.23	Confirmation	15	1	2
12.05.23	First Communion	13	4	1

Links with Integrated Primary Schools

- R Bennett led Cedar's participation in a "Peace Field"2 programme. In partnership with Killyleagh Integrated Primary School, we organised a fun, 6-aside competition on 21.10.22 at Killyleagh Football Pitch with P7 pupils.
- Due to a clash of dates, Cedar IPS was unable to enter a P6 football team into Cranmore IPS Tournament on 27.04.23, or enter netball and football teams into All Children's Tournaments on 26.05.23.

Links with Integrated Post-Primary Schools

- P6 visited Blackwater IC on 27.04.23, 04.05.23 and 11.05.23 and completed science, art and P.E workshops.
- P6 pupils visited Shimna IC on 05.06.23 for a Learning Activity Day.
- P6 pupils visited Blackwater IC on 21.06.23 for a P6 Taster Day.

Irish Language

- Irish languages classes for P1-P7 commenced on 16.11.22 funded by the Teconnaught History Project organised by Joe Kearney. Grainne Smyth is a retired teacher from Holy Family Primary School and came in each Wednesday from November 2022- June 2023 to take the sessions.

Ulster Scots

- Through Ulster Scots funding, 23 pupils started learning to play the pipes and drums and 7 pupils received certificates at a ceremony at Stormont on 25.05.23. A grant of £2500 was applied for and received to continue tuition.

Community

- HC resigned as the Chairperson of Crossgar Youth Club Management Committee in November 2021 after serving 10 years on the Committee and as Chair for 7 years. The Youth Club closed in July 2022.

- SERC: Primary Principal Meeting on 09.11.22 to investigate possible links.
- East Down Principals' Group - HC was appointed Deputy Chairperson on 19.10.2017 and stepped down from role of Chair on 06.12.22.
- Crossgar Badminton Club based at Cedar re-opened on 12.09.22.
- Organ Donation Week started on 26.09.22. P4 and P7 trialled new teaching resources for KS1 and KS2 on behalf of Public Health Agency.
- The Steenson Group held their annual Christmas Bazaar to raise money for Christmas decorations for the Crossgar Village on 09.12.22. Cedar hosted a bric-a-brac and Christmas Craft stall which raised £207.00 for school funds.
- A local resident Marisa Espeso has volunteered to be an IT Technician on a Thursday morning due to her previous links with integrated education.
- The Mobile Library Bus visited alternate Fridays and P5 & P7 pupils had an opportunity of selecting new books.
- HC met with the other principals in Crossgar Village, representatives of Kilmore Rec and member of the Alliance Party to discuss possible application(s) to enhance the sports facilities in the village which would benefit the local schools and various sports organisations in the village. A proposal for a MUGA pitch to be developed at Kilmore Rec had input from all the stakeholders. The Draft Heads of Agreement for YSYC Application was circulated to stakeholders and submitted.
- P5 made many links with the community linked to their Community topic. These businesses included: SuperValu, Costcutter Blind Envy, The Kit Room, Eurospar and Café 11a.
- The School Nurse attended the P1 Welcome Meeting on 09.06.23 to explain her role and the benefits of vaccinations.
- A workshop on Online Safety and Cyberbullying for P5 & 6 by the PSNI will take place on 28.06.23, following an incident online involving some P5 pupils.
- Thank you letters were sent to Eurospar for donation water and oranges and to SuperValu for funding KS2 medals for Sports Day.
- Thank you letters were sent to Bells Crossgar Motors (Eamon Bell), who kindly sponsored new football tops, McNaughton Blair who supplied a full football kit (Mr Mason), Fortior Insight Ltd (Jonathan Walsh) who generously sponsored new Sub Jackets and Pronto Distribution (Paul Cullen) supported girls' sport by sponsoring a set of Skorts.

Shared Education

- After many years of trying to access the Shared Education Programme, this year the Education Authority linked Cedar with St Colmcille's PS in Downpatrick as partner schools.
- HC met with Steven Austin (Principal) on 21.11.22.
- The funding is excellent for Teacher Professional Development, resources and the activities that the pupils can do together.
- We agreed to focus on practical teaching - Activity Based Learning (KS1) and STEAM (KS2).
- Mr Daniel Watson agreed to take on the led role for Shared Education.
- Staff from Cedar IPS and St Colmcille's PS in Downpatrick met on 11.01.23 to discuss our shared project.

- Daniel Watson and Christine Rooney, lead Shared Education Co-ordinator in St Colmcille's, held a Zoom Meeting with members of the Shared Education Team on 08.02.23. No funding for new cohorts in 2023-24 has been approved by DE to date.
- Provisional dates for Play Based and Activity Based Learning Training have been secured: 05.09.23 and 10.11.23.
- We received acknowledgement from EA of our newly formed Shared Education partnership between Cedar Integrated Primary School & St Colmcille's Primary School Downpatrick on 01.03.22. An Introductory Meeting with Paul McIver, our Shared Education Officer, has been held.
- HC and DW met with St Colmcille's Staff and Shared Education Staff via Microsoft Teams on 23.05.23. EA have applied for funding via "Peace Plus" and hope to confirmation by September. If funding is available, the timeframe is likely to be January 2024.
- Funding had been previously restricted to costs for Transport, Substitute Teachers and a Management Point.
- Both Principals agreed to go ahead with planned staff training with Claire Devlin in the Autumn Term and try to maintain active links between the two schools.

Foundation and Key Stage 1

- P1 and P2 Healthy Break was re-instated but proved to be too time consuming in the purchasing of food and in the preparation by volunteers.
- 'Loose Parts' are embedded in Foundation Stage - Introducing simple, everyday objects can improve creativity, boost social and problem-solving skills and support inclusion.

Previous Areas for Development- Halted due to Industrial Action

- Introducing recording pupils' mathematical targets on Seesaw.

Drama

- We returned to our traditional Christmas productions in December 2022.
 - FS - Hosana Rocks
 - KS1 - Children of the World
 - KS2 - KS 2 Carol Concert
- The P7 Leavers' Play "I'm An 11-Year-Old Get Me Out Of Here" was performed to a packed house on 07.06.23. The performance was exceptional and brought the house down. Shemaine Kerr, Rachel Bennett and Lyndsey Karim gave up so much of their time to bring out the very best in our pupils' acting, singing and dancing skills.
- The P7 Leavers' assembly was held on 27.06.23.

Enterprise

- P7 pupils ran four very successful enterprise projects selling slime, bracelets, claw clips and dog and cat treats and raised £813.90. The profits were used to offset the cost of P7 trips and props for the P7 Leavers' play at the end of term.
- P3, P5, P6 and P7 completed workshops delivered by Young Enterprise during the course of the year.

Whole School Focus

- Specific times were designated to:
 - Maths Week Ireland (17-21st October 2022)
 - Anti-Bullying Week (14-18th November 2022)
 - E-Safety Day (7th February 2023)
 - Integration Month (March 2023).

Healthy Eating

- Food in School Policy ratified by BoG 08.03.21 was distributed to parents in September 2021.
- Healthy Eating was stressed at Welcome meetings.
- P1 and P2 began the school year with volunteer parents preparing snack. It was decided to cancel this, due to time implications for staff ordering the food, and the lost time to teaching in the early morning slot.

Assessment

- We have renewed our annual GL Assessment Package (Progress Test in English (PTE), Progress Test in Maths (PTM) and Pupils Attitudes to Self and School (PASS), New Group Reading Test (NGRT), New Group Spelling Test (NGST), Dyslexia Screener and Dyscalculia Screener).
Costing £3,001.66 +VAT.
- Mid-point testing in December 2022 and January 2023 was very valuable to monitor pupil progress and evaluate the implementation of targets.
- Baseline in Progress Test in English (PTE), Progress Test in Maths (PTM) and Pupils Attitudes to Self and School (PASS) completed May 2022. Mid -point testing in December 2022 and January 2023 and the next consecutive test in May 2023.(P4-7).
- New Group Reading Test (NGRT): Baseline Test A completed in September 2022 for P3-7. Mid -point testing, Test B in December 2022 and January 2023 and Test C in May 2023.
- New Group Spelling Test (NGST): Baseline Test A completed in September 2022 for P3-7. Mid -point testing, Test B in December 2022 and January 2023 and Test C in May 2023.
- Dyslexia Screener P3 & P5 January 2023.
- Dyscalculia Screener P4 & P6 January 2023.
- MIST testing is completed in May 2023 for P2 pupils. These scores can now be added to SIMS and will form part of each pupils' assessment record alongside High Frequency Words in P1 and P2.
- The analysis of data process is being streamlined during each block. Increased use of SIMS to generate results and help with analysis is being rolled out.
- The Assessment Co-ordinator produces the analysis using GL Testwise and SIMS which allows teachers to focus more on understanding and identifying next steps for the class and individual children.
- Each class teacher receives an Excel workbook that contains all data, including previous scores for analysis.
- The target setting process has again been adapted in light of the reduction of SEN funding to make it more manageable and worthwhile.

- At present, it is not possible to create the same level of analysis for staff for mid-point due to limitations with SIMS. Record sheets are being generated by class teachers for analysis.

Data

- Data not shared with Governors as part of Industrial Action.

PASS

- There was an overall negative trend based on gender (P4-7) The boys scored lower in 3/9 categories and girls lower in 5/9. The only positive movement was in confidence in learning and attitudes to attendance for boys.
- P6 pupils recorded lower scores in 8/9 categories.
- Free School Meals - no significant difference.
- SEN - no significant difference.
- Pupils' attendance. - some correlation with low confidence in learning but not significant.

Our Pupils' Voice

Student Council

- Student Council is made up of 8 P5-P7 pupils who represent themselves and a P1-4 class representative to understand needs of the whole school.

Digital Team

- Maintain and tidy the computer suite each week.
- Set up and ran the sound system for Leavers' Assembly rehearsals.
- Delivered E-Safety lessons to P6 and 7 (Safer Schools NI).

PE Team

- Carried out an audit on PE equipment that and tidied the store regularly.
- Led weekly PE sessions for peers.
- The PE Team ran a hugely successful fundraiser (Sponsored Circuits) together, raising £1847.00.

Librarians

- The Librarians ensured that the Library was always a welcoming place for pupils to come and select a book and that the books are ordered alphabetically, which makes them easier to find.

Anti-Bullying Ambassadors

- Led an Anti-Bullying week assembly and read out the Star Awards.

Junior Road Safety Officers

- J.R.S.O.s were a visible presence during drop off and collection, taking notes of regular issues they were seeing. They raised the profile of keeping our pupils safe during these times by writing in the Cedar News and reminding parents/carers of rules and expectations.

ETI

- Pamela McCrum (our District Inspector) met with the School Leadership Team on 16.06.22. (Rachel Bennet (VP), Kathryn Glover (SENCo) and Daniel Irwin-Watson (KS1) to discuss our priorities for the coming year:
 1. SEND - implementation.
 2. Planning
 - Maximise coverage, reduce duplication, increase depth and skills based.
 - New Templates.
 - Learning Intentions.
 - Cross-curricular.
 - Review of Topics- Pupil lead, relevant, broad and local.

Self-Evaluation

- HC attended the launch of Shaped Professional Learning DCU Research Network Report on 22.05.23 at the Long Gallery, Parliament Buildings, Stormont Castle. The compendium contained Cedar's Self-Evaluation Report on "Improving Pupil Engagement in their learning to reduce the gap in each cohort post- Covid". The compendium was made up of 38 self-evaluation reports from integrated, maintained, controlled and special school. DCU and ETI made presentations emphasising the importance of internal and external self-evaluations empowering school to improve pupil outcomes.
- Audrey Boyd (EA) met with HC on 30.05.23 to discuss School Improvement in light of the ongoing Industrial Action.

Training

17.08.22	SEBW Chapter in SEN Resource File by EA-PBSP (online)	Kathryn Glover
21.09.22	APTIS	Hilary Crichton
28.09.22	School Improvement with Paddy Shevlin £300.00 for support September 2022-July 2023	Hilary Crichton
05.10.22	Newly Appointed Vice Principal Courses- Connect and Collaborate Induction Event	Rachel Bennett
13.10.22	Dylan William: The Role of Leaders in Promoting More Effective Assessment	Hilary Crichton
17.10.22 18.10.22	Deputy Designated Child Protection Training	Tricia Mailey
20.10.22	EDIS Annual Review Familiarisation Training	Kathryn Glover
20.10.22 21.10.22	APTIS Conference	Hilary Crichton
24.10.22	P.E. Dissemination Report by ETI	Carol O'Sullivan
25.10.22	Refresher Child Protection Training for Designated Teacher	Hilary Crichton
28.10.22	Child Protection Training, Fire Safety & Diabetes Awareness	New Staff
09.11.22	SERC Downpatrick- Links to Primary Schools	Hilary Crichton
17.11.23	Common European Framework Reference (CEFR)- EA	Kathryn Glover

22.11.22	RPFNI Webinar: A Celebration of Restorative Practices Locally and Worldwide	Hilary Crichton
07.12.22	NAHT (NI) Nursery Committee AGM	Hilary Crichton
13.01.23	Dr Paddy Shevlin: Principal Cluster @ Carryduff PS	Hilary Crichton
18.01.23	APTIS via Zoom	Hilary Crichton
18.01.23 19.01.23	SEND: PLP Phase 2 Training @ Dundonald	Kathryn Glover Daniel Watson
20.01.23	VP Course- ETI	Rachel Bennett
06.02.23	Steps Into Sharing - Developing Your Partnership	Hilary Crichton Daniel Watson
07.02.23	Period Dignity and Menstrual Wellbeing Webinar - Primary	Hilary Crichton
23.02.23	Vice-Principal Course: Leading Learning and Teaching	Rachel Bennett
24.02.23	Vice-Principal Course: Planning for Improvement	Rachel Bennett
27.02.23	The Steps into Sharing - Community Connections TPL.	Hilary Crichton
09.03.23	Premises Fire Management Team Training	Hilary Crichton
10.03.23	Premises Fire Management Team Training	Rachel Bennett
18.04.23	Vice Principal Course	Rachel Bennett
24.04.23- 26.04.23	First Aid at Work	Moira Jackson
25.04.23	ETI Evaluation of the Preventative Curriculum	Hilary Crichton
10.05.23	RE and the Integrated Ethos Working Group	Hilary Crichton
17.05.23	APTIS	Hilary Crichton
18.05.23	NAHT: Leadership Conference	Hilary Crichton
25.05.23	C2K/SIMS End of year online overview and preparation for new academic year	Karen Chambers
09.06.23	Paddy Shevlin: School Self-Evaluation	Hilary Crichton
19.06.23	Vice Principal's Training Course	Rachel Bennett

School Development Days and Strike Days

23.08.22	School Development Day SLT Meeting Staff Meeting: Teachers-Dates etc. <ul style="list-style-type: none"> ▪ Staff and Volunteers Code of Conduct ▪ Evaluation of School Development Plan 2021-22 ▪ One Note - Collaboration Space ▪ Microsoft Surface Pro 7 + devices ▪ Planning and Class Preparation 	Teachers
24.08.22	School Development Day <ul style="list-style-type: none"> ▪ Annual BoG Report 2021-22 ▪ One Note - Collaboration Space ▪ Microsoft Surface Pro 7 + devices ▪ Planning and Class Preparation ▪ Planning and Class Preparation 	Teachers

25.08.22	School Development Day Basic Fire Awareness Training Staff Meeting: Classroom Assistants Staff and Volunteers Code of Conduct Class preparation	Teachers and Classroom Assistants
26.08.22	School Development Day <ul style="list-style-type: none"> ▪ Child Protection: Trauma Informed Practice ▪ SEN: Sensory ▪ SEBW Resources ▪ Class preparation 	Teachers and Classroom Assistants
07.11.22	School Development Day <ul style="list-style-type: none"> ▪ Nurture Intervention Officer Nurture Advisory & Support Service from EA ▪ Revision of Level 3 Theory ▪ Theraplay and Nurture in 5- Theory and structure behind sessions. All teachers to receive 3 sessions of modelling. ▪ Sensory Room ▪ Demonstration of resources available in the Sensory Room. ▪ Fluidity of using a Sensory Room. ▪ Building a profile of a pupil's needs. ▪ Parental questionnaire to feed into pupil profile ▪ Timetabling for each Key Stage- use depending on need at that point. 	Teachers and Classroom Assistants
04.01.23	School Development Day Planning for Spring 1 using the new format and new World Around Us Topics.	Teachers
05.01.23	School Development Day Maths Resources: FS- Maths apps and KS1-2 Maths Shed. Take Ten: Training KG Big Cat Collins: E Books Training	Teachers
20.02.23	School Development Day Planning for Spring 2 using the new format and new World Around Us Topics.	Teachers
21.02.23	Strike Action (morning) <ul style="list-style-type: none"> • Restorative Practice training / refresh. • Best practice when supervising in the playground. • Introduction of toilet bands for KS2 (2 per class). • Supporting buddies to lead games (cards outside P7 classroom for ideas). • Basic first aid reminders/accident report forms (head injuries etc). • Online Epipen training from EA. • Recording attendance on SIMS. • Early Years training courses for all new staff. • KS1 and KS2 Training courses for all new staff. • Update training to meet the needs of staff assigned to a specific pupil. • Tasks assigned by class teachers. 	Classroom Assistants

17.03.23	School Development Day <ul style="list-style-type: none"> • Anaphylaxis Training • Accessibility Checklist • Update RSE Policy • Collaboration Space in Cedar IPS Team Notebook • Planning for Summer 1 using the new format and new World Around Us Topics. 	Teachers
17.04.23	School Development Day Planning for Summer 2 using the new format and new World Around Us Topics. Policy Reviews <ul style="list-style-type: none"> • RSE Policy • Data protection Policy • GDPR Privacy Notices • Disposal Schedule • Risk Assessment for Outdoor Learning. 	Teachers
26.04.23	Strike Action (full day) <ul style="list-style-type: none"> • Early Years training courses for all new staff. • KS1 and KS2 Training courses for all new staff. • Update training to meet the needs of staff assigned to a specific pupil. • Tasks assigned by class teachers. 	Classroom Assistants
26.05.23	School Development Day <ul style="list-style-type: none"> ▪ Data analysis ▪ Annual Pupil Reports. 	Teachers

Safeguarding and Child Protection

- Safeguarding Team: H Crichton (Designated Teacher), T Mailey (Deputy Designated Teacher PS), S Marner (Deputy Designated Teacher NU), R Bennett (VP, UICT Co-ordinator and C2K Manager), K Glover (Nurture), and O McCormick (Designated BoG).
- Mrs T Mailey agreed to take on the role of Deputy Designated Teacher for 2022-23. The Principal took on the role of Designated Teacher. Mrs Mailey will then take on the role of Designated Teacher from September 2023.
- **Principal: Designated Teacher (Primary- HC) Refresher Training Completed 25.10.22.** Refresher training required October 2025.
Refresher Principal (HC) Training Completed Dec 2020. Refresher Training required in December 2023.
- **Deputy Designated Teacher (Primary-TM): Training Completed 17.10.22 and 18.10.22.** Refresher Training required October 2025.
- **Deputy Designated Teacher (Nursery-SM): Training Completed 05.11.20.** Refresher Training required November 2023.
- **Designated Governor for Child Protection- OM'C: Training Completed 17.05.22.** Refresher Training required May 2026.
- **Chair of Governors- SK: Training Completed 05.05.22** Refresher Training required May 2026.

- **Child Protection Training for all staff:** Trauma Informed Practice was completed on 26.08.22 and a mop up session on 28.10.22.
- Cedar's Safeguarding and Child Protection Policy was updated and ratified on 20th September 2022.
- The Safeguarding and Child Protection Policy was distributed to all families September 2022. 92.2% of pupils sent back a reply slip. Only 13 out of our 165 families did not return their reply slip.
- Complaints Procedure distributed to parents 27.09.22.
- ETI Safeguarding Proforma for 2022-23 was completed during the Autumn Term. Action steps implemented.
- Annual Report to BoG completed but not shared with BoG due to Industrial Action.
- Cedar's Safeguarding and Child Protection Annual Audit 23/24 was submitted to EA on 16.06.23.
- Our local PSNI Neighbourhood Team led an e-safety workshop warning about the dangers of social media and cyber-bullying for P5 & P6 pupils on 28.06.23. The pupils and parents do not seem to heed the warnings of easily identifiable usernames, putting their own image up online e.g. TIKTOK or not disabling their location tracker. Staff will need to stress the importance of staying safe online at Welcome Meetings. HC has suggested that PSNI create short videos for P1-2, P3-4 and P5-P7 that could be played in all local primary schools at Welcome meetings in September.

Preventative Curriculum

- The Designated Teacher and Deputy Designated Teacher led school assemblies at the beginning of each term to remind pupils of these adults' role and highlight safeguarding issues.
- NSPCC and Childline posters are displayed around the school. The posters with the numbers to call or text are displayed in each room.
- We are embedding a whole school programme for our RSE curriculum. This resource is called SCARF and each class has lessons suited to their age group. These include lessons on Staying Healthy, Keeping Safe and Growing and Changing. The background to this resource is strongly rooted in safeguarding. Parents were informed of the lessons in advance.
- The whole school are participating in E-Safety lessons using Project Evolve as well as specific lessons during E-Safety week.
- P6 and P7 watched 'In The Net' which explores the themes of Online Safety, Cyber-bullying, and how a child could seek support.
- There is an E-Safety section on our website and all staff, governors and parents are signed up to Safer Schools App.
- We have Anti-Bullying ambassadors in P7 who take on an active role in assemblies each week.
- The whole school participates in NIABF lessons during Anti-Bullying week.
- Calm Plan has been embedded throughout the school to provide wellbeing strategies.
- Our RSE Policy has been updated in light of this resource.
- ETI have reported on their findings on the delivery of The Preventative Curriculum. The report identified that there were gaps in teaching the more sensitive topics e.g.
 - Consent- main part of the preventative curriculum
 - Puberty
 - Different types of sexualities and genders.
- Cedar teachers were happy that "consent" was covered in each year group and that it is age appropriate.
- The PANTS programme is fully embedded in P1-3 which also addresses consent.

- Each class also use topics and books throughout the year to address the Preventative Curriculum covering issues such as diversity, wellbeing, resilience and calming strategies.
- Following reports of an incident in a Ballynahinch Play Park, all classes were reminded of "Stranger Danger".
- P7 have also participated in Mental Health workshops with EA REACH and Uberheroes.
- There are Junior Road Safety Officers within our Pupil Voice and Sustrans held some road safety workshops with some KS2 pupils focusing on cycle safety.
- All classes completed NSPCC online assemblies 'Speak Out Stay Safe' in May 2023.
- P6 and P7 took part in a NSPCC Workshop on 15.05.23.

Areas for development

- Miss Bennett will need to complete Principal Training: Managing Child Protection and Safeguarding Online.
- The new Chair of BoG will need to complete CP Training for their role as Chair.
- New Governors will need to complete CP Training.
- The new Deputy Designated Teachers in the Nursery and the Primary School will need to have training.
- New posters of Designated staff are to be produced for display.
- To develop a Period Dignity Policy.
- Review our current practice around different genders which is age appropriate in a primary school setting.
- Whole school staff training on SCARF resources on 23.08.23.
- Whole staff training on Emotional Regulation and Eating Disorders on 23.08.23 by David Coyle.
- Ensure all children know who the Designated Teacher and the Deputy Designated Teacher are within school.

Monitoring and Evaluating Procedures/Self Evaluation- All on hold due to Industrial Action.

- Book Scoops, Collegiate Book Discussions (CBD) and Learning Observations were re-introduced in 2021-22.
- Key Stage Co-ordinators and the Principal monitor teachers' planners.
- Teachers' planners were easily accessed via One Note.
- Trusted Colleague Network (TCN)- staff observing each other.

Pupil Attendance Rates for Cedar IPS: Target above 96%

- 2017/18: the actual pupil attendance rate was **96.1%**
- 2018/19: the actual pupil attendance rate was **96%**
- 2019/20: Impact of significant illness and Covid-19 **95.8%**
- 2020/21: the actual pupil attendance was **97.7%**
- 2021/22: the actual pupil attendance rate was **94.1%**
- 2022/23: the actual pupil attendance rate was **94.2%**

Pupil Attendance: 2022-23 %

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Primary	95.6	97.1	93.6	93.5	89.3	95.5	93.9	96.1	94.4	93.9	93.4
Nursery	-	88.9	87.0	94.5	82.3	91.9	94.4	89.8	89.7	91.8	88.8

- The Educational Welfare Officer, Patricia Deegan visited school on 15.09.22 and she and the Principal signed the Education Welfare Service Partnership Agreement for 2022-23.
- The Education Welfare Officer met with the Principal each term to review pupil attendance in the primary school.
- Term 1: 29.11.22 We had 5 pupils whose attendance was under 85% due to illness but no referrals were made.
- Term 2: 23.02.23 We identified 9 pupils whose attendance was under 85% due to illness and family holidays but no referrals were made.
- Term 3: 09.05.23. Four families were contacted by the Principal on 10.05.23 to make them aware that their child(ren) had been discussed with EWO as their attendance was below 85%.

Exceptional School Closures

- State Funeral on 12.09.22
- Teachers' Strike- Half Day: 21.02.23
- Snow Day: 10.03.23
- Teachers' Strike- Full Day: 26.04.23

Pupil Punctuality

- There has been a noticeable improvement in punctuality as families became aware that we no longer had a staggered start and the school day started at 8:55am.
- P1-P7 staff are now recording pupil attendance and the times of late pupils directly onto SIMS. Attendance was previously recorded on manual sheets and inputted weekly.
- Attendance sheets are generated daily and kept in the front office in case the school is evacuated. The secretary continues to create the monthly reports.

Transfer to Secondary Education September 2023

- Families received an email informing them the secondary school that they had been accepted on 20.05.23.
- Our P7 pupils will be transferring to nine different schools. Most pupils received their first preference choice of school, three children were offered their second preferences and two pupils received their third preference school.

School	Number of Pupils
Assumption Grammar School	3
Blackwater IC	3
Down High	2
Lagan College	3
Methodist College (Belfast)	1
Shimna IC	2
St Colman's High School and Sixth Form College	4
St Colmcille's High School	8
The High School, Ballynahinch	1
Total	27

We said farewell to our Primary 7 children on Tuesday 27th June with our Leavers' Ceremony.

Parental Involvement

- Nursery Induction Days for pupils starting Nursery in September 2022 were held over three days, starting on 24.06.22.
- Welcome Meetings in the Primary School were re-instated in September 2022 with families welcomed in, in person. P2-P7 Welcome Meetings took place the week beginning 05.09.22. The P1 Welcome Meeting took place on 14.09.22 after all P1 pupils started.
- Parent/Teacher interviews were completed for P3, P4, P5 and P7 families on the week beginning 24.10.22. These interviews took place in person, or if families preferred by telephone. All pupils on IEP's were contacted by class teachers.
- Parent/Teacher meetings took place for Nursery children at the end of November when Mrs Haugh had got to know the children.
- Live Christmas productions were re-introduced.
- All teachers held Parent/Teacher Meetings the week beginning 06.02.23. There is only an obligation on teachers to carry out one such meeting each year as per Jordanstown Agreement.
- Transfer (P7) Parent/Teacher Meetings commenced the week beginning 30.01.23 for pupils who did not take part in AQE and GL.
- Transfer (P7) Parent/Teacher Meetings commenced the week beginning 06.02.23 for pupils who took part in AQE and GL. These meetings took longer as parents discussed possible options.
- Nursery and P1 - P6 Parent/Teacher Meetings ran over the week beginning 06.02.23.
- P5 Parent/Teacher meetings were postponed for a few weeks until Mr Dorrian was more familiar with the pupils as he covered Mrs O'Sullivan's leave of absence.
- P6 families were invited to Transfer Meeting on 23.02.23
- Primary 1 Welcome Meeting for parents/carers of new pupils starting in September 2023 was held on 09.06.23.
- Parents from the Nursery were invited to attend on 'Happy Healthy Me, Education Works and Learning Through Play'. There then followed a 'Stay and Play Day' at the Nursery with parents/carers from home on 16.03.23.
- Sports Day took place with families in attendance cheering on the pupils on 15.06.23.
- A 'Stay and Play' session for parents/carers in the Forest was held on 02.06.23.
- Nursery Graduation Day was held on 21.06.23 with families in attendance followed by refreshments.

Parent/Volunteers

- 'Time to Read' Programme was reintroduced with Mrs Joan Fegan working with two P6 pupils and Ms Emma- Jane Nutt working with two P4 pupils.
- Ms Darlee Booth supported some P6 pupils with maths activities each week.
- A number of parents volunteered to help out on Educational Trips.
- P1/P2 snack resumed and then withdrawn as it was considered too time consuming.

Open Day/Evening

- Our Open Day and Evening was well attended on 15.12.23. Prospective families were given a guided tour by our Primary 7 pupils.
- There have been 10,000 views of our online virtual tour since we created it three years ago, instead of prospective families visiting the school during COVID.

Breakfast Club (Monday-Friday)

- The Breakfast Club continued to provide support for families all through the school year.
- The current charge of £2:00 per day does not cover increased cost and the price per session will rise from September 2023.
 - £3.00 per child per session (1 child)
 - £5.00 per session for 2 children
 - £7.00 per session for 3 children.
 - A discretionary discounted charge of £2.00 per session would be implemented for any pupils in receipt of Free School Meals for 2023-2024.

Activity Club

An Activity Club was launched on a Monday afternoon for P1-3 pupils who had a sibling(s) in P4-7. This new facility was a great success but again the charge will increase from £2:00 to £2:50 from September 2023. The Activity Club will be extended to include Monday and Tuesday afternoons.

Health

- Flu vaccinations were given to pupils on 11.11.22.
- P1 Health Appraisals by the School Health Team took place on 21.03.22.

School Management

Management Structure

- S Kerr- Chair of the Board of Governors
- H Bready- Vice Chair of the Board of Governors
- H Crichton - Principal and Designated Teacher
- R Bennett- Vice-Principal, UICT, Assessment and Joint P.E. Co-ordinator
- K Glover- SENCo/LSCc and Music
- T Mailey- Numeracy, Integration/RSE Co-ordinator and Deputy Designated Teacher (Primary)
- C O'Sullivan- Literacy and Joint P.E. Co-ordinator
- D McGreevy- WAU and Eco-Warriors Co-ordinator
- S Marner - Deputy Designated Teacher (Nursery).

Staff Management

- Whole staff Teacher meetings were re-introduced at the beginning of the academic year. Due to Industrial Action, meetings were limited to once a month and then once a term.
- Directed Time Budgets were issued to teachers.
- Issued staff with contracts as appropriate.
- Induction of new staff - temporary/permanent - familiarising staff with key policies, procedures and expectations.
- Teachers have their planners on the Cedar Team One Note to amend and evaluate online allowing Co-ordinators to monitor teaching planners. Due to Industrial Action Teachers stopped uploading planners onto One Note.

- As part of Industrial action, teachers at the top of their scale did not take part in PRSD. Only one member of staff completed PRSD, as they were not at the top of their scale.

Policy Reviews and Updates

September 2022	Child Protection Policy
September 2022	Whistleblowing Policy
November 2022	Financial Systems and Controls
March 2023	Salary Policy
March 2023	Subject Access Request ('SAR') Procedure
March 2023	Fire Safety Policy Statement
May 2023	Data Protection Policy
May 2023	Disposal Schedule
May 2023	Privacy Notices: Teaching, Non-Teaching, Pupils and Parent/ Families/ Carers and Candidates
May 2023	School Complaint Policy
May 2023	RSE Policy
June 2023	Homework Policy

Staff Attendance: 2022-2023 %

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Teachers	100	99.99	99.9	95.15	94.07	88.89	85.93	86.99	82.91	91.81	99.98
Non-Teaching	100	97.75	99.91	86.00	87.73	99.4	99.97	96.91	97.33	96.76	99.97

Sites and Premises

- The Boards of Governors of GMI schools are responsible for 'Landlord' and 'Tenant' maintenance in respect of their premises, and as such, we are allocated an additional amount per square metre for landlord maintenance expenditure under the terms of the Common Funding Scheme for Local Management of Schools.
- Completion of Risk Assessments covering the school site in accordance with EA recommendations.
- Sites, Premises and Safety Sub-Committee met onsite in the Spring and Summer Terms.

EA/DE

- Details of Cedar's Floor Area emailed to EA on 27.09.22. EA confirmed that there is no change in floor area even with the addition of the new outdoor classroom.
- An Unavoidable Minor Works Application for a replacement pump for the school boiler was rejected. DE deemed it maintenance on 16.11.22.
- Cedar received £4,730.00 from EA from the Energy Price Pressure Mitigation Funding on 14.12.22.
- EA along with BT are surveying schools to ensure sustained Wi-Fi coverage across the school site.
- EA completed an Emergency Lighting Survey on 22.03.22. All the Emergency Lighting passed the inspection.
- EA delivered a supply of bark on 21.06.23 that will be used to create paths in Forest area.

- EA Grounds Maintenance Service Provision is under review. From October 2023-March 2024 a Service Level Agreement Monthly Cost will be applied to Cedar IPS and NU at an additional cost of £111.72 per month. Charging will continue for each time the EA Maintenance Team is on site.

Alarms

- The intruder alarm was replaced by DE on 01.07.22 and 04.07.22 by RJ Alarms. The fire alarm was inspected and linked to the monitoring station by Beacon on 05.07.22 at a school cost. Monitoring will now take place by B Secure and maintenance of the two systems by RJ Alarms and Beacon.
- Fobs were distributed to Key Holders and members of the Senior Leadership Team.
- The intruder alarm had a false alarm over the Bank Holiday weekend. An engineer from RJ Alarms was on site on 30.08.22 to replace a faulty sensor.
- Beacon were also on site on 30.08.22 to replace two fire heads @ £204.50 +VAT.
- A false Fire Alarm caused by steam in the kitchen was activated on 16.01.23.
- Beacon carried out a maintenance of the Fire Alarm system and Fire Extinguisher Service on 22.03.23.
- RJ Alarms serviced our intruder alarm on 09.05.23.

Cleaning

- Reflection Cleaning carried out a deep clean of the school in August and carpets were cleaned by Tim Goggin on 10.08.22 and 11.08.22.

Equipment

- The purchase of a Karcher Pressure Washer (£145.82 +VAT) was a great asset for J Fitzpatrick as he prepared the school grounds for the new academic year.
- The heat and time clock in the Nursery were replaced on 01.09.22.
- Purchase of a large freezer for storing food for Breakfast Club, P1 and P2 snack and school dinners on 05.09.22.
- O' Rourke's started the installation on a climbing frame for Nursery on 20.09.22.
- The inventory of classrooms was updated in the Summer Term.
- 31 new chairs for P7 pupils were delivered on 26.05.23 at a cost of £892.52 +VAT.

Traffic

- The pedestrian gate on the Kilmore Road was re-opened at Drop Off and Pick Up times.
- To reduce the number of cars on the school site, several options were trialled. P7 and P6 pupils with no siblings being collected at the same time, are now picked-up at Kilmore pitches. The remaining P7 and P6 pupils are collected at first roundabout as you drive onto the school site.
- SK has requested that N M and D Council erect speed signs along both sides of Kilmore Road, as pupils walk to and from school along the footpath on 05.10.22.

Electricity

- Solar Panels generated £2,052.64 income, which was paid into the school account on 08.07.22.
- Friends After Schools Club @ Cedar. Kit Williamson has increased the rent paid by 30% to cover electric costs rising from September 2023. She asked the school to monitor the After School electricity usage plus bills and she will increase the rent accordingly.
- Electric Ireland notified school that the cost of our electricity would increase by 32.3% from 01.11.22.
- PAT Testing completed by EA contractor on 03.10.22.
- A parent from The Electric Storage Company, met with HC on 06.10.22 to discuss completing an analysis of our current electric usage, tariff, and solar/PV system.

The company specialise in electric storage batteries that may deliver savings and a reduction in CO².

- Our electricity supplier is currently Electric Ireland and the school is availing of the EA's tariff.
- EA arranged for PHS Compliance to complete a fixed wire survey starting on 14.11.22. They discovered that the original cable supplying a previous strawbale house which was subsequently destroyed by arson. The cable was joined and now supplying the garage. School is waiting on the full written report.
- DE sent a letter on 14.12.22, reminding GMI schools of their statutory duty with regard to ensuring the health and safety of their premises, particularly in relation to statutory compliance testing and remedial works. Letter from DE- GMI School ref Landlord Maintenance and Statutory Compliance Testing (Emailed 19.12.22)
- EA's Quality, Safety, Health and Environment (QSHE), Facilities Management contacted Electric Ireland on Cedar's behalf about the lengthy delay in issuing electricity bills.

Water Treatment Plant

- Kee Services serviced the Water Treatment Plant on 16.08.22. The service report identified some issues e.g. seized locks, corroded steelworks fixings and tube clamps. HC requested costings from Kee Services totalling £5,889.29 plus VAT. HC applied for Unavoidable Minor Works to DE for funding to cover the repairs on 08.11.22. DE forwarded our Treatment Plant Works application to EA on 09.11.22 for progression.
- On 10.11.22 DE advised that Cedar should request a 'Condition Report' of the school buildings. DE are investigating who we should make this request with and if it is deemed a school cost or not.
- DE and EA have confirmed (21.04.23) that they currently have no budget and so there is no programme of works confirmed as yet in the 2023/24 financial year, to replace the mechanism in the water treatment plant.
- NI Waters sampled water being discharged from our Treatment Plant on 28.04.23.
- Following on from the maintenance service of our BJ Biodisc Sewage Treatment Plant on the 19.05.23 at a cost of £664.79 +VAT. The cost for the supply and installation of a replacement of the motor gearbox and loss of rotation sensors for the sewage treatment plant is priced at £7,874.11 +VAT. The quotation was emailed to DE on 26.05.23.
- John Johnston of Geotechnical Engineering and his contractor visited the sewage treatment plant on behalf of DE to see the issues at first-hand on 28.06.23. They recommended that the works are "repair" rather than replacing the supports. DE sought a price from another contractor and the works were not completed over the summer months.

Projectors and IWB

- The Interactive White Board in P1 had not been working since the beginning of the academic year. A new Interactive White Board that no longer needs a projector was ordered at a cost of £3,199.50 for P1.
- P6 projector stopped working on 23.11.22. The projector used in Nursery was moved to replace the broken one in P6.

Ash Dieback

- Amy Dixon made school aware that some of the infected trees could be at risk of falling. EA Maintenance were notified on 13.03.23 and identified areas of trees to be removed.

- A tree survey was completed by Philip Blackstock on 31.03.23 and he will forward his report to EA. There will be on-going maintenance over the next 5- 10 years.
- A large branch of a tree near the nursery broke away in the woodland area on 19.06.23. Many of the trees are top heavy with ivy. Many trees near the footpaths are also too low and need pruned. EA Maintenance cut back the growth over a week during summer 2023.
- We have registered with the **Bees Orchards in the Community Project** for the next planting season in November 2023.

Repairs/Services/Inspections

- Nursery school door repaired at a school cost of £350.00.
- One burst pipe at the outdoor sinks in the primary school on 12.12.22. All sinks consequently turned off.
- After Christmas, some of the toilets in the main building were backed up. Ace Drains cleared the storm drains on 13.01.23. The Treatment plant was emptied on 20.01.23 by Irish Waste. Ace Drains unblocked the sewers on 20.01.23.
- The gas boiler in the mobile containing the Music Room, Art Room and a SEN Room stopped working on 13.03.23. A new valve was replaced on 14.03.23.
- The three gas boilers (Nursery and both mobiles) plus the two oil boilers (main school) had a full service on 20.03.23.
- MCR Coolers have notified us (08.03.23) that in our next invoice costs will increase by 50p per week per water cooler on rental prices and £10 per year on service only contracts.
- K Chambers and J Fitzpatrick co-ordinated a single calendar detailing all maintenance, service, inspection, installation and safety works.
- ACE Drains cleared blockages in pipework going from the after-school building on 24.03.23. This will re-occur every 6 months and they advised a manhole cover be installed at the corner of the site. A quote has been requested.
- A Fire Safety Inspection took place on 10.05.23 by the Fire Safety Inspector and at the time of the visit the premises were found to be broadly compliant. EA still need to complete a Fire Risk Audit.
- Following a period of heavy rain, a leak has developed in the main kitchen (19.06.23). Action: Once the ceiling has dried out JF will investigate the source of the leak which may be linked to the tiles around the extractor fan.

Training

- Moira Jackson renewed her First Aid at Work Certificate at a course provided by EA on 24, 25 and 26 April 2023 in Newry.

Auditor's Recommendations

- A central Inventory Record has been updated emailed to BoG 12.06.23.
- First Inventory Check by JF and HC completed 12.06.23.
- Security Markings (Postcode and School Name) ongoing by JF on school equipment.

Security/Health and Safety

- The Governors, Principal and staff continue to place the highest priority on the health and safety of children and staff and implement the Health and Safety Policy accordingly.
- Door access system in place.
- Evacuation drills were conducted.

- Access NI criminal record checks were conducted on all volunteers wishing to work with the school.
- The school continued to implement a Healthy Break Policy, whereby pupils were encouraged to bring a healthy food option from a list provided in Welcome Packs.
- Staff have raised concern at the height of gates around the main building. They could be easily scaled by a Flight Risk child. Action: To investigate if the cost of new gates at 180cm.

Administration

School Money: The online payment system for school dinners, educational outings etc. ensured reduced handling of cash by office staff.

We have signed a 3-year contract with School Money (our online payment system), from 20.08.22-19.08.25 at a cost of £999.00 +VAT. EA had previously advised that their system would be rolled out between March 2023-2024. EA's current roll out of other ICT systems have been delayed and had significant teething issues. On reflection, we would want to access EA's system when it is fit for purpose and at the beginning of a new academic year, August 2025.

Uniform

Cedar IPS and NU now has two suppliers of uniform. Signature Works have been a reliable supplier for several years. EthicalSchoolwear.co.uk. is a new company linked to a family in school.

Educational Outings

- Educational Outings reinstated during the year and all classes had at least one educational trip.

26.09.22	Cedar History Project- Historian Callum Bowsie Walking Tour	P7
05.10.22	Cedar History Project- Tobar Mhuire	P7
08.11.22	Choir Peace Proms Workshop- SSE Arena	28 pupils from P5-P7
14.11.22-09.01.23	Swimming- Monday mornings	P6
02.12.22	Shimna IC- Taster Day	P7
07.12.22	Blackwater IC- Taster Day	P7
09.01.22	Bus Tour Around Belfast- The Troubles	P7
16.01.23-06.03.23	Swimming- Monday mornings	P7
25.01.23	Ulster Museum- The Troubles Workshop	P7
01.02.23	Visit to Carrickfergus Castle- Tour and Workshop	P4
13.03.23-03.04.23	Swimming- Monday mornings	P5
31.03.23	Little Wing Pizzeria, Lisburn	P1
25.04.23-28.04.23	Residential @Delamont Outdoor Centre	P7

27.04.23 - 15.05.23	Blackwater Integrated College: Art and Science Workshops.	P6
22.05.23- 26.06.23	Swimming- Monday mornings	P4
05.06.23	Shimna Integrated College: Learning Activity Day	P6
07.06.23	Ulster Museum	P5
12.06.23	Spruce Meadows	P6
14.06.23	Airtastic	P7
20.06.23	Mountpanther Farm Park	P5
23.06.23	Mountpanther Farm Park	P1 & P2
27.06.23	Fun day at the Park	P7

Visitors

Date	Online / Visitors	Class
02.09.22	Drum and Pipes tutors presented a demo of music to encourage pupils to take up playing the instruments. Funded by the Ulster Scots.	P5-P7
07.09.22	Cedar History Project- Historian Callum Bowsie	P7
29.09.22	Resilience Workshop by Hip Psychology	P6&7
30.09.23- 23.06.23	Libraries NI Mobile library visited on a fortnightly basis.	P5 & P7
4.10.22 and 6.10.22	Duxy Leahy - Art Workshop	P7
6.10.22	Newry Mourne and Down District Council - Recycling Talk	P3
7.10.22	Robert McConnell - FPC Mission	Assembly
11.10.22	NI Water	P3
14.10.22	Mary-Lou McShane - Humanists NI	Assembly
09.11.22	Online Anti-Bullying Workshop by Hip Psychology	P5 & P6
10.11.22	Fire Safety Talk - NIFRS	P5
11.11.22	Local author: Dawn M Gelston	P5, 6 & 7
15.11.22	Patrick Brown: Alliance Party- Role of politicians	P7 pupils
28.11.22	Author Chrissie Sains had an online writing workshop with P5 Pupils	P5
6.12.22	Stone Age Workshop	P5
12.12.22 13.12.22	Tools for Solidarity	P7
13.12.22	The Gathering Drum	Nursery
10.01.23	Little Arriettas	Nursery
13.01.23	Viking Workshop	P6
19.1.23/26.1.23	EA Reach Programme (4-Week block)	P7
24.01.23	Little Arriettas	Nursery
January 2023	Visits for 'People who help us' topic - PSNI, NIFRS, NHS and Daisy Lodge (outside visitors/parents).	P1
03.02.23	CRIS Workshop: Troubles	P7

08.02.23	Uberheroes Comic	P7
09.02.23	Mr Hullabaloo	Nursery
10.02.23	CRIS Workshop: Troubles	P7
07.03.23	SENTINUS Workshop on Flight	P3, P4 & P6
07.04.23	Drama Time	Nursery
08.03.23	Amazon Jungle Show	P4
08.03.23	Young Enterprise	P5
14.03.23	Drama Time	Nursery
15.03.23	Young Enterprise	P6
20.03.23	Wee Critters Interactive Animal Education	Nursery
20.04.23	Young Enterprise- 4 -week block	P3
25.04.23	Forest School	Nursery
02.05.23	Forest School	Nursery
05.05.23	Guide Dog Association	Assembly
09.05.23	Forest School	Nursery
15.05.23	NSPCC Workshop	P6 & P7
18.05.23	Uberheroes	P7
12.06.23	Uberheroes	P7

After-School Clubs

Autumn 1 Term 2022

Tuesday September - October 2022	Art Club 3-4pm P6	Trudy Hamilton C/A
Tuesday September - October 2022	Forest After School 2-3 pm - P3 3-4:30 pm- P6/P7	Erin Hill Kyra Smith
Wednesday September - October 2022	Forest After School 2-3 pm - P2 3-4:30 pm- P4/P5	Erin Hill
Wednesday September - October 2022	Football 2-3 pm - P3 3-4 pm- P6/P7	Paul Moore - Coach
Thursday September - October 2022	Hip Hop 2-3 pm - P2/P3 3-4 pm- P4-P7	Naomi Braniff- Coach
Thursday September - October 2022	Miniversity 2-3 pm - P2/P3 3-4 pm- P4/P5	Jonathan Harkness

Autumn 2 Term 2022

Monday November-Dec 2022	Activity Club: P1 & P2 2-3pm	Bronagh McGrattan Libby Maloney
Tuesday November-Dec 2022	Forest After School 2-3 pm - P3 3-5:00 pm - P6/P7	Erin Hill Kyra Smith

Tuesday November -December 2022	Christmas Craft Club 3-4 pm - P5	Trudy Hamilton
Wednesday November-Dec 2022	Forest After School 2-3 pm - P2 3-5:00 pm - P4/P5	Erin Hill Kyra Smith
Wednesday November-Dec 2022	Cookery Club 3-4 pm - P4	Mrs Carol O'Sullivan
Thursday November-Dec 2022	Miniversity 2-3 pm - P2/P3 3-4 pm - P4/P5	Jonathan Harkness

Spring Term 2023

Monday January- March	Activity Club: P1& P2 2-3pm	Bronagh McGrattan Libby Maloney
Monday March	Rugby 3-4pm - P6/P7	Johnny Cullen
Tuesday January-March	Forest After School 2-3 pm - P2 3-5:00 pm - 4	Amy Dixon Erin Hill
Tuesday January-March	Art Club 3-4 pm - P5	Trudy Hamilton Emma Hamilton
Tuesday March-April	Netball 3-4pm - P6/P7	Rebecca Carberry
Wednesday January-March	Forest After School 2-3 pm - P3 3-5:00 pm - P5/P6	Erin Hill Kyra Smith
Wednesday January-March	Football 2-3pm - P2 3-4pm - P6/P7	Paul Moore
Thursday January-March	Miniversity 2-3 pm - P2/P3 3-4 pm - P4-P6	Jonathan Harkness
Thursday January-March	Hip Hop 2-3pm - P1-P3 3-4pm - P4-P7	Naomi Braniff

Summer Term 3

Monday April-June	Activity Club: P1& P2 2-3pm	Bronagh McGrattan Libby Maloney
Tuesday April-June	Forest After School 2-3 pm - P1 3-5 pm - P4+5	David Mallon Erin Hill
Tuesday April	Netball 3-4pm - P6/P7	Rebecca Carberry
Tuesday April	Art Club 3-4 pm - P5	Trudy Hamilton Emma Hamilton
Wednesday April-June	Forest After School 2-3 pm - P2 3-5 pm - P6+P7	David Mallon Erin Hill
Wednesday	Football	Paul Moore

April-June	2-3pm - P1 3-4 pm - P4+P5	
Thursday April-June	Miniversity 2-3 pm - P2/P3 3-4 pm - P4-P6	Jonathan Harkness
Thursday May-June	Hip Hop 2-3pm - P1-P3 3-4pm - P4-P7	Naomi Braniff

After School Clubs Update for 2022-2023

Cedar Integrated Primary School was able to offer a number of after school clubs again in 2022-2023. After school clubs remained as popular as in previous years and we have been able to offer an increased range of clubs throughout the year. Thank you to everyone who made this possible.

Cost of clubs ranged from:

£5.00 per session (P1-P3) Forest School) *

£8.00per session (P4-P6) Forest School) *

£6.00 per session (Miniversity)

£5.50 per session (Hip Hop)

£4.00 per session (Cookery Club)

£5.00 per session (Christmas Craft Club)

£3.00-£3.33 per session (Football)

£3.75 per session (Art Club)

£3.00 per session (Netball)

£2.00 per session (Activity Club - siblings)

*Amy Dixon who runs forest school kindly offered one free of charge place in each session to those who would not otherwise be able to afford it.

The three-week block of after school rugby coaching for P6/P7 was delivered by a Ballynahinch Rugby Club coach at no cost to pupils.

Participation

Participation in school clubs was as follows (pupils attending at least one block of an after-school club):

- P1 - 27/28 = 93%
- P2 - 28/30 = 93%
- P3 - 28/30 = 93%
- P4 - 28/ 31 = 90%
- P5 - 25/26 = 96%
- P6 - 28/30 = 93%
- P7 - 21/27 = 78%

After School Club availability by class

- **P1**
 - Activity Club - Siblings (Autumn 2, Spring 1 & 2, Summer)
 - Hip Hop (Spring & Summer)
 - Forest School (Summer 1 & 2)
 - Football (Summer).

- **P2**
 - Activity Club - Siblings (Autumn 1 & 2, Spring 1 & 2, Summer)
 - Forest School (Autumn 1 & 2, Spring, Summer 1 & 2)
 - Hip Hop (Autumn 1 & 2, Spring, Summer)
 - Football (Spring)
 - Miniversity (Autumn, Spring, Summer).

- **P3**
 - Activity Club - Siblings (Autumn 1)
 - Forest School (Autumn 1 & 2, Spring)
 - Football (Autumn 1 & 2)
 - Miniversity (Autumn, Spring, Summer)
 - Hip Hop (Autumn 1 & 2, Spring, Summer).

- **P4**
 - Forest School (Spring, Summer 1 & 2)
 - Football (Summer)
 - Miniversity (Autumn, Spring, Summer)
 - Hip Hop (Autumn 1 & 2, Spring, Summer)
 - Cookery Club (Autumn 2).

- **P5**
 - Football (Summer)
 - Forest School (Autumn 1 & 2, Spring, Summer 1 & 2)
 - Hip Hop (Autumn 1 & 2, Spring, Summer)
 - Miniversity (Autumn, Spring, Summer)
 - Christmas Craft Club (Autumn 2)
 - Art Club (Spring, Summer 1).

- **P6**
 - Forest School (Autumn 1 & 2, Spring, Summer 1 & 2)
 - Miniversity (Spring, Summer)
 - Hip Hop (Autumn 1 & 2, Spring, Summer)
 - Football (Autumn 1 & 2, Spring)
 - Art Club (Autumn 1)
 - Rugby (Spring 2)
 - Netball (Spring 2).

- **P7**
 - Football (Autumn 1 & 2, Spring)
 - Hip Hop (Autumn 1 & 2, Spring, Summer)
 - Forest School (Autumn 1 & 2, Summer 1 & 2)
 - Rugby (Spring 2)
 - Netball (Spring 2).

Parents' Council

- **Chair:** Clare Osborne
- **Treasurer:** Gavin McGrattan and Eimhear O'Prey
- **Secretary:** Tim Jackson
- **Members:** Rebecca Walsh, Julie Ferguson
- Parents' Council Meeting held 07.09.22.
- Due to the unprecedented times, Parents' Council limited the number of activities. Everyone was very mindful that families could be under increased financial burdens and felt that fundraising should be kept to a minimum.
- School Community Event: **Colour Run** on 16.10.23 raised £417.00.
- Parents' Council Meeting held on 16.11.22.
- The Brian Steenson Memorial Groups' **Christmas Bazaar** was held on 09.12.22 we raised £185.10 on the night.
- School Community Events: **Christmas Plays** raised £960.00.
- The **Christmas in the Woods** for Cedar pupils was held on 21.12.22 and was a great success. Santa was in his grotto (Outdoor Classroom) and the pupils carried out Christmas activities in the woods with Amy Dixon and Erin Hill. Parents' Council provided hot chocolate and marshmallows for toasting. Mrs Haugh took photos of each child with Santa and raised £281.00.
- Parents' Council Meeting held on 17.01.23.
- School event: The Parents' Council held a **Mid-term Disco** on Friday 10.02.23. P1-4 from 1:00-2:00pm and P5-7 from 2:00-3:00pm.
- Parents' Council Meeting held on 22.03.23.
- Fundraiser: **Easter Squares Draw** raised £710.00
- Parents' Council Meeting held on 22.03.23.
- School Community Event: **The Staff Table Quiz** in the Corner Inn was a great success on 09.06.23. £315.00 was raised on ticket sales and £700.00 raised through raffle ticket sales. Our Student Councillors wrote thank you notes to all the businesses that donated prizes.
- Our P7 PE team Sponsored Circuits on 22.06.23 raised £2058.50 for school funds.
- **Summer Disco** organised by the Parents' Council was held on 23.06.23 in the evening and raised £340.77 (after expenses) for school funds.
- A **Tuck Shop** on the last day of school to sell surplus stock from the Summer Disco also raised £90.90.
- **Family donations:** Families kindly donated a total of £2,620.00.
- **Recycling:** Again, we continued to make use of the onsite-recycling bin, which added to a total of £579.20 to our fundraising total from September to June.
- **easyfundraising.com** Allows families to shop online and support Cedar financially. In 2022-2023, we have received cheques totalling £237.41.

As a result of the fundraising outlined above Parents' Council enabled:

- School Money - online payment system
- Interactive Whiteboard for Primary One
- Interactive Whiteboard for Primary Six
- Revamp of our library, sensory and music rooms.

Thank you for your ongoing support which allows Parents' Council to enhance our pupils' learning.

Cedar Integrated Primary School

INCOME AND EXPENDITURE ACCOUNT

Year Ended: 31 March
2023

	<u>2023</u>	<u>2022</u>
<u>Income:</u>	<u>£</u>	<u>£</u>
Fundraising	6,506	6,226
Other Income	3,780	4,030
Miscellaneous Income	<u>730</u>	<u>0</u>
	11,016	10,256
<u>Expenditure:</u>		
School Expenses	6,937	1,496
Building Expenses	0	660
Repairs	0	0
Office & Secretarial Costs	13	13
Post, Stat & Telephone	0	0
Donations	0	0
Fundraising Expenses	752	0
Bank Charges	64	60
Depreciation	<u>1,901</u>	<u>1,183</u>
TOTAL EXPENSES	<u>9,667</u>	<u>3,412</u>
PROFIT Before Interest	1,349	6,844
Interest Received	<u>5</u>	<u>18</u>
NET SURPLUS	<u>1,354</u>	<u>6,862</u>

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2023**

INCOME

	£	
DE Delegated Grants	1,061,113	
Other sources	<u>65,798</u>	
Total		<u>£1,126,911</u>

EXPENDITURE

Teaching Staff Costs	540,203	
Non-Teaching Staff Costs	<u>361,591</u>	
Total		£901,794

Operating Costs

Rates	30,580	
Insurance	9,360	
Heat, light and power	24,400	
Laundry and cleaning	20,462	
Maintenance of equipment	1,638	
Maintenance of building and grounds	5,939	
Printing and stationery (office costs)	6,950	
Telephone and postage	2,318	
Advertising	195	
Stationery, books and materials	9,361	
Bank charges	520	
School Trips	3,324	
Photographs, badges and sweatshirts	1,247	
Accountancy and audit	1,600	
Water Rates	1,037	
Miscellaneous/Nursery	9,292	
Equipment	4,323	
Hire and contracted services	35,477	
Sports and games	3,019	
Vat on expenses claimed	18,481	
Total		£189,525

Total Staff Costs and Other Operating Costs **£1,091,319**

Net incoming/(outgoing) resources: **£35,592**

Total Funds Brought Forward @ 1 April 2022 **£17,581**

Total Funds Carried Forward @ 31 March 2023 **£53,173**