



BOARD OF GOVERNORS ANNUAL REPORT 2024-2025

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CHAIR'S REMARKS

It is my privilege to present the Chair's remarks for the 2025 Board of Governors Annual Report. This year has been marked by both exciting new beginnings and heartfelt farewells, all of which reflect the dynamic and caring nature of our school community.

In addition to a newly reconstituted Board of Governors with several new faces, we were delighted to welcome Mr Martin to the school as our new Vice Principal. His leadership, experience, and enthusiasm have already made a positive impact, and we look forward to the contributions he will make in the years ahead. This year we also warmly welcomed Mrs McDermott, who joined us as the new P7 class teacher. Her energy and commitment to pupil development have been a wonderful addition to our team.

At the same time, we said goodbye to a number of Governors, including the previous Chair, Mrs McMaster who served the school with dedication and pride. We also said farewell to Mr Ferguson, our previous Vice Principal, and Mrs Doherty, both also previous governors, who moved on to pastures new during the year. We thank them sincerely for their dedication and service to the school and wish them every success in their future endeavours.

It is with deep sadness that we acknowledge the passing of Patricia Bell, a former governor and active parent whose contributions to Kircubbin IPS were both generous and lasting. Patricia was a passionate advocate for integrated education, and she will be greatly missed by all who knew her.

KIPS remains committed to fostering a nurturing and inclusive environment where children "Learn to Love, Love to Learn" and our pupils continue to flourish across all areas of learning. The commitment of our staff to high-quality teaching and inclusive practice has ensured that every child is supported to achieve their best.

Our parent-teacher association, KIPS+, continues to go from strength to strength. Their tireless efforts have led to a number of successful fundraising events, including the school fair and disco. These events not only raised much-needed funds but also brought together children, families, and the wider community in celebration of the diversity and inclusivity that define our ethos. We are deeply grateful to KIPS+, as well as to all parents, carers, and volunteers for their ongoing support and involvement.

On behalf of the Board of Governors, I extend heartfelt thanks to all who contribute to the life of Kircubbin Integrated Primary School. Together, we are building a school that reflects the best of our shared values and aspirations.

Mr P Cash

BOARD OF GOVERNORS

2025-2028

The Board of Governors was reconstituted in January 2025. Below is a list of current governors.

Name	Representative	Role
Mrs P Cash	Education Authority	Chair (Safeguarding Team)
Mr J Hughes	Education Authority	Child Protection (Safeguarding Team)
Dr M Thatcher	Education Authority	PRSD
Mrs V Donnan	Education Authority	PRSD
Mr P Bradley	Transferor	
Canon G Withers	Transferor	Literacy
Mrs V McGimpsey	Trustee	
Mrs G Cassidy	Parent	SEN
Mrs K Priestly	Parent	Well Being
Mrs S Gowan	Parent	Maths
Mrs E Harrison	Parent	Finance
Miss G Ennis	Teacher	
Mr N Martin	Teacher	

The Governors' Main Responsibilities

The school's Board of Governors plays an extremely important role in supporting schools to ensure that pupils have every opportunity to develop to their full potential within a caring and stimulating learning environment. As schools are accountable for what they do, governors must work in close partnership with the principal, staff, parents and pupils to monitor and evaluate the effectiveness of their school in providing the best quality education for all pupils within the school.

The governors and principal work in partnership to manage the school. This involves meetings dealing with issues such as determining staffing levels, recruitment,

formulating and reviewing policies and drawing up and implementing the school's admissions criteria. The governors are also responsible for the overall allocation and management of the school's budget. Further to this, the governors also respond to proposals from a range of educational agencies and comment upon issues which may have an impact on the provision of education for the local community.

Safeguarding

Appointed governors also sit on the school's Safeguarding Team ensuring that pupils remain safe and secure and all needs are catered for.

Enrolment and Admissions

The school has an official enrolment of 189 pupils and an admissions number for P1 of 27.

Policies and Procedures

An important role for governors is the formulation of policies which guide the management and operation of the school. A small committee is formed from the governors to deal with any complaints in line with the school's Complaints Procedures Policy.

Curriculum

The curriculum of the school consists of all the activities and experiences designed to promote the emotional, social, physical, spiritual and academic development of our pupils. The curriculum includes the programmes of study followed and the wider curricular activities available. An extensive range of extra-curricular activities is also offered and listed in more detail later in this report. The curriculum is reflected in the school's ethos and the four key principles of integrated education; namely equality and diversity, faith and values, parental involvement and social responsibility.

Statutory assessment procedures are in place with each child receiving an annual report. Parents also had the opportunity to meet with their child's class teacher on two formal occasions during the year to discuss progress.

Integration

The school takes great pride in being an Integrated Controlled Primary School and each year on the School Development Plan the school identifies specific areas to further its integrated ethos by way of an action plan.

CLASS ORGANISATION AND STAFFING - 2023/24

Class	Key Stage	Teacher	Support Staff
P1	Foundation	Mrs McManus	Miss Clarke Mrs Gilmore
P2	Foundation	Mrs Ewing	Mrs Adair Miss McMaster
P3	1	Mrs Downes Mrs Doherty	Mrs Angus Miss Convey
P4	1	Miss McDermott	Mrs Burtonwood
P5	2	Mr Ferguson Mrs Cooper (PE Coordinator)	Mrs Currie Mrs Mellon
P6	2	Miss Ennis	Miss Ritchie Mrs Ennis Mrs McMeekin
P7	2	Mrs Smyth	Mrs Brown Miss Walker Mrs Gilmore Miss Stewart Miss Thompson

PRINCIPAL'S REPORT

The year 2024-25 saw the long-awaited reconstitution of school governors after a prolonged term since 2018 due to COVID and industrial action.

The role of a governor is a vital one in the operation of any school and I wish to put on record my sincere thanks to Mrs Cathy McMaster (formerly Vice Chair and most recently Chairperson), Mrs Sarah Stothers, Mr David Heron and Mrs Patricia Bell for their service to the school as they stepped down from their roles. Additionally, I am deeply saddened to report that Mrs Patricia Bell sadly and tragically passed away in October 2025. Patricia was a highly respected governor and a devoted parent within the KIPS community. We extend our heartfelt condolences and keep the Bell family in our thoughts during this difficult time.

I am pleased to report that by the end of the 2024/25 academic year industrial action was brought to an end and this will enable the school to embark on a three year School Development Plan for 2025-2028. To inform this, we completed a survey for all stakeholders; teaching and non-teaching staff, parents and pupils to assist with our self-evaluation process and identify areas of priority. This survey was overwhelmingly positive from all stakeholders and gave the new set of governors reconstituted in January 2025 great confidence in assessing how successful KIPS currently is in meeting its Vision and Aims as identified in this annual report.

Whilst the SDP for 2024/25 was impacted by the industrial action we did manage to complete almost all of the actions identified as areas for development throughout the year. Most notably was a complete review and implementation of a new teacher planning format ensuring continuity and progression throughout yeargroups and giving a much clearer picture to subject coordinators of the areas being covered. A lot of time was given to constructive professional dialogue, particularly in the areas of literacy and maths overseen by the coordinators and was an extremely useful exercise.

After a very successful collaboration with the 'Connect 4' group (consisting of Crawfordsburn PS, Millisle PS, West Winds PS and ourselves) providing staff development and school improvement opportunities, the new Aspire PeacePlus initiative enabled us to partner with other schools in pupil activities. Our P4 and P6 children received a number of opportunities to engage in educational activities and visits with Millisle PS, West Winds PS and a new partner in the form of St Mary's PS Portaferry.

In addition to this we were delighted to recommence a partnership with our closest neighbours at St Mary's Kircubbin. Our P7s enjoyed a joint Transition Day to help them with moving on and we also had PSNI Road Safety and Internet Safety workshops together. We were also delighted that our Roman Catholic pupils are now able to attend mass once per month with our friends at St Mary's; this is a most welcome development, and I would like to thank Mr Ennis and Father Sloan for making us so welcome.

Our KIPS+ Committee (PTA) continues to go from strength to strength with the highlight once again being our Summer Fair. Other notable events during the year were the Autumn Ball and Easter Ballot. A very generous donation allowed us to purchase a new outdoor classroom alongside additional funding from DE. We were also delighted to refurbish our sensory room after securing a £5000 grant from the Belfast City Airport Fund.

Another highlight of the year was a move to Delamont Outdoor Education Centre for our P7 residential where our leavers had an unforgettable three days of fun in the great outdoors!

We continue to offer a wide and varied range of after school clubs. Notable successes were our P7 quiz team who won their heat of the Credit Union Primary School Quiz Competition and our Rounders Team winning the Glashy College Schools' Tournament.

We said farewell to a number of staff members at the end of the academic year; Miss Convey, Miss Stewart and Miss Braniff as classroom assistants. Miss McDermott moved on to Glencraig IPS after two fantastic years as our P4 teacher and a School Show leader. Mrs Doherty also moved on to Strandtown PS.

Mrs Doherty was appointed as a permanent teacher at KIPS in September 2017. Over the last eight years she has excelled as a P2, and more recently P3 teacher. As most of you will have experienced for yourselves, Mrs Doherty has embodied our school ethos in her pastoral care, professionalism and expertise. She has also been our netball coach and given our children a flavour of modern foreign languages through her teaching of Spanish.

In addition to this, she has led the staff team in maths development over the last number of years as a highly effective Maths Coordinator and has also contributed much in her role as a teacher representative on the Board of Governors.

Mr Ferguson was appointed to KIPS as a newly qualified teacher in September 2012. During his thirteen years at KIPS he has been a highly effective Key Stage 2 teacher. In addition to this, he has held the roles of ICT Coordinator and Special Educational Needs Coordinator (SENCo) before being appointed as Kircubbin Integrated Primary School's first ever Vice Principal in July 2020.

In each and every role he has undertaken, he has excelled due to his superb organisational skills, attention to detail, willingness to develop as a professional and his desire to do his very best for the children.

He will be greatly missed here at KIPS but we wish him all the very best as he moves on. Crawfordsburn Primary School has gained a fantastic new principal!

It can often be difficult when we lose so many fantastic members of staff but I am delighted to report that after successful recruitment our governors have appointed Mrs Caitrin McDermott as our new P7 teacher and maths coordinator and Mr Niall Martin as our new Vice Principal.

Mr R Irvine

CHILD PROTECTION AND SAFEGUARDING

If there is a concern about a child's welfare the relevant contact people are –

- 1) Mrs Smyth – Pastoral Care Coordinator and Designated Teacher for Child Protection (Miss Ennis was in temporary charge from October 2024 to June 2025).
- 2) Deputy Designated Teachers – Mrs McManus (FS/KS1) and Mr Martin (KS2) as of November 2025.

The school Safeguarding Team meets on an annual basis and as otherwise required. As well as this our Pastoral Care Coordinator provides an annual report to BoG as well as meeting with the Designated Governor for Child Protection to discuss procedures.

The school Safeguarding Team consists of –

Mr J Hughes - Designated Governor for Child Protection

Mrs S Smyth - Designated Teacher for Child Protection

Mrs C McManus - Deputy Designated Teacher for Child Protection

Mr N Martin - Deputy Designated Teacher for Child Protection

Miss G Ennis – Teacher Rep

Mr R Irvine – Principal

School Aims and Mission Statement

'Learn to Love, Love to Learn'

School Vision

At Kircubbin Integrated Primary School we firmly believe that we all need to love and be loved. Through core integrated principles of equality, faith and values, parental involvement and social responsibility we aim to ensure all within our school community are valued, respected and loved. In learning to love, our children can love to learn and achieve their full potential.

School Aims

At KIPS we aim to create a loving, happy and stimulating environment where pupils can learn effectively by...

Equality

- Catering for the needs of each individual.

Faith and Values

- Ensuring that people from all faiths and none, are respected, acknowledged and accepted as valued members of the school community through mutual understanding.

Parental Involvement

- Effectively partnering with parents and the wider community in supporting our children.

Social Responsibility

- developing a sense of responsibility and a belief that we can all make a positive difference with ourselves and others, locally, internationally and to the planet.

SEN ACCESSIBILITY ARRANGEMENTS

Kircubbin Integrated Primary School seeks to promote the inclusion of pupils with Special Educational Needs &/or Disabilities in all aspects of school life. This includes, where possible, eliminating any barriers that pupils may have in accessing the curriculum and the physical school environment.

Current Status/Reasonable Adjustments

At present pupils with Special Educational Needs and/or Disabilities have equal access to all areas of the school building. This is reviewed on an annual basis and contact is made to the EA as required. Should a child apply to the school with special educational needs or a disability they are treated fairly. A risk assessment will be undertaken, and reasonable adjustments will be made to enable that child to learn alongside his/her peers.

Improvements to the Physical Environment

All entrances and exits to the different buildings within school are wheelchair accessible. Additional reasonable adjustments that may be taken may include:

- Lighting and paint schemes to help visually impaired children.
- Lifts and ramps to help physically impaired children.
- Carpeting and acoustic tiling of classrooms to help hearing impaired pupils or appropriate amplification equipment.

The following highlights some of the ways in which the school has made further adjustments to ensure that all the children and staff with specific needs are able to fully participate in all aspects of school life during the last academic year.

Accessibility of the Curriculum

The school has invested in refurbishing the Sensory Room and reimagining the space in collaboration with Spacekraft. This will enable all of our pupils to have access to the space and is particularly beneficial to pupils with sensory needs.

The new outdoor classroom is also a very valuable resource in helping our pupils access the curriculum.

The school also invested in additional soundproofing to a classroom to support a member of staff with hearing difficulties.

CHARITIES

It was decided that during each term the school would focus their efforts on one particular charity. In term one we raised a total of £409.11 for the BBC Children in Need Appeal.

Our School Council chose the charities for the remainder of the year.

In Term 2 we raised £1146.20 for Little Stars (NI Children's Hospice) through participation in a Choir Event.

In Term 3 our chosen charity of Barn Animal Rescue Newtownards was presented with a cheque for £347.50.

INTEGRATED EDUCATION

All of our pupils took part in activities for Integrated Education month. In addition to this we continued our journey towards being assessed for our Excellence in Integrated Education Award (EIEA).

ATTENDANCE

Class	2024/25	2023/2024	2022/23	2021/22 figures
P1	92%	93.2%	92.7%	95%
P2	95%	93.2%	96.1%	96%
P3	93%	93.5%	93.3%	94.1%
P4	95%	91.0%	92.1%	89.7%
P5	95%	92.8%	89.2%	94.7%
P6	93%	90.1%	92.1%	93.4%
P7	92%	90.6%	91.5%	93.2%

Overall Attendance

2024/25 = 93.5%

2023/24 = 92.1%

2022/23 = 92.4%

Unauthorised Absence

2024/25 = 2.4%

2023/24 = 3.0%

2022/23 = 1%

The range of attendance varied in classes from 92% to 95%.

FINANCIAL STATEMENT 2024/25

EA DELEGATED BUDGET FIGURES

Delegated Budget Share	£833,987
Carry forward	£137,981
Total Available	£ 971,968

Summary of School General Funds Account for the period 1 April 2024- 31st March 2025

Opening Balance	£26,304.56
Income	£68,314.01
Expenditure	£64,531.80
Closing Balance	£30,086.75

TO PASTURES NEW

30 pupils transferred to post-primary education in June 2025. The process of transferring is still unregulated with a new system of academic selection for grammar school known as SEAG (School Entrance Assessment Group). Whilst this puts undue pressure on our pupils, we as a staff support those who wish to apply for a grammar school place by preparing them for the tests.

In September 2025 our pupils will commence learning in seven different post-primary settings –

Glastry College – 4 pupils

Regent House Grammar – 8 pupils

Strangford Integrated College – 11 pupils

St Columba's College – 3 pupils

Glenlola Collegiate – 2 pupils

Lecale Trinity Grammar – 1 pupil

Movilla High – 1 pupil

We wish them all the very best for the future!