

**CAIRNSHILL
INTEGRATED
PRIMARY SCHOOL**



**THE BOARD OF GOVERNORS
ANNUAL REPORT
FOR SCHOOL YEAR 2024/25**

Dear Parent

The Board of Governors are pleased to present the **2024/25 Annual Report** to the parents of pupils attending **Cairnshill Integrated Primary School**. We trust that it will help to keep you up to date on ongoing school business, development and overall progress throughout the year.

The **2024/25 Academic Year** was a hugely significant year for the school in its first official year as an Integrated school. It was also a very difficult and challenging year with the loss of our Vice Principal, Miss Heather Marshall.

The Governors have continued to work closely with the Principal and staff throughout the school year. All meetings this year were conducted face to face and catered for a wide range of topics including Safeguarding, Health and Safety, Recruitment, Finance, and Integration.

The Senior Leadership Team in the school work tirelessly to ensure that Mrs Currie is supported in all aspects of school life. The children are at the heart of every decision that is made by the management of the school.

The Board of Governors fully recognises the enormous challenges that our Principal, Mrs Currie continues to face on a daily basis. With such difficult financial constraints and budget cuts, careful financial management has been required.

2024-25 should have been a year full of celebration in the first year with integrated status however this was not the case. The whole school community was devastated with the loss of our friend, colleague and Vice Principal, Miss Heather Marshall. The Board of Governors would like to thank Miss Marshall for her years of service and dedication to Cairnshill, not only on the teaching staff, but also as a member of the Board.

The Board of Governors would like to thank the whole school community for their professionalism at such a difficult time for all. In particular, thanks are passed to Mrs Currie for leading the school under such difficult circumstances.

The Board of Governors fully appreciates and thanks all our parents for your ongoing support for our hard-working Principal and teaching staff. As we all know, this support is vital in ensuring that our pupils are given the best possible opportunity to succeed.

Cairnshill IPS is, once again, very fortunate to have a dedicated and passionate group of Governors that care about the children and the school. I would like to take this opportunity to thank them for their support and dedication.

Finally, I am delighted to congratulate Mrs Currie on being awarded the MBE. This recognition is thoroughly deserved as, since coming to Cairnshill, she has faced and overcome many difficult challenges with perseverance, resilience and unwavering commitment.

I hope that this report will be useful in providing parents and friends with further information about life in Cairnshill Integrated Primary School.

Elaine McCracken
Chair of the Board of Governors

ANNUAL SCHOOL REPORT FOR 2024/25

1. MEMBERSHIP OF THE BOARD OF GOVERNORS

The Board of Governors has overall responsibility for the effective management of the school. The Board has, in its membership, representatives of the Education Authority, local churches, parents and the teaching staff. It serves a four-year period i.e. 2023 to 2027. The Board membership for 2024/25 is as follows:

1. Education Authority South-Eastern Region, Board Representatives -

Mrs A Muir
Mr M Ferguson
Miss A McCaughey

2. Transferors' Representatives –

Mrs E McCracken
Church Representatives
Mr P Buchanan
Mr S Elliott

3. Parents' Representatives –

Mrs R Kemp
Mrs E Woods
Mr N Armstrong
Mrs S Quinlan

4. Teachers' Representative –

Mrs G Smith
Miss H Marshall

Secretary: Mrs J Currie (Principal)

Governors were invited to attend a variety of Governor training sessions organised by the Education Authority e.g., Financial Management, Recruitment and Selection and Safeguarding/Child Protection online and in person.

Governors are also given regular updates on school policies and issues by the Principal and staff of the school.

This is the first report from this current Board of Governors.

Thanks are expressed to the members of the Board of Governors for all their hard work along with their keen interest in all aspects of school life.

2. THE RESPONSIBILITIES OF THE BOARD OF GOVERNORS

The Governors are ultimately responsible for the overall management of the school and this duty comprises:

- The appointment and overseeing of staff.
- The admissions policy.
- The overseeing of the curriculum.
- The fostering of links with the community and the furthering of the objectives of mutual understanding.
- The maintenance of the premises.
- The control of the delegated budget.

3. THE MODE OF OPERATION OF THE BOARD OF GOVERNORS

The Board met regularly throughout the year in person. Sub-Committees met as and when necessary.

At each regular meeting of the Board consideration is given to finance and the Principal reports on all aspects of the work of the school. The Board also responds to documents prepared by the Department of Education and the Education Authority and conducts interviews for staff teaching and non-teaching vacancies when required.

The Finance Committee and/or the Chair of the Finance Committee and the Principal also met to focus on all aspects of Financial Management. The Chair of the Finance Committee, Mr P Buchanan, reported back to the full Board of Governors.

The Health and Safety Committee, led by S Quinlan, met to carry out an annual inspection of the school building and facilities and reported back to the full Board.

The Safeguarding Team met twice during the school year. In this team are the Designated and Deputy Designated Teachers for Child Protection, the Designated Governor for Child Protection and the Chairperson of the Board of Governors.

An Appointments Committee may make non-teaching appointments, if required, on behalf of the Board of Governors. As part of this process, the Governors successfully completed a VP recruitment process in which Mrs V Parr was appointed. Mrs Parr will commence her role in September 2025.

There were no claims made by Governors for expenses.

4. THE POLICY OF THE SCHOOL

The Governors aim to provide a happy, safe and secure environment where each child can reach their full potential by creating a warm, friendly and caring school, where the needs of the children always come first.

The school's motto and ethos give a good picture of the essence of Cairnshill:

School Motto: *Shaping Tomorrow, Today*

Ethos

A new school ethos statement was developed in 2024/25 with input from staff, parents and governors:

Cairnshill Integrated Primary School is a friendly, inclusive, and nurturing community where every child is respected and celebrated. We aim to enrich the lives of our pupils by encouraging them to reach their full potential, through academic and personal growth, so that they become caring, confident, and well-rounded individuals. We aim to foster positive partnerships with pupils, families, and the wider community, working together to create a secure, supportive, and safe environment where children can thrive and be happy.

5. SCHOOL STAFF

The whole school community was devastated at the loss of our Vice Principal, Miss H Marshall in February 2025. Miss Marshall had taught in the school for almost 30 years and was a much-loved and dedicated member of the school team. Despite her illness, Miss Marshall remained teaching her P7 class until November 2024. She will be greatly missed by us all.

2024/25 saw the retirement of Pamela Johnston in her role as school secretary. Thanks are expressed to Pamela for her many years of dedicated service to the whole school community.

In October 2024, Mrs L Adamson also retired from Cairnshill as a much-loved teacher for over 30 years. We would like to pass on thanks to Mrs Adamson for all her years of hard work and dedication and wish her a long and happy retirement.

Miss F Fletcher completed a career break in 2024.25 and this will be extended for the forthcoming academic year.

Thanks were passed to Miss H Haycock who covered P7 in place of Miss H Marshall from November until the end of the school year in June.

Mrs J Armstrong worked in school as a student teacher in 2024/25 and thanks are passed to her for all her help throughout the year.

Thanks are also passed to Miss K Fitzsimmons who left her role as a Special Needs Classroom Assistant. We would like to wish her well in her future career.

Congratulations were extended Mrs A McNeilly on the birth of her daughter, Lottie in August 2025.

6. ENROLMENT AND ADMISSIONS

Enrolment Number	583	Admissions Number	83
Enrolment at October 2024	555		
P1 – P7 Classes	504	Nursery	51
Attendance for P1-7 2024.25	95%		

7. CURRICULUM AND STAFF DEVELOPMENT

Cairnshill Integrated Primary School aims to provide all its pupils with a broad and balanced curriculum. The Northern Ireland Curriculum sets out the required arrangements for all pupils, specifying areas of learning, personal capabilities and thinking skills. All classes are following this curriculum, and pupils work in mixed ability classes at their own level of achievement. The quality of learning and teaching is monitored and evaluated during the year through our planning, curriculum policies, staff development programme and the Senior Leadership Team.

School Development Days were used for training in Assessment, Literacy, Numeracy, SEN and ICT for all teaching staff. Key Stage meetings also occur on a regular basis to discuss new initiatives, educational innovations and to keep abreast of current issues. There were some cluster meetings available for subject co-ordinators to attend this year.

Further information regarding school organisation and policy statements are readily available from the school office staff. Specific policy documents are also available on the school website - www.cairnshillps.co.uk

8. CHILD PROTECTION

Child Protection issues were dealt with according to recommended guidelines. Mrs J Currie was the Designated Teacher for Child Protection. Miss H Marshall and Mrs A Shields were the Deputy Designated Teachers and Mrs G Cousins and Mrs K Livingstone were the Designated Teachers for the Nursery Unit.

9. NURSERY

The Nursery experienced another productive and eventful year. We were pleased to welcome Miss Melanie McComb to the team as Nursery Assistant, replacing Mrs Suzanne Torney, who returned to 'big school!'. Throughout the academic year, Mrs Livingstone, Mrs Cousins, Mrs Maguire, and Miss McComb worked collaboratively to provide a nurturing and secure learning environment, enabling each child to progress at their individual pace.

The nursery team demonstrated both cohesion and dedication, particularly in response to the increasing number of children with additional needs.

In light of these challenges, Mrs Livingstone initiated a review of the nursery's special needs provision at the close of the year. As a result, the team plans to establish a small, sensory-friendly quiet area within the nursery office.

This space will be available for use by Special Needs Assistants to support and regulate children requiring additional care.

During the year, the Nursery accommodated 53 children, all of whom benefited from a rich curriculum, extensive resources, and a well-equipped outdoor play area. The team continued to build on the Autism Training provided by Autism NI, which remains part of their inclusive practice. A variety of resources were employed to support the increasing number of neurodivergent children, and the team remains committed to expanding their knowledge and provision in this area. The support and training received from the Special Educational Needs Early Years Inclusion Service in previous years continued to be of immense value and will remain integral to future practice.

The Nursery once again benefited from the Getting Ready to Learn funding, which enabled the enhancement of the home-lending book bag service. This initiative has proven highly effective in promoting parental engagement and reinforcing the importance of reading at home. Positive feedback from parents has affirmed the value of this programme, and funding will be sought again next year to further strengthen literacy provision and promote bedtime routines involving stories and songs.

We are also grateful to Mrs Currie for allocating additional funding to the Nursery, which will be used to replace the well-worn climbing frame in the garden. A new frame has been ordered from Ballycastle Climbing Frames, with installation scheduled for November 2025.

The Nursery continued to benefit from visits by external agencies, including Catherine Bennett from Amazon Jungle NI, who delivered the engaging 'Amazon Jungle Show', and Playball NI, which facilitated workshops aimed at enhancing children's gross motor skills. The team is considering incorporating more frequent sessions with Playball NI into next year's Physical Development and Movement programme, subject to budget availability. In today's digital age, it is more important than ever to provide children with opportunities to engage with the outdoor environment, fostering physical development, wellbeing, and sheer enjoyment!

10. LIAISON WITH OTHER SCHOOLS AND THE COMMUNITY

Children were able to take part in sporting activities against other schools including a rugby blitz at Kingspan, hockey blitzes at Friends and various football matches and tournaments.

Local churches and Scripture Union representatives were able to deliver both Foundation/KS1 assemblies as well as KS2.

In March 2025 our P7 pupils were able to perform 'Matilda Jr' at Saintfield Road Presbyterian Church, further strengthening relationships between the two organisations. We were very proud to receive joint first prize for the Annual Schools' Arts Competition from LCCC – our third year in a row winning this competition!

All classes enjoyed a range of visits including: Loch Insh, Belfast Zoo, Streamvale Farm, Mount Stewart, Carrickfergus Castle, Castle Espie and Greenhill YMCA.

The school premises were used by a number of outside agencies during the year including Cairnshill School of Irish Dancing, Pilates and BMC.

Cairnshill Kidz operated a wraparound care facility within the school, catering for children from P1-P7 from 8am to 6pm.

A number of events were held by the PSA throughout the year and the Board of Governors recognise, and are thankful for, the hard work and efforts which go into organising and promoting these events.

11. SPECIAL EVENTS AND ACTIVITIES

After school clubs and activities were available for children from P4-7. Clubs included football, rugby, hockey, Art and Craft, Lego and cookery.

The children enjoyed a number of activities, special projects and events during the year. Some examples are:

- School Disco
- Charity Non-uniform days
- Class trips
- Class workshops i.e. minibeasts, art workshops
- PSNI Road Safety Talks/Online Safety Talk
- Forest Schools
- Made for More and CAP for P7

Many thanks go to staff who organise trips and events for our pupils and also to those many parents, guardians, family members, friends and volunteers who give their time, effort and support.

12. BUILDINGS/MAINTENANCE/SCHOOL SECURITY

Throughout the year there have been ongoing maintenance and refurbishment works undertaken to improve the learning environment for our children and provide a safe, secure and healthy atmosphere. Some of the work that was carried out during the year included:

Completion of RAAC repairs to the two-storey block

It is part of the School Development Plan to continue to maintain and upgrade the school facilities as and whenever possible.

13. INTEGRATION

2024/25 marked the first official year of Cairnshill Integrated PS. In this landmark year, the school launched its new website to display the wonderful work that children undertake each and every day.

As part of the new Cairnshill Integrated PS, staff worked with CSSC (Controlled Schools Support Council) in developing an ethos statement. This was developed by the Board of Governors and voted on by the parents.

Mr K Oliver was appointed as Integration Co-ordinator in 2024 and worked alongside J Currie to implement the Transformation Action Plan. The school worked closely with IEF, NICIE and the Education Authority throughout the year.

Preparations for sacraments were again offered to children but this year it was during the school day rather than as an after-school activity. Thanks are passed to Mrs S Sweeney for organising and conducting these sessions.

In June 2025, the school celebrated its first ever Culture Day. The Board of Governors would like to thank Mr K Oliver for all his organisation and planning in what was a hugely successful event involving pupils and parents from all over the world.

14. FINANCE

The school is on a fully delegated budget which is administered by the Board of Governors. The budget covers all areas of the school life and includes:

All Salaries and Wages
Electricity, Water and Gas
Grounds Maintenance
Cleaning Chemicals and Equipment
Classroom Materials, Stationery and Office Supplies
Telephones and Postage

The budget was drawn up by the Education Authority with the majority of the money allocated based on the numbers which were on the school role the previous October. We commenced the year i.e. 1st April 2024 with a deficit of £32,370. Our budget for the year was £1,958,121 including all additional funding. Actual expenditure for the year was £2,119,759 leaving us with a deficit of £142,105 at 31st March 2025 (calculations are rounded to the nearest pound).

Managing the school budget continues to be a challenge on a month-to-month basis and it is monitored closely by the Principal, the Chair of the Finance Committee, the Finance Committee and the Board of Governors.

15. SCHOOL FUND/MONIES

The work of the PSA was invaluable in 2024/25 and a number of events were arranged throughout the year including:

- Portrait Evening
- Coin Trail
- Christmas Cards
- Disco
- BBQ
- Curry Night
- Ice lolly sales

School Fund money was used in a number of different ways including; new iPads for classes, outdoor play equipment, Education City subscription and other licenses.

A summary of the School Fund accounts for 2024/2025 is given in Appendix C as well as the Nursery and Dinner accounts.

A statement of donation given to charity is given in Appendix D.

16. CONCLUSION

The school year 2024/25 was a monumental one for the school.

The most notable event in the school year was the unfortunate loss of our friend, colleague and Vice Principal, Miss Heather Marshall. Words can never express the deep loss that the whole school community suffered during her illness and eventual passing. Miss Marshall had a profound impact on every child, parent and staff member. The school closed on 7th February as a mark of respect so that all could attend her funeral. Her dedication and total commitment to the school will never be forgotten.

Throughout this very difficult and emotional time, the professionalism of the staff was exemplary. The school received support and guidance from the Critical Incident Team at the Education Authority which was invaluable. Thanks are expressed to EA for this service and to all past and present members of the school community who sent cards, messages or attended the Celebration of Life service held at Saintfield Road Presbyterian Church in May 2025.

The most positive highlight of the year was the completion of the Transformation process and building for a new and exciting future for the school as an Integrated School. This culminated in the Culture Day held in June 2025 in which parents and pupils from all over the world were able to share food, music and art from their home countries.

The P7 year group were able to complete their residential to Loch Insh which was a wonderful experience for them all. During this trip the staff and pupils were able to plant a memorial tree in Miss Marshall's name where it will grow looking over the Loch for years to come. It was also lovely to be able to give the P7 children a year to remember which ended with a P7 assembly and coffee morning complete with balloon arch! The P7 pupils were also able to complete a wonderful performance of 'Matilda Jr' at Saintfield Road Presbyterian Church. We were very proud to receive joint first prize for the Annual Schools' Arts Competition from LCCC once again. Thanks are expressed, as always, to Saintfield Road for accommodating the school during this time.

The Board of Governors would particularly like to praise Miss Marshall's P7 class of 2024/25. The strength and resilience that the pupils displayed during such a difficult and emotional time was extraordinary.

This report only gives a brief snapshot of school life but conveys in some measure the amount of work and effort of all concerned with the school during the year.

The Board of Governors take a keen interest in all aspects of the school and look forward to ensuring that the children who attend Cairnshill IPS continue to be offered a high standard of education and care.

We would like to take this opportunity to thank all parents for their continued support for all pupils, staff and Governors in Cairnshill PS and look ahead to another new school year in 2025/26.

Appendix A

SCHOOL STAFF - September 2025

TEACHING STAFF

Principal	Mrs J Currie	
Year 1	Mrs LA Bell – Head of Foundation Stage /Mrs H Bunn	
Year 1	Mrs G Smith	
Year 1	Mrs A Barnes/H Bunn	
Year 2	Mrs J Neill	
Year 2	Mrs R Cox/Mrs A McNeilly (on Maternity Leave)	
Year 2	Miss A Anderson	
Year 3	Mrs L Patterson	
Year 3	Mrs B Gardiner/Mrs S Sweeney (Job Share)	
Year 3	Mrs A Shields – Head of Key Stage One	
Year 4	Miss L Bennett	
Year 4	Mrs H Myles/Mrs L Thomas (Job Share)	
Year 4	Mrs L Galloway	
Year 5	Mrs D Wallace/Mrs R Gilmore	
Year 5	Mrs E Manning	
Year 5	Mrs R Vallyelly	
Year 6	Mrs C Wilson	
Year 6	Miss H Bingham	
Year 6	Mr K Oliver	
Year 7	Mrs V Parr – Vice Principal	
Year 7	Mr S Savage	
Year 7	Mrs J Alexander	
Nursery	Mrs K Livingstone – Head of Nursery	
	Mrs G Cousins	
Special Needs	Mrs J Sterritt/Mrs A McNeilly	
Senior Leadership Team	Mrs J Currie	
	Mrs Parr	Mrs C Wilson
	Mrs A Shields	Mrs E Manning
	Mrs LA Bell	Mrs K Livingstone

NON-TEACHING STAFF

Secretary	Mrs N Buchanan and Mrs S Hall
Classroom Assistants	Miss R Ferguson, Mr S Waterworth, Mrs P Patterson, Mrs C Patterson, Mrs D Taylor
<u>Nursery</u>	Mrs A Maguire, Mrs M McComb
	<u>Additional/Special Needs</u> Mrs A Elliott, Mrs H Nelson, Miss J Harte, Mrs S Torney, Miss B Montgomery, Mrs E Parsons, Mrs L Blundell, Miss K Pollock, Mrs A Lecky, Mr T Jemprey, Miss C Pollock, Mrs E Walsh, Mrs K Garrett, Mrs H Jaeschke, Mrs J Rainey, Mrs K Fitzgerald, Miss K Pallin, Mrs E Pallin, Mrs K Collier, Mrs J Wong, Mr J Breen, Mrs G Fenton, Mrs V BeniKiredy
Building Supervisor	Mr W Bird
Cleaning Staff	Mrs J Purce, Mr P Oliver, Mr A Willis, Miss M Oliver, Miss J Latala, Mrs E McMillan
Lunchtime Supervisors	Mrs A Elliott, Mrs H Nelson, Mrs A Maguire, Mrs D Taylor, Mrs E Parsons

Appendix B

YEAR 7 – TRANSFER – JUNE 2025

Below is a list of destinations of the P7 pupils from June 2025:

METHODIST COLLEGE	10
WELLINGTON COLLEGE	6
GROSVENOR GRAMMAR	14
RBAI	8
VICTORIA COLLEGE	3
LAGAN COLLEGE	15
SAINTFIELD HIGH	2
OUR LADY AND ST PATRICK'S COLLEGE	2
BREDA ACADEMY	2
ST JOSEPH'S	1
BLOOMFIELD COLLEGIATE	1
GLENLOLA	1
BELFAST ROYAL ACADEMY	1
ST COLMAN'S HIGH AND SIXTH FORM	1

Appendix C

School Fund Accounts 2024 – 2025

<u>Income</u>		<u>Expenditure</u>	
Balance August 2024	£38,137.04	Payments	£108,950.73
Income	£102,767.68	Balance July 2025	£31953.99
	_____		_____
	£140,904.72		£140,904.72
	_____		_____

Summary of Nursery Accounts 2024 – 2025

<u>Income</u>		<u>Expenditure</u>	
Balance August 2024	£1613.63	Payments	£2811.20
Income	£ 4832.05	Balance July 2025	£3634.48
	_____		_____
	£6445.68		£6445.68
	_____		_____

Summary of Dinner Money Account 2024-25

<u>Income</u>		<u>Expenditure</u>	
Balance August 2024	£7428.97	Payments	£75238.77
Income	£79480.58	Balance July 2025	£11670.73
	_____		_____
	£86909.55		£86909.55
	_____		_____

Appendix D

Charities 2024 – 2025

<u>September 2024</u> MacMillan Coffee Afternoon	£540
<u>December 2024</u> Retiring Offering and Mr Oliver hair cut Children's Cancer Unit	£2300
<u>February 2025</u> Scripture Union (Memory of Miss Marshall)	£300
<u>June 2025</u> Hats and Shades Day Cancer Fund for Children	£515
Total	£3655

£896.04 was also collected for the Royal British Legion Poppy Appeal in November 2024 and Harvest produce was collected and donated to Newtownbreda Baptist Church food bank.