



SULLIVAN UPPER SCHOOL HOLYWOOD

**Report of the Board of Governors
on the
2012/2013 School Year**

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SULLIVAN UPPER SCHOOL

1. THE CONSTITUTION OF THE BOARD OF GOVERNORS

1 January 2010 - 31 December 2013

- a) **nominated by the church bodies in Holywood which were the original trustees of the school:**
- | | |
|--------------------------------------------------------------|--------------------------------------------|
| Church of Ireland, Parish of Holywood | Mr Brian Burke |
| Church of St Philip and St James | Mrs Catherine O'Neill
Mrs Roberta Price |
| First Holywood Presbyterian Church,
Bangor Road, Holywood | Mr Peter Moran
Mr Mark Watson |
| High Street Presbyterian Church,
Holywood | Prof Hasley Mitchell
Mrs Betty Hewitt |
| First Presbyterian (Non-Subscribing)
Church, Holywood | Rev Colin Campbell |
| The Methodist Church, Holywood | Mr Colin Burnside
Mrs Zara McCone |
- b) **nominated by the Department of Education**
- | | |
|--|--------------------------------------------------------------------------------------------------------------|
| | Mrs Anita Fitzsimmons (resigned 30.09.13)
Mr Peter Greene
Mr Stuart Hamilton
Mrs Jacqueline Simpson |
|--|--------------------------------------------------------------------------------------------------------------|
- c) **elected by parents of pupils attending the school**
- | | |
|--|-------------------------------------|
| | Mr Jon Gillies
Dr Stephen Martin |
|--|-------------------------------------|
- d) **elected by the teaching staff of the school**
- | | |
|--|------------------------------------|
| | Mr Bill Halliday
Mr Martin Thom |
|--|------------------------------------|
- e) **co-opted by the Board of Governors**
- | | |
|--|----------------------------------|
| | Mr Brian Cave
Mr Lindsay Todd |
|--|----------------------------------|
- f) **member ex-officio as Principal of the school**
- | | |
|--|---------------|
| | Mr Chris Peel |
|--|---------------|
- g) **secretary to the Board of Governors**
- | | |
|--|------------------------------|
| | Dr Christina Byrnes (Bursar) |
|--|------------------------------|

The Board of Governors meets approximately once every 2 months during the school year, with more detailed work being done between the full Board meetings by the committees of the Board.

The **current** office bearers are:

Chairperson of the Board of Governors:	Mr Peter Greene
Vice-Chairperson of the Board of Governors:	Rev Colin Campbell
Chairperson of the Education Policy Committee:	Rev Colin Campbell
Chairperson of the Education Services Committee:	Mrs Roberta Price
Chairperson of the Finance Committee:	Mr Colin Burnside
Chairperson of the Audit Committee:	Mr Brian Burke
Chairperson of the Preparatory Dept Committee:	Mr Brian Cave

Other sub-committees of the Board include the Salaries Committee, the Salary Appeals Committee, the Transfer Procedure and Admissions Committee, the Health and Safety Committee and the Property Sub-Committee.

2. THE PREPARATORY DEPARTMENT

AQE Transfer Results 2012/13

No Quintiles were used for this academic year and we are reporting the following groups of scores:

111-25	54%
100-110	36%
99 or below	10%

Average AQE score was 110

Attendance: 2012/13 was 96.8% with 8% children having 100% attendance

End of Key Stage Assessment changed this year with a trial of the new Levels of Progression. In-house moderation portfolios were established to form a baseline for future reporting therefore we do not have results for this trial year.

We have completed another busy year in the Prep with plenty of challenges, visits and opportunities for our pupils to perform both in and out of school. 'The Pirates of the Curry Bean' was our excellent KS2 production in March 2013 and the Prep 7s were the stars of this witty performance. Charity donations reached the sum of £6161.08 and all classes played a role in organising fundraising opportunities with bun sales and sponsored events. Visitors spoke to us about assorted charities including the Lifeboat Institute and these occasions are very good source to make children aware of dangers and where they can help.

Our annual Book Week and Sports Week are very popular with the children and always raise the positives about being active. There is nothing better than seeing children coming back from trying a different sport which they didn't think they would like but in fact loved!!

Two residential were held, with Prep 6 staying in the Ulster Folk Museum and Prep 7 in Greenhill YMCA in Newcastle. The latter trip was especially exhilarating for the class as they went canoeing, hill walking, orienteering, archery and on the aerial runway as just a few of their many experiences over the week – one for the memory books!

Our Young Enterprise Programme which takes place throughout the school is well supported by parents who are able to assist the staff with bringing workplace activities into the classroom and making the older pupils in particular see the relevance of aspects of their learning.

All in all, a great year with hardworking pupils who have achieved a personal best in many aspects of their work through being very supported by their teachers and classroom assistants. We said goodbye to Mrs Mitchell after 23 years teaching Prep 1 and to Mr Reid-Walker our gardener for the last 12 years and wish them well in their retirement. We welcomed Miss Worthington as the new Prep 1 teacher, Miss Reid as the part-time Prep 2 teacher and Mrs Ebbinghaus as a SEN Classroom Assistant. Thank you to everyone.

CURRICULUM REPORTS

Assessment Report

Co-ordinators: Mrs Patterson and Mrs Smith

- Target setting regarding End KS1/KS2 2013 was carried out by staff with Head of Department in September 2012 and submitted to SEELB. It was analysed in June 2013 to compare targets with actual levels achieved and these correlated.
- Staff have included record sheets with their six-weekly notes which identify differentiated groups in reading, numeracy and literacy within their class. We need to focus on further training and expectation in differentiated work in each year level in the next academic year.
- Throughout 2013 we have been focusing our in-service staff training, led by Mrs Patterson, on awareness of the new Levels of Progression in 'Using Mathematics' and 'Communication' as there is a great change from concentrating on knowledge and skills to applying and using knowledge and skills. Staff in KS1 and KS2 have been using tasks from CCEA and also creating tasks that focus on the pupil's use of knowledge. We have been moderated tasks in the areas of: Writing, Reading, Number and Measures.
- We are awaiting baseline data for the new assessment levels in 'Using Mathematics' and 'Communication'. This is the first year that our pupils have been assessed using these new levels and results reported to parents at KS1 and KS2. This baseline should be the beginning of new benchmarking data from SEELB, as the new levels cannot be compared to the previous levels. We distributed to parents in June 2013 and September 2013 for classes in Preps 4 and 7 to explain the school's position.
- Guided by Mrs Patterson, all standardised scores for NFER, PIE and PIM were entered onto NFER analysis sheets, in C2K RMStaff, by P1 to P7 staff. Mrs Patterson entered the previous year's data for each class in order that the data analysis (tables and graphs of progress) could be printed for each year level. Staff have analysed this to inform themselves on improved teaching practices in their own classroom and to inform the class's teacher for 2013/14. This identifies within the whole pupil population, which children are low achieving, our target group (underachievers) and our high achieving pupils. These scores are also used to identify children requiring SEN support with our Learning Support teacher.
- Literacy and Numeracy Co-ordinators have used the standardised test scores and the analyses to identify and report back to our staff on strengths and areas to focus on for the coming academic year.
- In June 2013 these standardised scores along with NRIT and NFER non-verbal scores have been entered onto SIMs by Mrs Patterson for further analysis. This data will be analysed by the whole staff in September 2013 and the staff will enter this data onto SIMs themselves in June 2014. Further training in using data on SIMs will continue in 2013/14 to identify stanine bands.

Literacy Report

Co-ordinators: Mrs Galway, Miss Worthington and Miss Reid

A Literacy Team was formed in Term 2.

Reading has been identified as a focus for the year. Audits were distributed to staff, parents and pupils. Feedback from parents revealed that most would like the opportunity of learning more about their child's reading and that they would attend a workshop on the above. The desire was stronger from the 'Early Years' parents, especially re sounds and

phonics. A decision will be made with all staff for this to be either incorporated in the class meeting at the beginning of the year or provide a specific evening session.

Parents' feedback in general was very positive re reading but some expressed an interest in obtaining recommended reading list for their child's age.

Some pupils indicated that they would like more choice in their home reading/guided reading.

Staff feedback showed a need for a Reading focus over the next few years.

- A need was identified for children in Key Stage 2 with education psychology reports indicating dyslexic difficulties to receive support to reinforce sounds and phonics. Mrs Thompson has implemented this and early feedback has been extremely positive from all concerned. 'Sounds' groups are now running weekly for Prep 5 and 6 pupils.
- Book Week proved as popular as usual and other Literacy guests during the year included Craig Bradley, a visiting poet. He was an outstanding success in the Senior School and the Prep classes P3-P7. Derek Keilty (Belfast author) of the 'Will Gallows' series, visited in May and his visit was greatly enjoyed by P3-P7 classes. P5 also had a writing workshop led by Derek Keilty.
- In order to further promote literacy in our school we trialled a Bookworms Club. Ten children from P4-7 have met in Term 3 to share their love of reading and books. They have utilised the school minibuses to enhance their learning and had outings to Eason's in Belfast, Holywood Library and the Linen Hall Library. They have also enjoyed an outdoor reading session.
- Prep 7 participated in Eason's Spelling Bee and we were delighted when George Robb was runner up in County Down section of the All Ireland competition.
- The revised Prim Ed spelling workbooks were ordered for P4-P7 for next year to address the use of Linguistic Phonics. Preps 1-4 will continue with their current practices and Prep 4 will link the Key Stages with their new use of the Prim Ed workbook. This will be trialled for the year 2013/14.
- Investigation of text books to be carried out next year.

Mathematics Report

Co-ordinators: Miss Cairnduff and Mrs Wilson

At the beginning of the 2012/2013 school year the Maths Co-ordinators identified in an action plan the areas of maths that were to be the focus of our work during the year.

- Financial Capability: Activities were generated suitable for each class to use on 'Maths Fun Day' (week beginning 7 February 2013) to encourage class teachers to introduce more 'Financial Capability' activities.
- Standardised Tests: Preps 1-7 completed NFER Progress in Maths tests in May 2012. The results of these tests were analysed and disseminated at a staff meeting in August 2012. From this information we were able to identify pupils who had made below average progress in maths and pinpoint the areas of the maths curriculum each teacher needed to concentrate more on. We also identified those children who were 'high achievers', 'low achievers' and 'under achievers'. Prep 2-7 have completed

NFER progress in maths tests in May 2013. In May 2013 Prep 3 and Prep 5 will complete NRIT (Non Reading Intelligence Test) in and Prep 4, 6 and 7 will complete Non Verbal Intelligence test. Results will be recorded in SIMS and data analysed. Children with a NFER score 10 points or more below their NRIT score will be identified as being 'under achievers' and targeted by class teacher and Learning Support teacher.

- Resources: No major expenditure required this year. We will need to source new maths text books for KS2 next year.
- Maths & ICT: Add maths games to LearningNI website.
- Maths Day: This year we had a very successful 'Maths Fun Day' (9 February 2013) when each class participated in 'Financial Capability' activities.
- Maths Competitions: Prep 3-7 entered the SEELB Sumdog competition online and Alexander Stuart (P3) was placed in the top 5 pupils in the SEELB area in each competition. We are not able to access Sumdog online in the Specialist Teachers' room and need to rectify this as soon as possible so we can participate in school as well as at home. Preps 3 and 6 thoroughly enjoyed participating in World Maths Day online competition.
- Forward Planning: 2013/2014 we hope to focus on:
 - Monitoring and Evaluation: book dips to be continued (topic still to be decided).
 - NFER Tests: Analyse results of tests completed in May 2013 and identify pupils/topics requiring attention.
 - Complete NFER Progress in Maths tests in May 2014 in all classes.
 - Maths Days with Celebrate 100th Day (February 2014) or Maths Fun Day (June 2014) or Money Day/Week.
 - Maths Competitions: Enter classes for online maths competitions.
 - Resources: Research new KS2 text books.
 - School Website: Add links to maths games for each class on school website.

ICT Report

Co-ordinator: Mrs Matthews and Mrs Wilson

Staff:

- All using Interactive Whiteboards in classrooms to enhance teaching and learning.
- Initial training with C2K personnel in using LearningNI (a virtual learning environment - VLE).
- Website updated regularly with class events to inform school community.
- Specialist Teachers' Room planned for Dromkeen House alongside new build of Loughhead House.

Pupils:

- Using classroom PCs and laptops to enhance learning.
- Key Stage 2 pupils taking part in KS2 ICT Accreditation Scheme.
- Key Stage 1 pupils began ICT Accreditation Scheme last year by trialling some tasks.
- Key Stage 2 pupils beginning to use Learning NI beginning to access resources for topic and homework.
- Online learning competitions entered eg Mathematics (Ross Maxwell 1st in NI).

What We Have Done This Year:

Staff:

- Continuing Professional Development:
 - Training for implementing new Computer Based Assessments and retrieving results.
 - Refresher training for further developing LearningNI.
 - Assessment Coordinators trained in new arrangements for uploading KS1/2 results to CCEA Web Exchange.
- Shared network access for storing online half-termly notes, Risk Assessments, subject resources, SEN.
- ICT lessons more skills-based, progression apparent in skills being taught from Prep 1-Prep 7.
- Increased awareness of core ICT skills to be covered.

Pupils:

- Timetabled ICT lessons using Specialist Teachers' Room with access to computers/laptops for all KS1 and KS2 pupils at least once a week (2-3 sessions for Prep 7 post AQE).
- KS1 and KS2 pupils using new CCEA ICT Accreditation tasks linked to WAU topic work to ensure continuity and progression of skills in preparation for levelling.
- Prep 3-7 pupils regularly entering online learning competitions, eg Mathletics, Sumdog, World Education Games.
- Pupils using Learning NI on a regular basis for:
 - Supplementary Literacy/Numeracy home work activities
 - Submitting ICT tasks to LearningNI as evidence of their work; encouraging peer-evaluation

Future of ICT in School Development Planning:

CEA

"Using ICT, along with Communication and Using Mathematics, is one of three statutory Cross-Curricular Skills that form part of the Northern Ireland Curriculum. Assessment and reporting of Using ICT is a statutory requirement for all schools from 2013/14."

Staff:

- Training in Assessing, Levelling and Reporting of Using ICT.
- Amending current ICT planning to include half-termly tasks and skills, ensuring 5 Es embedded.
- Preparation for My School, Fronter and wireless access (3 areas nominated in Prep 3, Prep 7 & Specialist Teachers' Room).

Pupils:

- Samples of work submitted will be levelled.
- Further use of new VLE to strengthen home-school work links.

Physical Education

Co-ordinator: Miss Graham

Targets for Academic Year 2012/13 were to:

- Develop and evaluate schemes of work for the remaining activities in games and PE.
- Develop schemes of work for swimming.
- Bring in external coaches to lead sessions for a range of pupils in KS1-2.

- Develop assessment and recording of fundamental movement skills for foundation stage and begin practical PE homework at this stage.
- Survey of pupils/parents/staff to assess the effectiveness of PE programme.

Progress made to date:

- Schemes of work have been developed for KS2 tag rugby and gymnastics as well as KS1 ball handling skills and athletics. Schemes for all activities are being evaluated following each term of teaching.
- Initial schemes of work are in place for P3-7 swimming. These will be evaluated over the course of 2013/14 with appropriate amendments to schemes for next year.
- External coaches have been used in the following areas: Hockey – Katie Morris volunteered September-January to assist with Hockey, then led own club in Term 3 for P4/5. Football and Rugby – Daniel Allen has led practices for P5-7 as well as attending competitive fixtures. Athletics and Cricket – Eugene Moleon from North Down Council delivered 3 weeks of Cricket and 3 weeks of Athletics for P6/7. Netball – Karen McVeigh from North Down Council delivered 6 weeks of Netball for P5/6 girls. Multi sports – Ryan McQuillan from North Down Council delivered 6 weeks of multisports (focus on FMS) for P1-3. GAA – Ryan McQuillan delivered 6 weeks of Gaelic Football for P4. Rugby – Stephen Marshall from North Down Council delivered 6 weeks of Mini Rugby for P5-7 boys. All coaches were utilised during sports week for a range of classes.
- Recording of FMS skills has started with P1/2. Recording when each pupil is consolidating the focus skills. This will be continued with current P1-3 and will carry through to P4. Practical PE homework delayed due to changes in P1 teacher in 2012/13, will commence in January 2014.
- Survey delayed until an appropriate range of questions and format is discussed and agreed upon by all staff. Anticipated following Sports Week 2014 with findings to be reported in 2013/14 Board of Governor Report.
- In addition, pupils have attended a wide range of external events including Athletics NI Cross Country League, East Down Rugby Blitz, Ulster Junior XC, North Down XC, John Barrett Football T'Ment, IFA's Soccer 7's, Football Whittle Shield (reached semi-final), North Down Football League, North Down Netball League, Rockport Cross Country, MCB and CCB Mini Rugby Festivals, North Down Netball Tournament, Blackwood Golf Tournament (1st and 3rd overall) and Fun In Athletics Roadshow. Sullivan Prep have hosted the North Down Netball Tournament and Hockey Blitz.

Next Steps:

- Retain a high profile in a range of sporting events both local and nationally.
- Seek new opportunities to use external coaches in curriculum and sports week.
- Liaise with senior school PE department to evaluate P7 PE schemes and ensure that they are providing pupils with the movement foundations for Year 8.
- Encourage more parental involvement in school sports by using parents to assist with swimming, sports week and team events.
- Develop existing links with Rathgael Tumbling and Gymnastics Club.
- Survey staff, parents and pupils as to the effectiveness of PE following academic year 2013/14.

Music Report KS2

Co-ordinator: Mrs McKinley

- The music policy remains the same. Children continue to develop their listening, composing and performing skills. A more integrated approach with class teachers has been implemented and continues to keep in line with the Northern Ireland Curriculum.

All children took part in the Christmas and Spring Concerts. These performances were enjoyed by both the children and the audience.

- The strong link with the Camphill Community at Glenraig continues. The Music Clubs visited Glenraig for their usual Christmas Concert. The children and adults in Glenraig look forward to hearing the Sullivan children sing and play instruments every year. It is a very good learning situation for our pupils to work alongside children and young adults with physical and mental challenges.
- This has been a busy year for the choir and chime group. As well as school and Glenraig concerts, we were invited to sing at Ballygilbert Advent Fair the Saturday before Christmas. Another invitation came from 'Celtic Lyres' for the chime group to join with them playing kanteles and bells at a charity concert for The Order of St John. This took place in the Clandeboye Estate on a Sunday evening at the end of September. The chime group borrowed hand bells and kanteles from Glenraig and the performance was very successful.
- This year we had two outings. On a cold Saturday afternoon in December fifty children and parents attended a performance of The Snowman in the Waterfront. The annual Music Club outing this year is to The Dunluce Centre and The Portrush Countryside Centre. This is a lovely opportunity to reward all the hard work undertaken by our music students.

World Around Us Report

Co-ordinators: Miss Worthington, Miss Reid and Mrs Matthews

Resources:

- No expenditure required this year. We will need to meet with KS1 and KS2 teachers to check all classes have sufficient resources to aid the teaching of WAU in their classrooms.
- All teachers looked at their plans and ensured a topic approach to ensure all areas of WAU are covered throughout each Key Stage.
- Green Day – 26 April 2013.
- Europe Day – 31 May 2013.
- Evaluation by KW and JR.
- Topic Webs checked and activities linked to topic.
- Eco Committee set up April 2013.
- Green Club April-May 2013.

FORWARD PLANNING

Monitoring and Evaluation

- Finalise topics throughout KS1-KS2.
- Enforce planning boards throughout school to be used for every topic to plan effectively.

Continue work on attaining The Green Flag Award.

- Eco Committee continues from 2013. New members to join from Prep 4.
- Ensure saving electricity is a focus and recycling bins are used in the classroom.

Make use of the garden

- KS1-KS2 to make use of the garden by planting bulbs and vegetables.
- Time tabled outdoor play for Lower and Upper Prep pupils
- General garden tidy up.

School Website

Share a range of activities on the website and ensure parents and all children know how to work towards gaining the Green Flag.

Learning Support Report

SENCOs: Mrs Lockhart and Mrs Patterson

- Policy has been reviewed this year, and following a very positive inspection report for SEN, no changes were made to provision. We continue to encourage and increase children's input into education plans.
- We have enlisted support with the ASCET team for school and training for staff. We are waiting to hear what support will be provided.
- We have contacted the 'Dyslexia Centre' for staff training. They have offered a six week evening training course for one member of our staff. This will need to be funded by school.
- This role is shared with monthly meetings to share the workload.

Art in KS2

Co-ordinator: Mrs Campbell

Targets for Academic Year 2012/13 were to:

- To continue to collect evidence of children's work in Art for Art portfolio.
- Develop further the research and use of useful art sites on the internet by accessing and evaluating specific sites in non-contact time.
- To use an expert from outside the school to develop children's expertise and enhance their experiences in Art.

Progress made to date:

- Photos continue to be taken of children in Art and displays of their work.
- Useful art sites are being researched and noted down in plans and evaluations of plans each half term. Sites used in lessons.
- Have spoken to a photographer about possibility of giving a taster session and need to find an appropriate time of year for this to happen alongside delivering the curriculum for Art.

Next steps:

- More photos to show children at work during Art lessons.
- Focus more on giving children the skills to evaluate a range of artists' work as well as their own work and that of their peers.
- Speak again with photographer/another art expert about possibility of a taster session for 1 or more of the KS2 classes.

Design and Technology KS2

Co-ordinator: Mrs Campbell

Targets for Academic Year 2012/13 were to:

- To initiate the development of planning for Design and Technology lessons in KS2 teachers' classes.
- To enable children to experience Design and Technology in a third term with appropriate planning in place.
- Photos of Design and Technology work to continue to be taken, displayed and included in portfolio.

Progress made to date:

- KS2 Teachers aware that Design and Technology tasks will need to be carried out in class but discussions are ongoing as to how to achieve this.
- Design and Technology tasks were carried out in 2 terms last year but due to KS2 play rehearsals and the play itself, a third task was not carried out although appropriate planning is in place.
- Design and Technology photos were on display and also put into the portfolio.

Next Steps:

- Discussion with KS2 teachers on how Design and Technology could be carried out in their classrooms perhaps as part of a particular 'World Around Us' area they are focusing on.
- Design and Technology tasks may need to be altered to fit in with time constraints of other areas of the curriculum to make them more manageable.
- Continue to take photos for display and Design and Technology portfolio.

3. THE SECONDARY DEPARTMENT

(i) Introduction

The Governors' Annual Report to parents represents one of the principal ways that the school communicates the details of its major activities for the year just ended. It contains a great deal of information, much of it prescribed and stipulated in regulation issued by the Department of Education. However, over and above all the facts and figures, it is hoped that there is also some indication of the vibrant, dynamic and successful school at the heart of it all. Just how successful the school is can be judged in many ways and a number of the indicators are included in this publication.

In terms of performance in public examinations, 2012/13 was a very successful year, both at A level and GCSE. Non-academic highlights included the appearance by Sullivan teams in four of the five major age-group competitions in boys hockey, including the triumph in the Richardson Cup.

The recognition of the success of the school is also clear from the fact that it is heavily oversubscribed in all year groups. 2012/13 saw the fourth series of AQE testing in relation to Transfer and the process once again passed off smoothly.

The pace and volume of educational change continues to present the school with a range of challenging circumstances and there is no doubt that the difficult economic climate is continuing to have a significant impact on schools. However, it is important to point out in this introduction that the Board of Governors and staff of Sullivan Upper are committed to maintaining and improving the high standards for which the school is known. We continue to achieve excellent results; we continue to provide a rich diet of extra-curricular activities; and we continue to support our pupils with strong pastoral and careers structures.

(ii) Curriculum

Heads of Department have been embedding and evaluating schemes of work which incorporate the key elements of the Revised Curriculum. Work is ongoing with respect to the Cross-Curricular Skills of Communication, Using ICT and Using Mathematics and the 'Other Skills' which are addressed across the curriculum. The school fully complied with the statutory requirements for Communication and Using Mathematics at Key Stage Three, assessing pupils and, in the case of Communication, supplying portfolios for moderation by CCEA. The school is well placed to meet the statutory requirement to submit levels for and to report on Using ICT during the next school year. A great deal of work has been done to coordinate the Using ICT tasks carried out across many different departments to ensure that all elements have been covered. Much work was also carried out to redesign the School reports for Years 8 to 10 to report levels and comments on Communication, Using Mathematics at the end of the Key Stage and to comment on the other 'Thinking Skills and Personal Capabilities'. A comprehensive review of internal assessment arrangements, including the timing of internal school examinations, was also undertaken.

At Key Stage 4 a second cohort of subjects, made up of Science departments, implemented new specifications.

Raising literacy standards remains an important area of focus and, consequently, a literacy working party was established to promote literacy across all subjects in the school. An audit of writing was completed and strategies to raise literacy were discussed and implemented. Parents of Year 8 pupils were kept involved via Parentmail. Progress was also made in the

area of numeracy. The focus for numeracy was to audit and then monitor the contribution made by individual departments to developing pupils' numeracy skills. This work is, of course, ongoing.

A pilot was launched to provide baseline data on Year 8 pupils to inform teachers about individual pupils and to enhance teaching and learning. The effective use of data is of growing importance and the pilot group trained a first cohort of departments in the interpretation and use of the data. This training will continue in future years to equip all teachers with the ability to use the data effectively. It is envisaged that it will also feed into a system to track pupil progress.

Controlled Assessment at GCSE continues to be monitored and evaluated. Information is sent home to parents/guardians to enable them to help their young people to cope with the demands of Controlled Assessment.

A particular focus for Heads of Departments was to consider strategies to support pupils in Years 13 and 14 to enable them to achieve their full potential. This work is ongoing.

The Entitlement Framework continues to be an important part of government policy which looks to provide access to a broad range of courses for students. It is the intention that by 2015 KS4 pupils (ie GCSE level/Years 11 and 12) will be able to choose from at least 24 subjects with at least one third being classified as "general" and one third "applied". Similarly at Sixth Form (KS5/Years 13 and 14) students should have access to at least 27 courses with the same one third stipulation for general and applied subjects. Sullivan is moving towards this target. We, in fact, already meet the targets for the academic years 2013/14 and 2014/15. However, it is recognised that only a very few and very large institutions could envisage ever meeting these stipulations from their own resources. Therefore, in recent times there has been emphasis and encouragement for schools to co-operate and collaborate, to share resources and to work together to try to move towards the Entitlement Framework provisions. Sullivan is a member of the North Down and Ards Area Learning Community ie the group of 15 post-primary schools in our wider locality together with the South Eastern Regional College. As part of this community we have forged a particular partnership with our near neighbours Priory Integrated College. Since the 2007/2008 school year Sullivan Sixth Formers have been offered access to some courses at the College. The results have been excellent at both AS and A2 levels. As part of the partnership Priory Integrated College have access to a wide range of AS and A2 subjects at Sullivan. In addition, Priory pupils can access GCSE Drama classes at Sullivan. This sort of collaborative work is resource intensive and requires great care in the planning and execution of the arrangements. On one level alone it requires maximum co-operation and flexibility in the timetables of both institutions and brings extra work and constraints to the school timetabling teams. The Board of Governors is pleased to support and commend this work. The challenge is, however, to become fully compliant with the Entitlement Framework by 2015 within the constraints of ever decreasing budgets.

Drama was introduced at GCSE as an option from 2009 and in the academic year 2012/13 AS Drama and Theatre Studies was introduced. At GCSE level, Learning for Life and Work and Moving Image Arts were also offered. As the curriculum is the vehicle by which we make appropriate educational experiences and qualifications available to our students, it will continue to be a major focus for development and will continue to be a central part of the School Development Plan. Proposals for changes to GCSE and A Level examinations will be monitored and the school will consider carefully appropriate pathways for all pupils.

(iii) Examination Results

See Appendices 8-13.

(iv) The Public Examinations System

The Administration of the Public Examinations System by the school has increased in range and complexity over the years. Last year the Examinations Officer entered over four hundred students for a variety of GCSE, AS level and A2 level examinations.

In January, pupils in Years 12, 13 and 14 are entered for their GCSE, AS and A2 units and cash-in awards for the subjects they are studying. Year 14 pupils are also entered at this time for any AS units they wish to re-sit in school during the summer examination session.

In the Spring, coursework marks, samples and estimated grades were collected from departments, ready to be sent to the relevant Awarding Bodies (ie examination boards) in May. The main examination period ran as usual from early May to the end of June with examinations held in a number of locations around the school. The examinations were supervised by a team of invigilators who were organised by the Examinations Officer. Examination arrangements also included requests for Special Consideration and Access Arrangements for a number of pupils. The past few years has seen an increase in the number and range of Access Arrangement requests, a fact recognised by the Joint Council for Qualifications (JCQ). They have this year considerably tightened up on what is allowable, and what evidence is required when applying for an Access Arrangement.

Results were issued in August, with Year 14 pupils receiving individual unit scores for all their AS (if they re-sat a module) and A2 units and final grade awards for both AS and A2 level subjects. Year 13 pupils receive unit scores and grade awards for each AS units studied. GCSE pupils in Year 12, as the specifications are now unitised in the main, also receive unit scores as well as grade awards for each subject studied.

Requests for re-marks and access to scripts are also handled at this time by the Examinations Officer.

(v) Pastoral

The school continues to operate a clearly defined and active system for pastoral care with a team of teachers operating agreed policies and procedures which are regularly reviewed and updated. The Vice-Principal with responsibility for pastoral matters is Miss Anne Dines who leads a team made up of Head of Sixth Form, Year Heads, Form Teachers and SENCO all of whom discharge major pastoral functions.

A programme of personal development, citizenship and employability, as well as other relevant topics is provided as part of Learning for Life and Work to each year group.

Following training on the use of Lesson Monitor, attendance is now being recorded on a period by period basis in all subjects. This has proved a useful tool in monitoring and recording the whereabouts of pupils throughout the school day.

In order to keep everyone aware of this important issue, Safeguarding Children Training was given to new members of staff, teaching and non-teaching, as well as governors.

The Learning Support Resource Room continues to be used on a one-to-one basis by pupils as a quiet, conducive place to learn, as well as a venue for the games club at lunchtime under the supervision of the Year 14 mentors.

The independent counselling service Familyworks has continued to provide valuable support on a weekly basis to pupils of all ages throughout the school.

In addition work continues with the School Council to develop its role as an important channel for the pupil voice.

(vi) Special Educational Needs

Sullivan Upper School encourages and accepts applications from all sections of the community regardless of race, religion, gender or disability. Parents of pupils with Statements of Special Educational Needs who wish to apply for admission are invited to contact the school in advance, to consider arrangements which may be necessary to facilitate their attendance at Sullivan Upper School. The school has a policy on Special Educational Needs and a copy of this is available upon request.

The number of pupils at the school with Statements of Special Educational Needs, who have designated classroom assistants or who are recognised at stages 1, 2 or 3 of the Code of Practice and who have educational plans in place, continues to increase. The Special Educational Needs Co-ordinator oversees the educational provision for these pupils, liaises with relevant outside agencies and communicates with parents on behalf of the school. The annual review process of pupils with a Statement of Special Educational Needs involves all interested parties in decisions about the educational provision and curriculum choices of these pupils.

The school continues to adapt our buildings to improve facilities for those with disabilities in line with SENDO requirements. This has involved the creation of ramps, widening door access, lift installation and hygiene facilities.

The Special Educational Needs Co-ordinator and Assistant Special Educational Needs Co-ordinator continue to work tirelessly to enable pupils with statements and others at stages 1 to 3 of the Code of Practice to have access to the Northern Ireland Curriculum. This requires the creation of individual Educational Plans which are drawn up in collaboration with staff, parents and appropriate outside agencies.

(vii) Extra-Curricular

As always pupils engaged in an enormous range of extra-curricular activities.

Pride of place in sport in 2012/13 probably belongs to boys hockey. Of the five major province-wide age group competitions, Sullivan appeared in four, including the two senior competitions – the McCullough Cup and the Burney Cup. In both, Banbridge Academy proved to be our nemesis, though our performance in the McCullough Cup final in December so nearly ended in triumph. The U14 team lost the Ferris Cup final to Wallace in a closely fought match but the U15 team defeated Wallace to take the Richardson Cup, and in some style. The team, captained by Callum Robson, dominated the competition, with their best performance arguably coming in the semi-final against Banbridge. Michael Robson played for Ulster and Ireland at U18 level and was called up to the Irish Senior Panel. Connor Roberts also played for Ulster U18s and Callum Robson for both Ulster and Irish U16s, joined in the latter squad by Adam McAllister. Ross Hancock, Stephen Hodgson and Tony McQuillan were selected for the Ulster U15 squad.

The senior rugby and girls hockey teams both reached the quarter finals of their respective schools cups, the 1st XV losing to Ballyclare High and the 1st XI to Ballymena Academy.

The strength of rugby was evident in the fact that we had three teams entered for the annual 7s competition at Campbell College, two in the senior section and one at Medallion level. To say that our 1st team triumphed wouldn't do justice to the quality of rugby played

by the boys who simply blew away all opposition in winning the trophy. The following nineteen boys were selected for Ulster age group squads in either the 2012 or 2013 series: Year 14 - Charlie Burrowes and Scott Finlay; Year 13 - Mark Adair, Michael Cartmill, Dave Cave, Josh Davidson, Chris Griffiths, Angus Macartney, David McMaster and Ross Todd; Year 12 - Zach Bertenshaw, Johnny Bryans, Max Clarke, Peter Cooper, James Houston and Fergus Jemphrey; Year 11 - Callum Jeffrey, Chris Jordan and Ryan Meharg. It is also worth noting that in the 2013 series, Ross Todd captained the Ulster U19 side which contained six Sullivan boys and which triumphed in the warm-up match against Italy and in the inter-provincial championships.

The U14 girls hockey team reached the final of their Plate competition, losing to a strong Banbridge Academy team. Representative honours in hockey were gained by Zara Malseed with Ulster U16 and Hannah Martin with Ulster U18.

In netball the senior team won the Belfast League and the Solsports Grammar Schools League. Captain Brooke Burnside's team ended the season unbeaten. Meanwhile, the Minor Girls team won the North Down Grammar Schools Minor League.

In cricket, Mark Adair was called to the Senior Ireland A squad for the 2013 season and also played for Ulster Schools U19 and Ireland U17. John Matchett played for the Ireland U15 team at the European Championships in Guernsey. Matthew McCord was selected for the Northern Cricket Union U17 team and Thomas Anderson for the U15 team.

The Intermediate boys tennis team won the cup for the first time in 25 years. The team of Ben Cree, Chris Cree, Alasdair Knox, Stefan Losty, Paul McDonnell and Robin Watts beat RBAI in the final. The junior team won their plate competition. The Year 8 team beat Methody in the final of their cup and the Intermediate girls team were runners-up in their cup. Chris Cree started the season as the number one player in Ulster at U14 Level. Amy Rothwell and Katharine Hill were selected for Ulster at U18 level.

In Badminton, the senior boys and minor girls were runners-up in their respective competitions. Victoria Ringland and Ben McMechan represented Sullivan at the Champion of Champions tournament in Lisburn and both ended up as runners-up. Victoria was a member of the Ulster U17 team.

As always, it was a busy season for our athletes. At the Ulster Schools competition Conall Kirk was 1st in the 800m, Harry Speers 1st in 2000m steeplechase, Jonathon Hill 1st in triple jump, Adam Hill 3rd in high jump, Chris Jordan 3rd in 100m, Mark Burton 2nd in triple jump and Laura Potts 3rd in discus. Most went on to the Irish Schools Competition in June where Mark Burton was 5th in the intermediate boys triple jump and Jonathon Hill 3rd in the senior triple jump. Mark Burton and Chris Jordan were selected for the Irish U17 schools and for the UK School Games, where Chris captained the Northern Ireland team. The Year 9 Girls Athletics team came through the area and district heats of the schools competition and were placed a highly creditable 5th in the Ulster finals. Harry Speers represented Ireland at U17 in Triathlon; and Beth Wilson represented Northern Ireland in the interprovincial championships in the discus. In cross country almost 50 pupils took part in the District Championships and many qualified for the Ulster Championships where the mini girls came 5th in the team event and the junior boys 4th. Jonathan Brattle, Harry Speers and Roger Dawson qualified for the Irish finals.

The Sullivan Fencing Club celebrated its 10th birthday and remains one of the top clubs in Ireland. Victoria Duxbury continued to blaze a trail, competing at the highest level and with great success in UK and Ireland competitions and coming 3rd in the Belfast Sports Awards in March. In the same month, Victoria and Rachel Philpott, herself now 3rd in Ireland, competed in the Irish National Fencing Championships. They faced each other in the final

and Victoria emerged the winner, retaining her title. In the Northern Ireland U14 junior foil competition, Emily Maginn, Iona O'Neill and Rachel Smyth took the top three positions.

Our swimmers enjoyed success at the Grammar Schools Gala in March: Peter Speers won Silver in the junior butterfly; Gemma Speers won gold in the intermediate butterfly and silver in the backstroke; in the senior boys event, Roger Dawson won gold in freestyle and bronze in breaststroke; James Doggart won silver in both the individual medley and butterfly; and in the relays, the senior boys team won gold in freestyle and individual medley and were winners of the Senior Boys Cup. Jemma Speers, Roger Dawson and James Doggart swam for Ulster.

In golf, Laura McCaw was selected for the victorious Ulster U18 interprovincial team. Brother, Stewart, is currently ranked 18th in Ireland at U15. Scott Miller was 3rd in the Ulster U13 boys competition and is now part of the Irish development programme.

At the Northern Ireland School's Trampoline competition the U19 team came second. The U15 team of Ali Adams, Katie Fisher and Sarah Storeng were first, with second place going to our second U15 team. Not to be outdone, the U13 team of Orla Hayes, Kathleen Smartt, Lauren Smyth and Sophie Todd were also first. Ali Adams came 1st in the individual event at U15 and Kathleen Smartt 1st at U13.

Finally, Charlie Roberts is Irish Champion in Karate at U14; Ross Gourley was selected to compete at The Lord's Taverners Wheelchair Basketball National Junior Championships; Megan McQuillan played for the Northern Ireland U19 football squad; and in sailing, Ben Martin was selected for the Royal Yachting Association Northern Ireland Junior Squad and Toby McCullough and Rory Caddy competed in the Mirror World Championships.

If sport is one pillar of the extracurricular programme, then music is clearly another and the music department certainly enjoyed another busy and successful year. Highlights included the choir performing in the Ulster Hall to celebrate the 225 year history of the Linen Hall Library; nine pupils performing with the City of Belfast Youth Orchestra at the Youth Proms in the Albert Hall; the Vocal Ensemble singing at the switch on of the Holywood Lights; the School Carol Service in Holywood Parish Church; and the Sullivan Singers performing with Peter Corry in the Christmas Extravaganza at the Theatre at the Mill. Who better to deliver a workshop on song writing to the GCSE group than Duke Special? The Spring Concert in the Ulster Hall was again a tremendous showcase of the musical talents of our pupils. Samuel Feinberg, Anna Blake and Claire Moore auditioned successfully for the Ulster Youth Orchestra, Rebekah Fitch and Natalie Addis for the Ulster Youth Choir and James Stevenson and Annie McQuoid for the Ulster Youth Jazz Orchestra.

Over 40 pupils are involved with the junior and senior traditional groups. Performances ranged from the Burns Night Ceilidh to the St Patrick's Day celebration at Down Cathedral. The finishing touches are currently being put to the new CD, called Dagda, after the Celtic God of the seasons.

At the Holywood Speech and Drama Festival we had greater representation than normal and it certainly paid off. Victoria Wilton won the Fitzroy Cup in the adult ballad section. In the speeches category, Nick Hodgson and Jamie Woods received a gold medal and James Convill and Cathy Kitchen silver. Joel Gardiner and Natasha Johnston won gold in bible reading and David Anderson silver.

The major drama production of the year was the highly entertaining junior production a 'Celebration with Dickens', comprising performances of extracts from Oliver Twist and A Christmas Carol. The GCSE Drama performance evening was also one not to miss and

provided an opportunity to see the collaboration between ourselves and Priory Integrated College.

An Inter-House Public Speaking Competition was inaugurated by Mrs Hutchinson and sponsored by the Sullivan Association. Most promising speaker went to Cathy Kitchen, runner up was Owain Campton and the winner was Sophie Tapper.

Four year 8 pupils took part in the Northern Ireland heats of the Kids Lit Quiz in Wellington College. They competed against 20 teams from all over Northern Ireland. Competition was fierce and the team of Ben Holley, Adam Hale, Matthew Skilling and Adam Rainey came third.

As always, the English Department welcomed a number of well-known visiting writers. Rachel McDougall, Victoria Wilton and Nina Lloyd-Humphreys were accepted for the prestigious Arvon Creative Writing Course in Devon in July. Rachel and Victoria had their poems published in the Belfast Inter-Schools Creative Writing Network anthology.

Approximately 150 pupils are involved in the Duke of Edinburgh's Award Scheme in school, one of the largest in the province. Last year eleven pupils received their Gold Award and twelve their Silver Award.

The Politics Society welcomed so many top politicians that it must surely have influenced policy on the hill.

At the Inspire-Aspire Awards, designed to promote Olympic and Paralympic values, Jonathan Brattle was joint 2nd at gold level and Hope Gibson 1st at silver level.

Two art groups (Katie Ireland and Esther Millar of Year 10 and Meg Wilson and Isobel Meharg of Year 9) made it through to the Northern Regional Finals of the Junk Kouture Fashion Design competition for the second year running. Adam Treharne's A level work has been included in the CCEA Celebrating Young Artists Exhibition as part of Derry/Londonderry City of Culture 2013.

The Home Economics Department staged its own Masterchef competition for Year 9. The standard was so high that there were 18 finalists. In the end Fergus Kerr was first with Lucy Martin second and an appropriately named Jenny Baker third.

School trips were, as always, a feature of the school year. Pupils headed to New Hampshire to ski, Portugal to play rugby, northern France to study the First World War and speak French, London to take in a show on the A level syllabus, CERN in Switzerland to marvel at the large Hadron Collider, Madrid to live with their Spanish partner for a week and a host of other local and not so local destinations.

(viii) Careers and Guidance

Sullivan runs an active Careers and Guidance programme from Key Stage 3 to Sixth Form and beyond. Currently seven members of staff are responsible for co-ordinating and delivering the programme. Opportunities are sought for the involvement of outside organisations and individuals to participate in the provision of careers guidance. The Careers department uses the expertise of the Northern Ireland Careers Service, local universities, local businesses and parents to enrich the Careers Programme. The provision includes:

Key Stage 3

- Input into the Employability element of the Learning for Life and Work programme
- Guidance interviews for pupils and parents for GCSE choices

Key Stage 4

- The provision and delivery of material in the Pastoral programme
- A parental evening concerning choices at 16+
- Guidance interviews for pupils and parents for choices at 16+
- Outside speakers informing pupils about career paths
- Consultations with the Northern Ireland Careers Service for pupils with possible interest in Further Education courses

Sixth Form

- A taught Careers programme in Year 13 and 14
- A week of work shadowing
- Organisation of Higher Education (HE) applications (UCAS, CAO etc)
- Consultations for pupils prior to their HE applications
- Various outside speakers and opportunities to attend Open Days and conferences
- Practice Interviews
- Practice interviews and preparation for Oxbridge candidates

After Care

- A reference writing service for former pupils
- The facilitation of HE applications by former pupils

(ix) Staffing

In June 2012 we witnessed the departure of a number of distinguished members of the teaching staff, most notably that of one of our Vice-Principals, Dr Rodney Brown. Having made the decision not to replace him with a Vice-Principal, a new school management structure was devised which saw the appointment of five Senior Managers to complement the remaining two Vice-Principals (Mr Ivan Ballantine and Miss Anne Dines) and Senior Teacher (Mrs Wendy McBrien). The five appointed Senior Managers were Mr David Armstrong, Mrs Sara Hutchinson, Mrs Linda Montgomery, Mr David Stinson and Mrs Siobhan Whelan. They took up their various duties at the start of the new school year in September 2012.

The beginning of the school year also saw Miss Stephanie Dickinson remaining in post for a further year to cover a career break for Mrs Janet Follis. Miss Sarah McMaster also remained in post as Dr Keys extended her period of reduced working hours. Mrs Kirsty Merriman returned to the Mathematics Department to resume her part-time teaching duties. Mrs Michelle Pierce, also in the Mathematics Department, remained in post to provide maternity leave cover for Dr Lisa Moore. In Dr Moore's absence, Miss Judith Connolly assumed the role as Year 8 Year Head.

The teaching staff at this school is noted for its stability and the longevity of service many staff give it. This year was busy on the staffing front from the outset and continued in the same vein throughout most of the year with a significant number of maternity leaves and temporary appointments.

At the end of September Mrs Louise Graham in the English Department went on Maternity leave. Mrs Jennifer Hutchinson effectively took over her teaching duties with Mrs Carolyn

O'Boyle joining the staff in a temporary part-time capacity. Mrs Caroline Soper went on maternity leave at the end of October with Mrs Claire McCarey temporarily extending her working hours to cover the gap in the Physics Department. At the end of December, Mrs Claire McCarey resumed her job-share role with Mrs Rachel Keown coming into the Physics Department to provide maternity leave cover for Mrs Caroline Soper. At the end of December we also saw the early retirement of Mrs Eileen Armstrong from her position as a job-share teacher in the Geography Department. Her replacement Miss Teresa McEvoy took up her duties at the beginning of January. In early January, Mrs Pauline McMaster, the acting Head of Department for Religious Studies went on maternity leave. A reorganisation in that Department saw Dr Gillian Keys resume her full time duties as Head of Department with Miss Sarah McMaster effectively becoming a temporary full-time member of the department. In early February Mrs Sarah Dalzell went on maternity leave with her teaching duties in the Home Economics Department being picked up by Mrs Lisa Donnan. At the end of March there was a further maternity leave with Mrs Sinead McKeown departing from the Chemistry Department and Mrs Claire Stewart replacing her. In an unprecedented year of maternity leaves, I am happy to report that all the ladies in question safely delivered their babies.

In early June Dr Lisa Moore resumed her teaching duties in the Mathematics Department and her role as Year 8 Year Head with Mrs Michelle Pierce bidding us a sad farewell. The end of June also witnessed a significant number of staff departures, some from temporary positions some from full time positions along with some significant retirements. Miss Teresa McEvoy departed the Geography Department for a year long trip around the world. Miss Sarah McMaster also departed from the Religious Studies Department to make way for a returning Mrs Pauline McMaster. Miss Stephanie Dickinson concluded her period of employment in the PE Department. Mrs Rachel Keown departed from the Physics Department to make way for a returning Mrs Caroline Soper and Mrs Lisa Donnan departed from the Home Economics Department to make way for a returning Mrs Sarah Dalzell. The vital contribution to the smooth running of the school that these temporary members of staff make should not be under-estimated.

Mrs Janet Follis resigned from her post in the PE Department. Her contribution, in particular to girls' hockey, will be missed. Mr Jonny Dixon left the Physics Department to take up a new position at Limavady Grammar School. Jonny's contribution both to Physics and to the extra-curricular life of the school was greatly valued in his short career here, making his replacement quite a challenge. Mrs Dominique Cooke also departed from the Modern Languages Department after many years service as our resident French conversationalist. That French accent will be missed both in the classroom and in the staffroom.

June also saw the retirement of two long standing and highly esteemed members of the teaching staff. Mr Raymond McNeill and Mrs Eileen Carlin retired from their duties in the PE Department, leaving a gap which they will undoubtedly struggle to fill. Both made enormous contributions to the life of the school over many years of dedicated service and they will be sorely missed by all who came into contact with them. We have no doubt that Raymond, always a gentleman and Eileen, always an organiser, will not struggle to fill their time in retirement.

We wish all of our colleagues and friends who left us in June every success in the next phase of their lives. With the financial squeeze under which we operate continuing, yet again, over the course of this school year, we have witnessed a decline in teaching staff numbers. Given the fact that our pupils numbers sit at the absolute maximum, one wonders about the long term consequences of this.

During 2012/13 the school saw a number of changes to our non-teaching staff. We welcomed Mr Hugh Newman and Mr Robert Denley as our School Crossing Patrolpersons

for the Secondary and Preparatory Departments respectively. Mr Gary Mills was appointed to cover the maternity absence of Mrs Laura McKay, one of our Classroom Assistants in our Special Needs Team during the year. We have said goodbye to Miss Kara Hare, Miss Jennifer Hamilton and Miss Colette O'Reilly as they move on from their roles as Classroom Assistants (Special Needs) and Mrs Laura McKay has subsequently now commenced a career break for one year.

We had one notable retirement during the year as we said good-bye to Mr Hector Reid-Walker. Hector was a valued member of our grounds team having been with the school for over twelve years.

(x) School Security and Safety

The Health and Safety Committee, chaired by Mrs Catherine O'Neill (Governor) and with representatives from many parts of the school's activities, continued to oversee this important aspect of school life. Refresher training was provided during the year for the qualified first aiders and the Board gratefully acknowledges the valuable commitment of this team. In addition specific first aid training was provided for our sports coaches. The school is committed to providing a secure and safe environment for our pupils - all visitors to the school are required to report to reception upon arrival and to display a visitor's badge if not accompanied by a member of staff.

The school's focus continues to be on the key areas of traffic management and pupil movement throughout the site. The appointment of our two School Crossing Patrol Officers (Mr Newman and Mr Denley) has provided a highly valued service for our pupils, encouraged appropriate behaviour for crossing roads and underlined our commitment to health and safety.

(xi) Buildings and Facilities

In 2012/13, the Board completed the refurbishment of the toilets in Dromkeen House at the Preparatory Department and it gratefully acknowledges the financial support of SUPPA with this project. It also completed the refurbishment of the music accommodation and associated toilets – the Board is very appreciative of the financial support of the Department of Education with this project. A new minibus was purchased during the year and the school has been delighted with the investment in the refurbished fitness and conditioning suite, including the purchase of new equipment. These latter projects have been funded privately through the use of parental voluntary contributions. The Board was also pleased that the Department of Education approved a number of minor projects to replace the curtain walling in one of the Frost Building stairwells and also to improve disabled access in specific areas of the school. The Board also continued to invest in ICT facilities to enhance the core provision of ICT equipment throughout the school.

4. **FINANCIAL STATEMENT**

The Board of Governors is pleased to present its report for Sullivan Upper School for the financial year ending 31 March 2013.

Despite significant external pressures, the School continues to deliver a varied program of both curricular and extracurricular activities, for all its pupils and in particular notes the many successes recorded in curricular areas, sporting events and an extensive range of extracurricular activities – all of which contribute to the best possible school experience for our pupils. The Board remains committed to preserving the high standard of educational provision to all its pupils both inside the classroom and through its extensive program of extracurricular activities.

The Board is very conscious of the challenging environment facing all voluntary grammar schools and their Boards of Governors, particularly with the uncertainty surrounding the establishment of the Education and Skills Authority (ESA). The Education Bill is currently progressing through the Assembly and the Board has a number of key concerns on how this will directly affect Sullivan Upper School in terms of retaining its employing authority status, the role of the Board in area planning decisions and the lack of representation on ESA's Board by the Voluntary Grammar sector. Funding also remains a major pressure facing schools at this time – for the second consecutive year the school suffered a decrease in its LMS funding due to a decrease in the funding per pupil. In 2013/14 our LMS funding will remain in line with the current year and the Board of Governors regrets that it will be necessary once again to reduce costs through staff restructuring despite securing savings through alternative measures. The Independent Report on the Review of the Common Funding Scheme has been recently published and the Board awaits the outcome of the Consultation by the Department of Education on the proposed changes to the current Common Funding Scheme.

Sullivan Upper School Charity No: XN45715

Sullivan Upper School is a registered charity established for the purpose of the advancement of education achieved through the school's extensive programme of curricular and extracurricular activities. The school receives voluntary contributions from parents of £166k (2012: £166k) and gift aid of £39k (2012: £43k) was received in relation to these contributions. These funds are used to operate the school's extracurricular activities and to fund items of expenditure which are not funded by the Department of Education in the secondary department such as the purchase of the minibus (£22k) and the investment in ICT equipment of £44k. Sullivan Upper School plays an important role in the local community and its facilities are made available to a number of local organisations during the year. The school also has strong links with local schools and involves, for example, the operation of music workshops and the hosting of sports events.

Financial Results

Pupil enrolment has remained constant in both the Secondary and Preparatory Departments. For a second consecutive year however, the school's LMS budget has decreased. In 2013 the decrease was from £4,747k by £25k or 0.5% to 4,722k - this compares with a decrease in 2012 of £11k or 0.2% and reflects a reduction in the funding of the average weighted pupil unit (AWPU) which fell by 0.76%. Additional grant funding fell by £105k or 25% in 2013 as there were no redundancy payments in this financial year (£165k in 2012) offset by the increase of £64k in maternity grants reflecting an increase in the number of maternity absences in the school. Overall, total income decreased by £91k or 1.59 %.

Teaching costs decreased by £164k or 3.9%. Teachers' pay scales remained frozen from for a second consecutive year. This year there were no redundancy costs (2012 -£149k). The school has also secured savings of £53k this year with a reduction in its teaching numbers including three teaching redundancies in 2012. The cost of substitute teachers increased by £78k or 78% due to the increase in the number of maternity teaching absences. Non teaching staff costs increased by £16k or 1% with a further increase in employers' superannuation contributions from 18% to 19%. Payscales for non teaching staff remained frozen for the third consecutive year at 2009 rates. Total staffing costs therefore decreased by £148k (2.96%) during the year.

Curriculum costs decreased by £11k or 2.9% reflecting a decrease in departmental expenditure. Property costs increased by £18k or 4.6% with an increase in heating costs of £10k or 21% . Administration costs increased marginally by £1k or 1% during the year. Total costs for the year therefore decreased by £140k or 2.4%.

The Silver Robin reported a decrease in income of £27k or 10% . Sales in the canteen have fallen by £10k or 4.7% and reflect a marginal reduction in school meal uptake. This year redundancy grants were nil (2012 - £13k). The Catering Manager and Silver Robin staff have continued to focus on increasing the margin in sales and this has been achieved with a reduction in food costs of £6.8k whilst maintaining the high quality of meals. Labour costs have decreased by £18k or 12% largely due to the inclusion last year of redundancy costs of £13k. The Board is concerned that it has not been possible to set aside funds for reinvestment in the Silver Robin facilities this year.

Funding of the Deficit (Secondary Department)

The secondary department reports a deficit this year of £79k (2012 £127k). The income and expenditure account includes revenue and costs associated with curricular and extracurricular activities and reflects the complete educational programme offered by Sullivan Upper School. Funding from the Department of Education does not extend to extracurricular activities and this deficit is funded by the voluntary contributions donated by parents. The Board gratefully acknowledges the continued support of its parents in this tangible measure and is pleased that all pupils have the opportunity to access the school's extracurricular programme.

Facilities

The school continues to invest in its facilities despite the significant and increasing pressure on revenue with capital expenditure of £1,008k and associated grants of £668k from the Department of Education. The Board is pleased to announce the completion of the refurbishment project for the Music Department including toilet facilities and disability access works. The Board gratefully acknowledges the support of the Department of Education in this project. The school also continued to invest in ICT facilities with private expenditure of £44k in 2011/12 and a new school minibus was purchased at a cost of £22k. Capital fees of £55k in total were set aside in the preparatory department to provide funding for capital development and the purchase of major items of equipment. This year the toilets in Dromkeen House were refurbished at a cost of £96k and it is hoped to commence a rolling programme of refurbishment works in the classrooms over the incoming years.

SUPA and SUPPA

The Board of Governors is grateful for the ongoing support of the parents' associations in the secondary and preparatory departments (SUPA and SUPPA respectively). These associations raise funds to assist the school and this year were used to contribute towards

the purchase of ICT and sound equipment, sports resources and the refurbishment of the toilets in the preparatory department.

Voluntary Contributions

The Board of Governors wishes to thank all those parents who pay voluntary contributions to the school. This funding is an essential source of income to operate the extensive extra-curricular programme for which we receive no other funding and to enhance our facilities and resources.

In 2012/13 voluntary contributions of £166k were received. As a registered charity, we are also able to avail of gift aid on such contributions which brought an additional amount of £39k to the school. The majority of these funds were used:

- to operate our extra-curricular programme (Appendix 5) including payment of sports coaches, music tutors, hire of facilities and transport;
- to fund the purchase of the new minibus;
- to fund the refurbishment of the fitness and conditioning suite;
- to enhance our ICT provision throughout the school.

At a time when revenue funding is under pressure, this source of funding is critical for the school and we would encourage all parents to contribute in this way.

5. CONCLUSION

Readers of this report will be well aware of the successes of the pupils and the developments that have taken place at Sullivan over the past year. You will also be aware of the difficult circumstances and context for the school that now prevail. This is true in terms of the confusing and complicated educational landscape but also in terms of a time of profound and increasing financial austerity. However, the Board of Governors and the Senior Management Team have a clear and determined focus on the future. We recognise the strength and experience of the staff and the support and encouragement of parents and of the wider community. With these elements in place, the Board of Governors remains committed to working effectively to fulfil Robert Sullivan's central aim of providing the blessings of education to children in his native place.

APPENDICES

The information provided in these appendices is that which the Department of Education requires the Board of Governors to give parents in annual reports.

APPENDIX 1

Information About Pupil Numbers

In the 2012/2013 school year, at the time of the school census the total number of pupils enrolled in the school was 1260. Of these, 180 were in the Preparatory Department and 1080 in the Secondary Department with 161 in Year 12, 148 in Year 13 and 147 in Year 14. The number of pupils who were in receipt of a Statement of Special Educational Needs in the school was 14, of whom 13 were in the Secondary Department and 1 in the Preparatory Department.

APPENDIX 2

Attendance Rates in 2012/2013

The annual attendance rate for 2012/2013, calculated in the manner set down by the Department of Education, was 96% in the Secondary Department and 96.8% in the Preparatory Department.

APPENDIX 3

(a) Admissions and Enrolment Numbers for 2012/2013

The school admissions number for 2012/2013 was (as usual) 150. The school's total enrolment number was 1060 for the Secondary Department (excludes Statemented pupils who are supernumerary).

(b) School Fees

For the 2012/2013 school year the annual capital fee for parents was set at £140 per child per annum and the voluntary fee requested by the Board of Governors was £80 per term ie £240 per annum. A full statement of the Governors' Charges and Remissions Policy is available on the school's website or upon request.

Courses of Study Available in 2012/2013

The following subjects were available for study at GCSE level

Additional Mathematics	Home Economics
Art & Design	ICT
Biology	Learning for Life and Work
Chemistry	Moving Image Arts
Drama	Mathematics
English Language	Music
English Literature	Physical Education
French	Physics
Geography	Religious Studies
German	Spanish
History	Technology & Design

The following subjects were available for study at GCE Advanced and Advanced Subsidiary level

Applied Business Studies	German
Art & Design	Government and Politics
Biology	History
Chemistry	Home Economics
Computing	ICT
Design and Technology	Mathematics
Economics	Moving Image
Drama	Music
English Literature	Physical Education
French	Physics
Further Mathematics	Religious Studies
Geography	Spanish

The following subject was available in the Sixth Form

OCR Level 3 National Health and Social Care

Information about Extra-Curricular Activities in 2012/2013

The main activities available for pupils in 2012/2013 were:

- Army Cadet Force
- Art Club
- Athletics
- Badminton
- Book Club
- Chess
- Community Service
- Cricket
- Cookery Club
- Drama
- Duke of Edinburgh Award Scheme
- Fencing
- Golf (Boys and Girls)
- History
- Hockey (Boys and Girls)
- Inter-school quizzes eg Worldwise Quiz
- Modern Languages Club
- Mountaineering Club
- Musical Groups**
- Netball
- Politics
- Public Speaking
- Rugby (Girls)
- Rugby (Boys)
- Scripture Union (Junior and Senior)
- Show jumping
- Skiing
- Swimming
- Tennis
- Warhammer
- Young Enterprise

** includes Brass Group, Junior Strings, Sullivan Singers, String Trios/Quartets, Jazz Group, Junior and Senior Traditional Groups, Junior Band, Senior Band, Recorder Ensemble, Woodwind Trios/Quartets, Junior Choir, Orchestra

SCHOOL LEAVERS 2012/2013

As the following table shows 164 pupils left the school by the end of the 2012/2013 school year. The vast majority of these were students who completed their A levels and went on to study at Further or Higher Education institutions - mostly for degree courses.

LEAVERS	Year 12		Year 13		Year 14	
	Number	Percentage Year Group	Number	Percentage Year Group	Number	Percentage Year Group
Transferring to another school	4	3.3	1	0.6	0	0
Apprenticeship Training Courses	0	0	0	0	0	0
Entering Further Education	7	4.6	5	3.3	10	6.8
Entering Higher Education	0	0	0	0	129	87.8
In Full-Time Employment	0	0	0	0	3	2
Other (Gap Year)	0	0	0	0	1	0.7
Seeking Employment	0	0	0	0	1	0.7
Other	0	0	0	0	3	2
Totals	11	7.9	6	3.9	147	100

END OF KEY STAGE 3 LEVELS OF PROGRESSION 2012/2013

ENGLISH (Communication)		% ACHIEVING LEVEL 5 AND ABOVE		% ACHIEVING LEVEL 6 AND ABOVE		% ACHIEVING LEVEL 7 AND ABOVE	
		Sullivan	NI Schools	Sullivan	NI Schools	Sullivan	NI Schools
	Teacher Assessment	100	32	57	28	25	11

USING MATHEMATICS		% ACHIEVING LEVEL 5 AND ABOVE		% ACHIEVING LEVEL 6 AND ABOVE		% ACHIEVING LEVEL 7 AND ABOVE	
		Sullivan	NI Schools	Sullivan	NI Schools	Sullivan	NI Schools
	Teacher Assessment	100	27	68	30	25	15

* Please note: due to industrial action this year's Northern Ireland summary is not based on the full cohort of pupils.

APPENDIX 8**EXAMINATION RESULTS 2012/2013****GCSE / YEAR 12**

% entered for 7+ GCSE's	99.3%
% entered for 5+ GCSE's	100%
% achieving 7+ GCSE's Grades A* - C	98.1%
% achieving 5+ GCSE's Grades A* - C	100%
% entered for other exams	0%
% achieving none of the qualifications listed	0%

APPENDIX 9**EXAMINATION RESULTS 2012/2013****(i) A2 LEVEL**

Number in final year of A level (Year 14)	143
% achieving 3+ A level at Grades A - C	81.1%
% achieving 2+ A level at Grades A - E	99.3%

(ii) AS LEVEL

Number in Year 13	148
% achieving the equivalent of 3+ AS Grades A-C	71.8%
% achieving the equivalent of 2+ AS Grades A-E	99.3%

EXAMINATION RESULTS - TREND DATA

Performance Indicator	2008/2009		2009/2010		2010/2011		2011/2012		2012/2013	
	Sullivan	NI Grammar School Average								
% Achieving 5+ GCSEs at Grades A* - C	98	97	97	97	99	97	99	97	100	N/A
% Achieving 7+ GCSEs at Grades A* - C	93	91	96	92	97	92	96	92	98	N/A
% Achieving 3+ A levels at Grades A – C	80	75	74	78	76	77	84	77	81	N/A
% Achieving 2+ A levels at Grades A – E	100	100	100	100	100	99	98	100	99	N/A

NB Comparative figures for NI Grammar Schools 2012/13 not available at this time.

GCSE RESULTS BY SUBJECT AND GRADE SUMMER 2013

Subject	Number Entered	PERCENTAGE ACHIEVING EACH GRADE								
		A*	A	B	C	D	E	F	G	U
Art & Design	35	28.6	22.9	20.0	28.5	0	0	0	0	0
Biology	126	24.6	31.0	26.2	16.7	0.8	0.7	0	0	0
Chemistry	107	13.1	41.1	29.9	9.3	5.7	0.9	0	0	0
English Language	161	21.7	44.1	29.2	5.0	0	0	0	0	0
English Literature	160	20.6	40.0	25.6	11.3	2.5	0	0	0	0
Drama	14	21.4	21.4	50.0	7.2	0	0	0	0	0
French	113	22.1	32.7	20.4	8.8	12.4	3.6	0	0	0
Geography	76	15.8	40.8	27.6	13.2	1.3	1.3	0	0	0
German	17	5.9	23.5	23.5	29.4	17.7	0	0	0	0
Home Economics	38	26.3	26.3	36.8	10.6	0	0	0	0	0
History	86	23.3	39.5	22.1	12.8	1.2	1.1	0	0	0
ICT	58	29.3	55.2	12.1	3.4	0	0	0	0	0
Mathematics	161	42.2	31.1	20.5	5.6	0.6	0	0	0	0
Add Maths	78	32.1	37.2	21.8	6.4	1.3	1.2	0	0	0
Music	28	46.4	35.7	17.9	0	0	0	0	0	0
Physical Education	40	17.5	45.0	25.0	10.0	2.5	0	0	0	0
Physics	122	13.1	35.2	36.9	13.9	0.9	0	0	0	0
Religious Studies (SC)	158	24.1	25.9	25.3	17.1	7.0	0.6	0	0	0
Spanish	58	19.0	19.0	24.1	27.6	8.6	1.7	0	0	0
Technology & Design	32	25.0	43.8	28.1	3.1	0	0	0	0	0

AS LEVEL RESULTS BY SUBJECT AND GRADE SUMMER 2013

Subject	Number Entered	PERCENTAGE ACHIEVING EACH GRADE					
		A	B	C	D	E	U
Art & Design	12	50.0	33.3	8.3	8.4	0	0
Biology	53	30.2	30.2	17.0	5.7	11.3	5.6
Business Studies	29	34.6	31.0	31.0	0	0	3.4
Chemistry	43	20.9	25.6	25.6	18.6	7.0	2.3
Computing	20	30.0	25.0	20.0	10.0	10.0	5.0
Drama	9	33.3	55.6	11.1	0	0	0
Economics	35	20.0	20.0	8.6	22.9	17.1	11.4
English Literature	42	38.1	31.0	23.8	4.8	2.3	0
French	12	25.0	33.3	41.7	0	0	0
Geography	36	36.1	19.4	13.9	13.9	13.9	2.8
Home Economics	11	90.9	0	0	9.1	0	0
History	39	64.1	25.6	5.1	5.2	0	0
ICT	8	0	37.5	0	12.5	37.5	12.5
Mathematics	61	63.9	19.7	9.8	1.7	4.9	0
Moving Image	7	85.7	14.3	0	0	0	0
Music	3	100	0	0	0	0	0
Physical Education	11	18.2	27.3	9.1	45.4	0	0
Physics	59	23.7	27.1	13.6	16.9	13.6	5.1
Politics	31	32.3	45.2	9.7	12.8	0	0
Religious Studies	25	28.0	20.0	28.0	16.0	0	8.0
Spanish	14	14.3	28.6	42.9	14.2	0	0
Technology & Design	12	50.0	41.7	8.3	0	0	0

A2 LEVEL RESULTS BY SUBJECT AND GRADE SUMMER 2013

Subject	Number Entered	PERCENTAGE ACHIEVING EACH GRADE						
		A*	A	B	C	D	E	U
Art & Design	9	11.1	22.2	55.6	11.1	0	0	0
Biology	51	21.6	37.3	21.6	13.7	3.8	2.0	0
Business Studies	22	0	27.3	50.0	18.2	4.5	0	0
Chemistry	29	3.4	48.3	34.5	10.4	3.4	0	0
Computing	7	0	28.6	28.6	0	42.8	0	0
Economics	20	20.0	5.0	25.0	30.0	20.0	0	0
English Literature	30	3.3	23.3	36.7	23.3	13.4	0	0
French	14	21.4	21.4	35.7	7.1	7.2	7.2	0
Geography	29	3.4	13.8	55.2	24.1	3.5	0	0
Home Economics	10	10.0	30.0	30.0	30.0	0	0	0
History	33	6.1	45.5	36.4	12.0	0	0	0
ICT	6	0	14.3	42.9	28.6	0	14.2	0
Mathematics	55	20.0	50.9	14.5	7.3	3.7	1.8	1.8
Further Maths	9	33.3	33.3	22.2	11.2	0	0	0
Moving Image	4	0	25.0	75.0	0	0	0	0
Music	7	71.4	14.3	14.3	0	0	0	0
Physical Education	8	12.5	37.5	37.5	12.5	0	0	0
Physics	31	0	22.6	38.7	25.8	6.5	6.4	0
Politics	21	19.0	19.0	38.2	23.8	0	0	0
Religious Studies	19	0	10.5	68.4	21.1	0	0	0
Spanish	8	0	25.0	37.5	25.0	12.5	0	0
Technology & Design	16	6.3	62.5	18.8	12.4	0	0	0

OTHER EXAMINATION RESULTS 2012/2013

	Examination	Number Entered	Pass Rate
All Years	Associated Board of Royal Schools of Music	86	95%
All Years	Trinity College of Music, Singing, Rock School Percussion and Electric Guitar Exams	9	89%
All Years	London College of Music	109	100%

KEY DATES FOR 2013/2014

TERM 1

Staff Development Days Wednesday 21, Thursday 22 and Friday 23 August 2013

Holiday Monday 26 August 2013

Induction Days

Year 14 only	Tuesday 27 August 2013
Year 13 only	Wednesday 28 August 2013
Years 8 & 13 only	Thursday 29 August 2013
Years 8 - 12 only	Friday 30 August 2013

All Pupils in School Monday 2 September 2013

Half Term Holiday Monday 28 October – Friday 1 November 2013

Term Ends Friday 20 December 2013

TERM 2

Term Starts Friday 3 January 2014

Half Term Holiday Monday 17 – Friday 21 February 2014

Term Ends Friday 11 April 2014

TERM 3

Term Starts Monday 28 April 2014

May Day Holiday Monday 5 May 2014

Term Ends Monday 30 June 2014

5 Exceptional Closure Days:
(Staff only – no pupils)

Monday 30 September 2013
Wednesday 20 November 2013
Friday 3 January 2014
Monday 27 January 2014
Monday 17 March 2014

APPENDIX 16

Financial Statements**Revenue Account for the Year ended 31 March 2013**

	2012/13		2011/12	
	£	%	£	%
INCOME				
Fees	531,481	9.39	499,067	8.68
LMS Delegated Budget	4,722,084	83.42	4,747,128	82.53
Additional Grant Funding	316,225	5.59	421,875	7.33
Other Income	90,900	1.60	84,147	1.46
TOTAL INCOME	<u>5,660,690</u>	<u>100.00</u>	<u>5,752,217</u>	<u>100.00</u>
EXPENDITURE				
Teaching Salary Costs	4,030,490	71.20	4,194,776	72.92
Non-Teaching Salary Costs	838,205	14.81	822,518	14.30
Total Salary Costs	<u>4,868,695</u>	<u>86.01</u>	<u>5,017,294</u>	<u>87.22</u>
Other Costs				
Curriculum	355,318	6.28	365,889	6.36
Property	413,821	7.30	395,618	6.88
Administration	99,423	1.76	98,306	1.71
TOTAL EXPENDITURE	<u>5,737,257</u>	<u>101.35</u>	<u>5,877,107</u>	<u>102.17</u>
Deficit for the year	(76,567)	<u>(1.35)</u>	(124,890)	<u>(2.17)</u>
Surplus for Silver Robin Restaurant	59		695	
Net decrease in revenue reserves	<u>(76,508)</u>		<u>(124,195)</u>	

Financial Statements**Balance Sheet as at 31 March 2013**

	As at 31 March 2013	As at 31 March 2012
	£	£
Fixed Assets	6,696,818	5,761,743
Current Assets		
Stock	32,504	35,550
Debtors	54,044	246,935
Bank Current Account	61,279	90,085
Cash on Hand	300	300
	<u>148,127</u>	<u>372,870</u>
Current Liabilities		
Creditors	(353,611)	484,310
	<u>(353,611)</u>	<u>484,310</u>
Net Current Liabilities	(205,484)	(111,440)
Total Assets Less Current Liabilities	6,491,334	5,650,303
Long Term Liabilities		
Finance Loans	(256,276)	(302,810)
Net Assets	<u><u>6,235,058</u></u>	<u><u>5,347,493</u></u>
Represented By		
Unrestricted Reserves	6,124,008	5,218,834
Restricted Reserves	32,846	59,418
Endowed Funds	78,204	69,241
Total Reserves	<u><u>6,235,058</u></u>	<u><u>5,347,493</u></u>