

Pond Park
Primary School



Ut Omnes Curemus - We Care For All

BOARD OF GOVERNORS'
ANNUAL REPORT

2023/2024

BOARD OF GOVERNORS

Period of Office: September 2018 – June 2022 (extended)

The Board of Governors is comprised of nine voting members, ie four transferor (local church) representatives, two parent representatives, two EA representatives, one teacher representative, and two non-voting members to include Mr E McCleery and the school Principal, Mr Cherry.

Transferor Representatives: Rev A Thompson
Mr S McCrea
Mrs V MacKay
Mr B Magowan

Parent Representatives: Mrs A McLeese
Mr N Armstrong

EA (SE Region) Representatives: Mr P Givan
Mrs E Vuagniaux

Teacher Representative: Mrs L Scoffield

Co-Opted Representatives: Mr E McCleery

Office Bearers 2018 – 2022:

Chairperson: Rev A Thompson

Vice-Chairperson: Mrs V MacKay

Hon Secretary: Mr G T Cherry

The next election for Parent Representatives to the Board of Governors was due to take place during the Autumn Term 2022 but has been deferred until September 2024.

GOVERNORS' MEETINGS 2023/24

During the school year 2023/24 the full Board met formally on five occasions to discuss school business. The Governors also contributed to a significant number of meetings regarding recruitment of teaching and non-teaching staff. To contend with issues arising from Local Management of Schools some Governors were also involved in informal discussions and Governor training meetings.

Some of the main issues dealt with at Governors' meetings during 2023/24 are listed below:

- Adoption of various EA Policies
- LMS Financial Procedures and their operation
- Open Enrolment Procedures and Admissions Criteria
- Appointment of Teaching/Non-Teaching Staff
- School Development/Management Plan
- Updated Anti-Bullying Policy
- SEND Implementation
- Transfer Procedure 2023/24
- Shared Education Programmes
- ETI Safeguarding Proforma

The Governors wish once again to record their appreciation for work done by the teaching and non-teaching staff of the school to promote the academic achievement, security and well-being of the pupils.

They also wish to record their appreciation for parental support in upholding the ethos of the school and especially applaud the efforts of the PTA Committee.

The on-going success of the school and its pupils is due in no small measure to the talent and commitment of the teachers, reinforced by the efforts of interested parents.

Staff List: 2023 – 2024			
Senior Leadership Team	Principal	Mr G Cherry	
	Vice-Principal	Mr E McCleery	
	Head of Foundation Stage	Miss J Patterson	
	Head of Key Stage 1	Mrs R Williams	
	Head of Key Stage 2	Mrs L Scoffield	
Teaching Staff	P1	Mrs J Mulligan	
		Mrs E-J Matthews	
			Mrs J Fletcher
			Mrs N Larmour
	P2	Mrs J Cherry	
		Mrs J Patterson	
		Miss J Patterson	
		Mrs R Gibson	
		Mrs E Coulter	
	P3	Mrs R Williams	
		Mrs J McKendry	
		Mrs K Doherty	
		Mrs T Mullan	
	P4	Mrs C Gorman	
		Mrs J Aicken	
		Mrs N McCleery	
		Miss A Hutchison	
	P5	Mrs J Pollock	
		Mrs G Lyttle	
		Mr S Gribben	
Mrs L Piotrowska			
P6	Mrs B Coulter		
	Mrs K Magee		
	Mrs J Orr		
P7	Mr E McCleery		
	Mrs L Scoffield		
	Mrs N Calo		
	Mrs L Kerr		
	Literacy Support/SENCO	Mrs D Davidson	
	Numeracy Support	Miss L Gordon	
	Art	Mrs A McKnight	
		Mrs K Shanks	
Classroom Assistants	P1	Mrs J Stewart	
		Mrs C Anderson	
		Mrs B Lyttle	
		Mrs L Anderson	
		Mrs A Eccles Portelas	

Classroom Assistants	P2	Mrs J Pauley
		Mrs S Davidson
		Miss M Johnston
		Miss J McCrea
		Mrs N Gibson
		Miss D Weir
	P3	Mrs J Belshaw
		Mrs P McElhinney
		Miss G McGuile
	P4	Mrs S Kennedy
		Miss S Campbell
		Mrs J Gilmore
	P5	Miss Saurazaitė
		Mrs F Clarke
	P6	Miss M Stewart
		Mr N Thompson
		Mrs K Jennings
	P7	Mrs C Given
		Mrs J Suffern
		Mrs L Trainor
		Mrs T Kimber
	Newcomers	Mrs L Joyce
	Better Reading Partnership	Mrs L Trainor
Office Staff:		Mrs J Thompson
		Mrs N Taylor
		Mrs E Burns
Building Supervisor		Mr S Gallagher
Supervisory Assistants		Mrs H Aicken
		Mrs E Boyle
		Miss J Burnside
		Mrs B Clarke
		Mrs P Edmont
		Mrs B Farrell
		Mrs D McIlwaine
		Mrs H Parker
		Ms D Spiewak
		Mrs J Tomaszewicz
		Miss D Weir
		Mrs T Whiteside
Kitchen Supervisor		Mrs M Crossthwaite

CURRICULUM

Based on the most recent requirements of the Northern Ireland Revised Curriculum, the teaching staff continuously revise and update schemes of work for all year groups in the following subjects:

Literacy	History	The World Around Us	Drama	The Arts
Numeracy	Geography		Art	
Physical Education	Science		Music	
ICT	Play-Based/Activity-Based Learning		PDMU	

These schemes of work remain operational and are subject to ongoing amendment in the light of classroom experience. In view of their concern about the range and volume of content which young children are expected to address, the Principal and teaching staff consistently seek ways to incorporate a pastoral dimension into all areas of the curriculum.

Literacy

During 2023/24 the focus for development was to improve further the quality of pupils' comprehension skills throughout Key Stages 1 and 2, developing higher level vocabulary. Pupils' spelling was also an area for development. There was also a focus on planning for poetry across the Key Stages. School continued to use data collected from AR/STAR to help increase children's reading age over the year. Lexia is offered to pupils who display dyslexic tendencies.

Numeracy

We continued to embed both Numicon and IZAK9 to improve mental maths and mathematical language throughout the Key Stages, enhancing the understanding of Number and Place Value. In the Foundation Stage we evaluated the current teaching of Measures, making improvements to inform planning. We continued to develop further, Shape and Space at FS/KS1. KS2 focused on developing real life problem scenarios.

ICT

There was further Continued Professional Development regarding the Just2Easy tools on the C2K network. We developed an ICT focus area per term for all Key Stages to work towards. The role of the Digital Leader was also developed further, increasing both their profile and use throughout the school. In the third term Mr McCleery presented an Online Safety Evening to P7 pupils and parents.

SEN

In June the Board of Governors appointed a new SENCo. The school continued to embed the new SEN and Inclusion Framework. PLPs (IEPs) were reviewed and written for all pupils and shared with parents. Annual Reviews were carried out for all Statemented pupils by the SENCO/Principal. Mrs Davidson commenced her dual role of SENCO and will also be providing 15 hours' Literacy support. Miss Gordon and Mrs Anderson delivered the Maths Recovery programme – 15 hours. We have extended our use of the Sensory Lounge which is now timetabled for a greater number of pupils.

We also installed a Sensory Circuit in the main corridor. Lexia licences were distributed to pupils and usage was monitored by the SENCO. We purchased a further 10 licences, increasing this to 60.

Play-Based/Activity-Based Learning

There was a whole-school focus on Thinking Skills and Learning Intentions ensuring they are developmentally appropriate and that there is progression throughout the Key Stages. Outdoor Play was further developed, initially in P2, establishing areas of play that allow for free choice and developing Thinking Skills in Foundation Stage. There was a focus on open-ended resources, eg loose parts.

Pastoral Care

The Board of Governors has committed to employing a School Counsellor for one and a half days per week. Glenda McCormack began working in school and at the end of the year had supported 20+ pupils. The school entered its second year of the new teacher/pupil mentor programme - 'Let's Talk'. This was co-ordinated by our Pastoral Leader, Mr Gribben. The year finished off with 30 partnerships meeting weekly. The school became a PATHS school and introduced weekly lessons and 'Pupil of the Week'. The school piloted the Verbal Well-Being resource and will be fully implementing that in the Autumn Term. The school employed Sarah Best, Play Therapist to work/practise one day each week.

School Development Planning

The Principal co-ordinated the planning of Year 2 of the School Development Plan. Action Plans for the School Development Plan were also implemented and monitored in the following areas: Numeracy, Literacy, ICT, Play/Activity-Based Learning, World Around Us, PE, SEN, and Assessment.

Shared Education

Through Shared Education, Pond Park Primary School clustered with Christ the Redeemer and Oakwood Integrated Primary Schools, re-starting pupil contact sessions. The three Shared Education Co-Ordinators met termly and planned for 2024-25, pending funding. The Buddy-Up programme was implemented remotely in P7 in partnership with Christ the Redeemer Primary School.

EXTRA-CURRICULAR ACTIVITIES

The following clubs were offered after school with each member of staff contributing:

Girls' Hockey	Soccer	Scripture Union	Clay Club
Badminton	Art/Craft	Drama	Debutkids
Needlecraft	Choir (Junior/Senior)	Orchestra	Gardening
Netball	Boys' Hockey	Cricket	STEM
Judo	Miniversity	Board Games	

Individual music tuition was provided in guitar, piano, woodwind, brass, lower and upper stringed instruments. Pupils were entered for ABRSM exams.

Primary 2, 3, and 4 had the opportunity to take part in Miniversity, Soccer, Judo, SU, Debutots, and Clayrazy.

Our sports teams participated in various inter-school competitions and were particularly successful in:

- Badminton Ulster League and Cup winners (Boys and Girls)
- Netball Winners of League/ Semi-finalists in NI Finals
- Cricket Finalists of NI Cricket Competition
- Football P6 Boys' Cup Winners
- Lisburn Gala 2nd Place overall

The Governors also wish to acknowledge their appreciation of the music/drama endeavours of the school during 2023/24. The Foundation and Key Stage 1 Christmas Concerts, together with our Junior and Senior Carol Services were outstanding in every way and so well supported by the school community. Our Spring Concert in April show-cased both Junior and Senior Choirs and Orchestras and the year ended with an outstanding production of 'Matilda' in the Lagan Valley Island.

CLASSES 2023/24

At 7 October 2023, (the official annual census date), the school's enrolment stood at 626 pupils (including 23 Statemented pupils), taught by 3 part-time and 23 full-time teaching staff, plus the Principal. This number was made up as follows:

YEAR GROUP	NUMBER OF PUPILS	NUMBER OF CLASSES
Primary 1	90	3
Primary 2	87	3
Primary 3	90	3
Primary 4	91	3
Primary 5	87	3
Primary 6	91	3
Primary 7	90	3

Two teachers are employed as part-time special needs teachers specialising in the teaching of Literacy and Numeracy. One part-time Teaching Assistant was employed to teach English as an Additional Language. One part-time Teaching Assistant was employed to deliver the Better Reading Partnership. One part-time Teaching Assistant was employed to deliver SEN Support in Key Stage 2. A part-time teacher is employed to teach Art to Years 4-7.

ATTENDANCE

The attendance rate for the 2023/24 was 95%.

SECURITY

The school is surrounded by fencing on all sides and the entire building has been fitted with an electronic alarm system. CCTV is operational.

Pupils are always supervised by adults at playtime and exit gates from the playground are monitored.

Due to the open nature of the site all visitors, including parents, are required to report to the office at the main entrance to the school during the day. Except for collecting pupils at going home times no adults, including parents, are permitted to loiter within the school grounds. The school is part of the PSNI School Alert Scheme.

School has introduced a digital sign-in device for all staff and visitors, compliant with GDPR requirements.

OPEN ENROLMENT – PRIMARY ONE INTAKE

The school was again over-subscribed with applicants for Primary 1 places in September 2023.

The Admissions Criteria for September 2024 were as follows:

1. Children who currently have a brother/sister, half-brother/half-sister enrolled at the school. This must be stated on the application.
2. Children whose brother/sister, half-brother/half-sister was a former pupil of the school. This must be stated on the application.
3. Children of employees or Governors of the school. This must be stated on the application.
4. Children who have listed Pond Park Primary School as their first preference.
5. Other children.

Tie Breaker Criterion

NB: If over-subscribed, in any of the above criteria, the following sub-criterion will be applied.

Priority will be given to children who live closest to the school. Measurement will be taken using the following programme: Ordnance Survey Northern Ireland – Map Shop.

In the event that an OSNI distance measurement is not available for a newly built house the closest listed address will be used. This will be at the Board of Governors' discretion.

If two addresses with equal distance measurement qualify for the last available place, the last available place will be selected for admission on the basis of initial letter(s) of surname (as entered on Birth Certificate) in the order set out below (determined by random selection):

J Y A W T P H I R F V D U L K C S M M c N Q B M a c X G E O Z

In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames will be used.

Parents should note that it is their responsibility to ensure that information which is relevant to the school's Admissions Criteria, and which they wish to have taken into consideration, should be included by them on the application form.

Waiting List Policy

Should a vacancy arise after the Letters of Offer have been issued, all applications for admission to Year One that were initially refused in the first instances will be given priority, followed by new applications, late applications, and applications where new information has been provided, which will all be treated equally and the published criteria applied.

This waiting list will be in place until the end of the academic year.

TRANSFER TO POST-PRIMARY SCHOOLS

Pond Park Primary School enjoys an excellent working relationship with post-primary schools throughout Lisburn and the Greater Belfast area. In June 2024 pupils of transfer age transitioned to the following schools:

Antrim Grammar
Banbridge Academy
Belfast Royal Academy
Fort Hill Integrated College
Friends' School
Hunterhouse College
Laurelhill Community College
Lisnagarvey High School
Lurgan Junior High School
Royal Belfast Academical Institution
St Patrick's Academy
Victoria College
Wallace High School

KEY STAGE ASSESSMENT

Due to Industrial Action, it was not possible to ascertain End of Key Stage 1 and Key Stage 2 results for this academic year.

In normal circumstances we would have recorded the percentage of Pond Park Primary School pupils working within Levels 2 and 3 at the end of Key Stage 1 and within Levels 4 and 5 at the end of Key Stage 2 in the areas of Communication, Using Mathematics, and Using ICT.

FINANCIAL REPORT

With the advent of LMS (Local Management of Schools), in April 1991 Pond Park Primary School became a fully-delegated school. This means that the Governors are responsible for managing the entire school budget.

The amount of money allocated to the Governors to run the school (formula funding) depends largely on the number of pupils on rolls, with other factors such as the internal area of the school premises and the number of Newcomer pupils, pupils with Special Educational Needs, and those entitled to Free School Meals, also being taken into account.

Under the common formula for funding LMS all children do not attract the same per capita amount. Due to the nature of the school's catchment, Pond Park Primary School pupils in 2023/24 attracted significantly less per child than the EA (South Eastern Region) average. This meant that the Governors had to be constantly vigilant in their financial management.

Many of the school's financial commitments are actually predetermined by outside agencies, eg basic staff costs, maintenance costs, etc, leaving the Governors approximately 10% of the school's budget to allocate according to their particular priorities.

The school's initial formula budget was £1,968,119 for 2023/24.

SCHOOL FUNDS

CHEQUE ACCOUNT

The school operates a cheque account essentially to handle items of contraflow expenditure such as charity collections, swimming, educational visits, PTA Book Fair, visiting drama groups, etc. Actual income (which is generated through school photograph sales, and hire of facilities, is used on an ongoing basis to purchase miscellaneous small items of consumable equipment such as first-aid supplies, replacement textbooks, etc), is also processed through the cheque account.

Opening Balance (Sept 2023)	£14,913.06
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Closing Balance (August 2024)	£17,613.40
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POND PARK EDUCATIONAL TRUST

The Pond Park Educational Trust which is administered jointly by representatives from the Board of Governors and the Parent Teachers' Association uses parental donations to provide educational resources "for the immediate and direct benefit of every pupil". During 2023/24 the Trustees used Trust Funds for the purchase of resources as itemised in the Trust Report - Autumn 2024.

Opening Balance (Sept 2023)	£6,947.52
Total Credits	£10,075.00
Total Debits	£12,012.00
Closing Balance (Sept 2023)	£5,010.52

CHARITY/SCHOOL SUPPORT

This year we continued to support many charities in addition to various 'one-off' day collections such as Earl Haig and Lisburn Food Bank (Harvest Appeal). During 2023/24 the school supported the following charities with money raised as follows:

Macmillan	£100.00
SU Donation	£200.00
Children in Need	£1,320.23
Cancer Research	£100.00
Fostering NI	£250.00
Friends of the Cancer Centre	£348.68

EDUCATIONAL VISITS

DAY VISITS

All classes undertook at least one day visit during the school year as part of their curriculum, with year groups visiting Armagh Planetarium, War Museum, Streamvale Farm, Wallace Park, W5, Navan Fort, Ulster Folk Museum, and Brook Leisure Centre.

RESIDENTIAL VISIT

During 2023/24 all three Primary 7 classes made an enjoyable and beneficial residential visit to The Share Village, Lisnaskea.

A COMMUNITY SCHOOL

During 2023/24 we were delighted to welcome various sections of our community to use our school premises: -

Community PSNI/Choice Housing Link
St John's Ambulance
Pilates Classes
Gillian Jones School of Dance
BSPA
Lisnagarvey Youth and Operatic Society

Community Events
Monday Evenings
Wednesday evenings
Thursday Afternoons
Saturday Mornings/Afternoons
(rehearsal space)

The school also offers Breakfast Club from 7.50 am and After-School Care until 6.00 pm.

PARENTAL INVOLVEMENT

The Governors continue to value a high degree of parental involvement in the education of pupils and, through the Principal, do all in their power to facilitate the open-door policy which exists within the school.

During the school year 2023/24 Information Evenings were delivered online for all year groups in September. Two sets of Parent/Teacher Interviews were offered to all parents via face-to-face or telephone. Primary 1 intake was held in the school assembly hall in June. The Primary 6 Transfer meeting also took place and a written end-of-year report per pupil was sent to parents. Primary 7 parents were invited for individual meetings with Mr Cherry to discuss transition.

On a monthly basis the Praying Parents Group met in the Staff Room.

The Governors wish to pay particular tribute to the Parent Teachers' Association for all their endeavours on behalf of the school throughout the year. The PTA Committee organised a series of social and fund-raising events and through their efforts were able to contribute generously to the resources of the school.

PTA Events 2023/24

- Book Fair
- Christmas Cards
- School Discos
- Lisburn Fun Run
- Fun Day
- P7 BBQ

PTA Donations 2023/24 were used to fund the following items:

- Sports Kits
- Large sports apparatus
- P1-P4 Funds for PBL/ABL
- Accelerated Reader Book Tokens (P5-P7)
- P7 Leavers' BBQ + Year Books
- P6 Clay Workshop
- 2 School Flags
- Outdoor Play Resources