



## **BOARD OF GOVERNORS' ANNUAL REPORT**

**2024/2025**



## **BOARD OF GOVERNORS**

### **Period of Office: September 2024 – June 2028**

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:**

Mr C Cunningham  
Mr R Mercer

#### **EA (SE Region) Representatives:**

Ms E Thompson  
Mrs E Vuagniaux

#### **Teacher Representative:**

Mr S Gribben

#### **Co-Opted Representative:**

Mr E McCleery

### **Office Bearers 2024 – 2028:**

#### **Chairperson:**

Rev A Thompson

#### **Vice-Chairperson:**

Mr S McCrea

#### **Hon Secretary:**

Mr G T Cherry

## **GOVERNORS' MEETINGS 2024/25**

During the school year 2024/25 the full Board met formally on four occasions to discuss school business. 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 2024/25 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 2024/25
- 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 wellbeing 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: 2024 – 2025		
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 A Hutchinson
		Mrs J Fletcher/Miss M Getty
		Mrs N Larmour
	P2	Mrs J Cherry
		Mrs G 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
		Mr M Cupples
	P5	Mrs J Pollock
		Mrs G Lyttle
		Mr S Gribben
		Miss J Teague
	P6	Mrs B Coulter
		Miss L Gordon/Mrs Z Bonnar
		Mrs J Orr
	P7	Mr E McCleery
		Mrs L Scoffield
		Mrs N Calo
		Mrs L Kerr
	Literacy Support/LSC	Mrs D Davidson
	Numeracy Support	Miss L Gordon
	Art	Mrs K Shanks
Classroom Assistants	P1	Mrs J Stewart
		Mrs C Anderson
		Mrs B Little
		Mrs L Anderson
		Miss A Barnes
		Miss G Smith
		Mrs U Carberry

<b>Classroom Assistants</b>	<b>P2</b>	Mrs J Pauley
		Mrs S Davidson
		Miss M Johnston
		Mrs A Eccles Portelas
		Mrs J Pagliuca
		Miss J-A Kennedy
		Mrs C Knox
		Ms J Corbett
	<b>P3</b>	Mrs J Belshaw
		Mrs N Gibson
		Mrs K Kelly
		Miss S McMullan
		Mrs L McAllister
	<b>P4</b>	Miss G McGuile
		Mrs P McElhinney
		Mrs L Neill
		Mrs C Given
	<b>P5</b>	Miss S Campbell
		Mrs J Gilmore
		Mrs S Kennedy
	<b>P6</b>	Mrs F Clarke
		Miss S Saurizaite
		Miss H Blair
	<b>P7</b>	Mrs K Kennedy
		Mrs K Jennings
		Miss M Stewart
		Mrs S Vaughan
	<b>Newcomer Support</b>	Mrs L Joyce
	<b>Better Reading Partnership</b>	Mrs L Trainor
<b>Office Staff:</b>		Mrs J Thompson
		Mrs N Taylor
		Mrs E Burns
<b>Building Supervisor</b>		Mr S Gallagher
<b>Supervisory Assistants</b>		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
		Mrs T Whiteside
<b>Kitchen Supervisor</b>		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.

*(Despite most of the year being dictated by ASOS the school continued with a robust School Development Plan).*

### **Literacy**

During 2024/25 the focus for development was to improve further the quality of pupils' comprehension skills throughout Key Stages 1 and 2, developing higher level vocabulary through the area of poetry. There was also a focus on planning for a variety of poetry genres 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**

In the Foundation Stage we continued to develop the teaching of Shape and Space both in the classroom and through ABL. 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. Mid-term maths planners and mental maths overviews were also updated. We continued to further develop Shape and Space at FS/KS1. KS2 continued to focus 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 ICT Policy was updated. The role of Digital Leaders was also developed further, increasing both their profile and use throughout the school. In the first term Mr McCleery presented an Online Safety Evening to P7 pupils and parents.

### **SEN**

The school continued to embed the new SEN and Inclusion Framework. New format PLPs were reviewed and written for all pupils and shared with parents. Annual Reviews were carried out for all Statemented pupils by the LSC/Principal. Mrs Davidson commenced her dual role of LSC and will also be providing 15 hours' Literacy support. Miss Gordon provided Numeracy – 15 hours' support. We have extended our use of the Sensory Lounge which is now timetabled for a greater number of pupils. We continue to use the Sensory Circuit in the main corridor. Lexia licences were distributed to pupils and usage was monitored by the LSC. We purchased a further 10 licences for next year, increasing this to 60.

### **Play-Based/Activity-Based Learning**

Planners for Outdoor Play were further developed as a working document, initially in P2. We continued to establish 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. The FS also planned for creative play that focused on process rather than product. An Outdoor Play audit was completed regarding provision and resources.

### **Pastoral Care**

The Board of Governors has committed to employing a School Counsellor for one and a half days per week. Glenda McCormick continues working in school and at the end of the year had supported 20+ pupils. The school entered its third 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 continues as a PATHS school and introduced weekly lessons and Pupil of the Week. The school continues to use the Verbal Well-Being resource and school employed Sarah Best, Play Therapist, for one day per week. CFER 1 is completed annually for Newcomer pupils.

### **School Development Planning**

The Principal co-ordinated the planning of Year 3 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 2025-26, pending funding. The Buddy-Up programme was implemented remotely in P7 in partnership with Christ the Redeemer Primary School.

### **Physical Education**

All year groups created a series of dance lessons as a pilot to be implemented in the Autumn Term. We also created schemes of work incorporating the Fundamental Movement Skills into the Winter Games Programme – P1-P3.

### **ECO**

The school retained its Green Flag status and remains an Ambassador Eco School.

## **EXTRA-CURRICULAR ACTIVITIES**

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

Girls' Hockey	Football	Scripture Union	Gardening
Homework Club	Art/Craft	Drama	Woodwind/Brass
STEM	Choir (Junior/Senior)	String Orchestra	
Netball	Boys' Hockey	Cricket	

Primaries 2 – 7 had the opportunity to take part in clubs provided by external providers:

- Mini Moverz
- Miniversity
- Kidz Academy
- C K Coaching
- Clayrazy
- Active Hour

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

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

- |                |   |
|----------------|---|
| ▪ Badminton    | Ulster League and Cup winners (Boys)            |
| ▪ Netball      | Winners of Lisburn League/ Winners in NI Finals |
| ▪ Football     | P7 Boys' League Winners                         |
| ▪ Lisburn Gala | 3 <sup>rd</sup> Place overall                   |

The Governors also wish to acknowledge their appreciation of the music/drama endeavours of the school during 2024/25. 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 showcased both choirs and orchestras and the year ended with an outstanding production of 'Chitty Chitty Bang Bang' in Lagan Valley Island.



## **CLASSES 2024/25**

At 11 October 2024, (the official annual census date), the school's enrolment stood at 623 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	89	3
Primary 2	89	3
Primary 3	88	3
Primary 4	91	3
Primary 5	90	3
Primary 6	86	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 year 2024/25 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.

The school had a Fire Inspection in June 2025 and all staff engaged in statutory EA training.

The burglar and fire alarm systems were updated in Term 3 of 2024/25.

## **OPEN ENROLMENT – PRIMARY ONE INTAKE**

The school was again over-subscribed with applicants for Primary 1 places in September 2024.

The Admissions Criteria for September 2025 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 Z O E G X Mac B Q N Mc M S C K L U D V F R I H P T W A Y**

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 2025 pupils of transfer age transitioned to the following schools:

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

## **KEY STAGE ASSESSMENT**

Following the end of industrial action in Term 3 2025, End of Key Stage Levels were submitted for pupils in Primary 4 and Primary 7 in the areas of Communication and Using Mathematics. CCEA required these levels for 'system-level' assessment of progress in Literacy and Numeracy across Northern Ireland. Levels submitted by teachers were based on assessment of a pupil's level, based on classwork through the year, in line with the Northern Ireland Curriculum lines of progression.

### **End of Key Stage 1**

	<b>% of Pond Park pupils assessed as being at Level 2 or above</b>	<b>% Northern Ireland Pupils assessed as being at Level 2 or above</b>
Communication	90%	82.1%
Using Mathematics	83.5%	83.8%

### **End of Key Stage 2**

	<b>% of Pond Park pupils assessed as being at Level 4 or above</b>	<b>% Northern Ireland Pupils assessed as being at Level 4 or above</b>
Communication	83.3%	72%
Using Mathematics	82.2%	72%

## **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 roll, 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 2024/25 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 2024/25.

## **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 2024)	£17,767.43
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Closing Balance (August 2025)	£8,768.20
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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 2024/25 the Trustees used Trust Funds for the purchase of resources as itemised in Trust Report - Autumn 2024.

Opening Balance (Sept 2024)	£4,354.97
Total Credits	£14,605.67
Total Debits	£12,013.12
Closing Balance (August 2025)	£6,947.52

### **CHARITY/SCHOOL SUPPORT**

This year we continued to support many charities in addition to various 'one-off' day collections such as the Poppy Appeal and Lisburn Food Bank (Harvest Appeal). During 2024/25 the school supported the following charities/projects with money raised as follows:

Outside Classroom	£12,060.00
The Fostering Network NI	£250.00
Amazing Journey	£100.00
Friends of the Cancer Centre	£844.85
Scripture Union	£200.00
Macmillan Coffee Morning	£100.00
Crown Jesus Ministries	£200.00
Sands Charity	£200.00
Salt Factory Sports (Kenya Trip)	£100.00

## **EDUCATIONAL VISITS**

### **DAY VISITS**

All of our school trips resumed this year 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 2024/25 all three Primary 7 classes made an enjoyable and beneficial residential visit to The Share Village, Lisnaskea.

## **A COMMUNITY SCHOOL**

During 2024/25 we were delighted to welcome various sections of our community to use our school premises: -

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

Community Events  
Monday Evenings  
Thursday Afternoons  
Saturday Mornings/Afternoons  
(rehearsal space)  
Summer Community Event

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 2024/25 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.

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 2024/25

Book Fair  
School Discos  
Lisburn Fun Run  
Fun Day  
Christmas Craft Fair  
PTA Photo Evening

PTA Donations 2024/25 were used to fund the following items:

Large Sports Apparatus  
P1-P4 Funds for PBL/ABL  
Accelerated Reader Book Tokens (P5-P7)  
P7 Leavers' BBQ  
Accelerated Reader Prize Lunches  
Class Art Sessions (Island Arts Centre)