

**Pond Park**  
**Primary School**



Ut Omnes Curemus - We Care For All

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

2017/2018

# Board of Governors

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## Period of Office: September 2014 – June 2018

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

TRANSFEROR REPRESENTATIVES:           Rev A Thompson  
  Mr S McCrea  
  Mrs V MacKay  
  Mr B Magowan

PARENT REPRESENTATIVES:               Mrs J Faulkner  
  Mrs J Patterson

EA (SE REGION) REPRESENTATIVES:      Mrs H Lynn  
  Mr P Givan

TEACHER REPRESENTATIVE:               Mrs L Scoffield

CO-OPTED REPRESENTATIVE:             Professor A Woodside  
  Mr D Ball

## OFFICE BEARERS 2014 – 2018

CHAIRMAN:                                     Rev A Thompson

VICE-CHAIRMAN:                             Mrs V MacKay

HON SECRETARY:                             Mr G T Cherry

The next election for parents' representatives to the Board of Governors is due to take place during the Autumn Term 2018.

## **Governors' Meetings 2017/18**

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During the school year 2017/18 the Governors met formally on six 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 2017/18 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
- RSE Policy/Emergency School Closure Policy
- Transfer Procedure 2017/18
- Shared Education Programmes
- Sustaining Improvement Inspection (ETI 2018)

The Governors wish once again to record their appreciation of 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 of 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.

# Curriculum

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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:

English	History	} The World Around Us	Drama	} The Arts
Mathematics	Geography		Art	
Physical Education	Science		Music	
PDMU	Primary Languages		ABL/Play-Based Learning	

These schemes of work remain operational and are subject to ongoing amendment in the light of classroom experience. In view of their continued 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.

During 2017/18 the focus for development was the introduction of media to enhance and improve Literacy lessons throughout school. We continued to focus on narrative writing across the Key Stages. Accelerated Reader is now embedded in P5-P7 and the data collected is used to track and monitor progress.

In Numeracy the focus was on developing Mental Maths strategies. An audit was carried out in Term 1 and new resources were introduced across all Key Stages. IZAK9 (practical maths resource) was purchased and Mrs Scoffield provided in-service training in its use. Further sets of IZAK9 will be purchased next year. Numicon was introduced into Primaries 1-3 and this resource has greatly enhanced the understanding of Number and Place Value. Continued problem solving improvements were made in KS2 through weekly Maths Stations.

In ICT we developed an overview progression for Coding and Programming skills across all Key Stages. We carried out a whole-school review of Online Safety Provision and introduced an Online Safety and Digital Skills Curriculum. As a school we reviewed and refreshed the teaching of Microsoft Office skills. In the third term Mr McCleery presented an Online Safety Evening to P7 pupils and parents.

School continues to use the new IEP format created by Mrs Mulligan and Mrs Nye.

This year we continued with our Barnardo's Counsellor, one day a week, to deliver the Time 4 Me Programme for targeted pupils. The success of this has been immeasurable. The Principal with two members of staff form the core group and liaise weekly with the Counsellor.

School also welcomed the RISE NI team and continued to receive training throughout the year. Action Plans for the School Development Plan were also implemented and monitored in the following areas of focus; Numeracy, Literacy, ICT, Rights Respecting Schools, Eco Project, and Assessment.

As a school we are committed to Continued Professional Development. Six members of staff graduated through Teaching and Learning Schools (TLS), clustering with other Primary Schools.

Through Shared Education Pond Park Primary School clustered with Stranmillis, Christ the Redeemer and Oakwood Integrated Primary Schools. Following on from Year 1 we agreed that staff in Primaries 1, 2, 4 and 6 (along with SENCOs) would be allocated 3.5 days each to meet with colleagues from the other schools. The evaluations, following one year's engagement, were extremely positive. This initiative will continue and extend for two further cohorts.

In January 2018 ETI carried out a Sustaining Improvement Inspection. School was delighted and encouraged to maintain our 'Outstanding' status from the 2015 Inspection.

## Extra-Curricular Activities

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During the school year 2017/18 the following After-School Clubs were provided for Primary 5 - Primary 7 pupils:

Girls' Hockey	Soccer	French	Clay Club
Badminton/Table Tennis	Art/Craft	Scripture Union	Drama
Needlecraft	Choir (Junior/Senior)	Orchestra	Dance
Cookery	Boys' Hockey	Cricket	Gardening
Netball	Cycling Proficiency	Dodgeball	Gymnastics
Board Games	Lego	Miniversity	Golf
Judo	Spanish	Nerf Gun	iPad
STEM			

Individual music tuition was provided in guitar, piano, woodwind, brass, lower and upper stringed instruments.

Primaries 2, 3 and 4 had the opportunity to take part in Lego, Miniversity, Soccer, Judo, SU, Reaching for the Stars, STEM, Clayrazy, French, Spanish, Dodgeball, and Nerf Gun.

## CONGRATULATIONS

The Governors wish to extend their congratulations to the various teams on a very successful year:

- Handball Runners-up of LCCC tournament
- Badminton Ulster Winners in League and Cup (Boys)/Girls Runners-Up
- Boys' Hockey NI Finalists
- Gymnastics NI and British Champions
- Cricket Winners of Derriaghy Cricket Competition  
Semi-Finalists in NI Cricket Finals
- Cross-Country 3<sup>rd</sup> in LCCC Competition  
Qualified for NI Athletics Finals
- Netball Lisnagarvey Tournament – Winners  
Lisburn Schools' Tournament – Winners  
Lisburn League – Runners-Up

The Governors also wish to acknowledge their appreciation of the music/drama endeavours of the school during 2017/18. The Spring Concert showcased the Junior and Senior Choirs and Orchestra. The Foundation Stage and Key Stage 1 Christmas Concerts, together with our Junior and Senior Carol Services and the P7 production of 'Mary Poppins' were once again outstanding events in our school calendar.

## Classes 2017/18

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At 6 October 2017, (the official annual census date), the school's enrolment stood at 620 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	88	3
Primary 3	87	3
Primary 4	86	3
Primary 5	89	3
Primary 6	90	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.

A full-time Curriculum Support teacher was employed for 2017/18 to release all staff for Curriculum/Professional Development.

Provision for children with special needs continued to be made through the Reading Recovery Programme for Primary 3 pupils and Individual Education Plans taught by their own teachers for all other pupils.

### ATTENDANCE

The annual attendance rate for 2017/18 was 96.1%.

### SECURITY

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

Pupils are always supervised by adults at play-time 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 home times no adults, including parents, are permitted to loiter within the school grounds. The school is part of the PSNI School Alert Scheme.

## Open Enrolment – Primary 1 Intake

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The school was again heavily over-subscribed with applicants for Primary 1 places in September 2017. For purposes of planning the Governors would again wish to emphasise the importance of pre-application being submitted before the due date set by the Department of Education.

The Admissions Criteria are 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 form.
2. Children whose brother/sister was a former pupil of the school. This must be stated on the application form.
3. Children of employees or Governors of the school. This must be stated on the application form.
4. Children who have listed Pond Park Primary School as their first preference.
5. Other children.

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 school. Measurement will be taken using the following programme: Ordnance Survey of Northern Ireland – Map Shop.

In the event that the 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 randomly selected.

*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 Secondary Education

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Pond Park Primary School enjoys an excellent working relationship with post-primary schools throughout Lisburn and the Greater Belfast area. In June 2018 pupils of transfer age moved on to the following schools:

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

83% of pupils transferring obtained grammar school places.

# Key Stage Assessment

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The following tables show 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.

## End of Key Stage 1 (Primary 4)

Communication	Level 1	9.20%	Level 2	82.75%	Level 3	8.05%
Using Mathematics	Level 1	16.09%	Level 2	82.76%	Level 3	1.15%
Using ICT	Level 1	5.75%	Level 2	94.25%	Level 3	0.00%

## End of Key Stage 2 (Primary 7)

Communication	Level 3	9.09%	Level 4	65.91%	Level 5	25.00%
Using Mathematics	Level 3	9.09%	Level 4	56.82%	Level 5	34.09%
Using ICT	Level 3	0.00%	Level 4	76.14%	Level 5	23.86%

New Assessment arrangements were put in place four years ago. Most schools did not submit levels due to Industrial Action therefore Northern Ireland figures are not available to benchmark against.

## Financial Report

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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 and pupils with Special Educational Needs 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 2015/16 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 £1,767,947 for 2017/18.

**SOUTH EASTERN EDUCATION AND LIBRARY BOARD  
2014-2015 OUTTURN STATEMENTS**

**PART 3: ANALYSIS OF RESOURCE ALLOCATIONS AND EXPENDITURE FOR INDIVIDUAL SCHOOLS**

**SECTOR: Controlled Primary**

**SCHOOL NAME: Pond Park Primary**

**DE REF NO: 401-6401**

**COST CENTRE CODE: 0289**

**TOTAL PUPIL NUMBERS: 611**

<b>1 SCHOOL'S BUDGET</b>	<b>SCHOOL RESOURCES £</b>	<b>NON- DELEGATED RESOURCES £</b>	<b>TOTAL RESOURCES £</b>
(a) LMS Carryover from 2013-2014	167,440		
(b) Initial Formula Budget Allocation	1,600,030		
(c) Additional Budget Allocations:			
Extended Schools	0		
Curriculum Reserve	0		
Contingency	0		
Entitlement Framework	0		
SEN Speech & Language Funding	0		
DE Initiatives	477		
(d) Centre Funds Allocated (see 4 below)		186,784	
<b>TOTAL RESOURCES AVAILABLE TO SCHOOL</b>	<b><u>1,767,947</u></b>	<b><u>186,784</u></b>	<b><u>1,954,731</u></b>
<b>2 EXPENDITURE</b>			
(a) Teaching Staff	1,130,162	22,513	1,152,675
(b) Non-Teaching Staff	230,320	90,980	321,300
(c) Other Costs	223,836	73,291	297,127
(d) GROSS EXPENDITURE	1,584,318	186,784	1,771,102
(e) Less Income	-9,406	0	-9,406
(f) <b>NET EXPENDITURE</b>	<b><u>1,574,912</u></b>	<b><u>186,784</u></b>	<b><u>1,761,696</u></b>
<b>3 2014-2015 TOTAL CUMULATIVE CARRYOVER</b>			<b><u>193,035</u></b>
<b>4 ANALYSIS OF CENTRE FUNDS ALLOCATED (see 1d above)</b>			
(a) Central Substitution		124	
(b) Landlord Maintenance		2,661	
(c) Capital Expenditure		14,968	
(d) Redundancy/Premature Retirement		1,817	
(e) Copyright Licences		2,491	
(f) New/Replacement School		0	
(g) Expenses Related to Statemented Children/Special Units		77,006	
(h) Self Insurance		0	
(i) Rates		51,716	
(j) Re-Organisation Allowance		0	
(k) Permanent Teachers Maternity/Adoption Leave		19,407	
(l) Long Term Sickness Substitute Costs		0	
(m) SENCO		328	
(n) Other Board Initiatives		14,883	
(o) Miscellaneous		1,383	
<b>TOTAL</b>		<b><u>186,784</u></b>	

\* Net Carryover as a percentage of School Resources Available

10.92%

## School Funds

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### 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 text books, etc, is also processed through the cheque account.

Opening Balance (Sept 2017)	£4,569.03
Closing Balance (August 2018)	£5,009.70

### 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 2017/18 the Trustees used Trust Funds for the purchase of resources as itemised in Trust Report - Autumn 2018.

Opening Balance (Sept 2017)	£6,387.91
Total Credits	£4,517.21
Total Debits	£7,536.23
Closing Balance (Sept 2018)	£3,368.89

## School Funds (continued)

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### CHARITY SUPPORT

This year we continued to support many charities. In addition to various 'one-off' day collections such as Earl Haig and Children in Need, during 2017/18 the school supported the following charities with money raised at the Harvest Service, the Foundation Stage/Key Stage 1 Christmas Productions, our Junior and Senior Carol Services, and fund-raising events:

Jeans for Genes	£867.88
UNICEF	£1,374.50
Lisburn Food Bank	£328.15
Friends of the Cancer Centre	£1,051.56
MacMillan Coffee Morning	£300.00
Scripture Union	£100.00
Crown Jesus Ministries	£100.00
TOM Team	£100.00
BCM	£100.00
St John's Ambulance	£200.00
Alzheimer's	£250.00

## **Educational Visits**

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### **DAY VISITS**

All classes undertook at least one day visit during the school year as part of their curriculum programme. Places visited include Belfast Zoo, Armagh Planetarium, War Museum, Titanic Centre, Palace Stables, Wallace Park, Seapark, W5, Thiepval, Navan Fort, Ulster Folk Museum, Lisburn Linen Museum, and Stormont.

### **RESIDENTIAL VISITS**

During 2017/18 all three Primary 7 classes made enjoyable and beneficial residential visits to Share Discovery Village.

## A Community School

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During 2017/18 we were delighted to welcome various sections of our community to use our school premises: -

Community PSNI/Choice Housing Link  
YMCA  
St John's Ambulance  
Gillian Jones School of Dance  
BSPA

Community Events  
Incredible Years/TATI  
Monday Evenings  
Thursday Afternoons  
Saturday mornings

The school also offers Breakfast Club and After-School Care.

## Parental Involvement

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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 2017/18 formal contact with parents was promoted through an initial Information Evening for all year groups in September, two sets of Parent/Teacher Interviews, Primary 1 intake meetings, Primary 6 transfer meetings and a written end of year report per pupil. Informal contacts were encouraged via sports days, carol services, school productions and a programme of PTA events.

On a monthly basis the Praying Parents Group meets 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 2017/18

Discos  
Book Fair  
Christmas Craft Fair  
Family Fun Run  
P7 Leavers' Night  
Break the Rules Day  
Summer Fun Day

PTA Donations 2017/18 were used to fund the following items:

Play Equipment  
P1-P4 Funds  
Accelerated Reader (P5-7)  
Books  
Eco Resources  
Sensory Room

**DON'T FORGET**

SUPPORT PTA EVENTS IN 2018/19