



'OPENING DOORS OF  
OPPORTUNITY TOGETHER'

# **BOARD OF GOVERNORS' ANNUAL REPORT**

2023/2024



## **BOARD OF GOVERNORS**

### **Period of Office: September 2018 – June 2024**

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 one non-voting member, Mr D J Ball the school Principal.

**Transferor Representatives:** Rev P Galbraith  
Rev Wm Henry  
Miss J Townsley  
Mr J Woods

**Parent Representatives:** Mr J Pickering  
Dr J Silversides

**EA (SE Region) Representatives:** Mr C Donnan  
Mr E Poots

**Teacher Representative:** Mr A McCollum

### **Office Bearers: 2018 – 2024**

**Chairperson:** Miss J Townsley  
**Vice-Chairperson:** Rev P Galbraith  
**Hon Secretary:** Mr D J Ball

The next election for Parents' Representatives to the Board of Governors is due to take place during the Autumn Term 2024.

## GOVERNORS' MEETINGS 2023 - 2024

During the school year 2023 - 2024 the Governors 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.

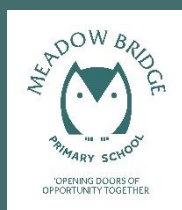
Some of the main issues dealt with at Governors' meetings during 2023 - 2024 are listed below:

- Adoption of various EA Policies.
- LMS Financial Procedures and their operation.
- Open Enrolment Procedures and Admissions Criteria.
- Staffing/Class Re-Structuring
- School Development/Management Plan.
- Adoption of a range of School Policies.
- Safeguarding and Anti-Bulling.
- Transfer Procedure 2023 – 2024.
- Health and Safety.
- After School Care.

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 ongoing success of the school and its pupils is due in no small measure to the talents and commitment of the teaching and non-teaching staff, reinforced by the efforts of interested parents.



Staff List: 2023 – 2024

<b>Senior Leadership Team</b>	<b>Principal</b>	Mr D J Ball
	<b>Vice-Principal</b>	Mr A McCollum
	<b>Head of Foundation Stage</b>	Miss J Wortley
	<b>Head of Key Stage 1</b>	Ms R Stirling
	<b>Head of Key Stage 2</b>	Mr A McCollum
<b>Teaching Staff</b>	<b>P1</b>	Miss R McCrossan
	<b>P1/P2</b>	Mrs J Neill/Mrs R Haffey
	<b>P2</b>	Miss J Wortley/Miss E Cousins
	<b>P3</b>	Mrs L Adair/Miss R Wilson
	<b>P3/4</b>	Ms R Stirling
	<b>P4/5</b>	Miss E Littler
	<b>P5</b>	Miss A Campbell
	<b>P6</b>	Mr A McCollum
	<b>P6/7</b>	Mrs D George
	<b>P7</b>	Mr A McQuitty
	<b>Learning Support</b>	Miss J Wortley
<b>Classroom Assistants</b>	<b>P1</b>	Mrs P Johnston
	<b>P1/2</b>	Mrs J Toland
	<b>P2</b>	Mrs M Megarry
		Mrs K Galbraith
	<b>P3</b>	Mrs V McCready
	<b>P3/4</b>	Mrs E McCartney
	<b>P4/5</b>	Mrs A Browne
	<b>P5</b>	Miss S Emo
		Mrs E Mullan
	<b>P6</b>	Mrs J Tinsley
		Mrs J Spiers
	<b>P6/7</b>	Miss C Laverty
<b>Secretary</b>		Ms E Woods
<b>Building Supervisor</b>		Mr A McCaw
<b>Cleaning Staff</b>		Miss C Laverty
		Mrs C Tate
		Mrs L White
<b>Supervisory Assistants</b>		Mrs H McAuley
		Mrs M Adams
<b>Kitchen Supervisor</b>		Mrs D Gregg
<b>Kitchen Staff</b>		Mrs L White
		Mrs C Law
		Mrs C Tate
<b>Bus Driver</b>		Mr J McKinstry

## 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	
Personal Development Mutual Understanding (PDMU)	Primary Languages		Activity Based Learning/Play Based Learning (ABL/PBL)	
ICT				

These schemes of work remain operational and are subject to ongoing amendment in 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.

### **Literacy**

During 2023/24 the focus for development was to improve further the quality of pupils' Writing throughout the school. Literacy Shed was introduced as a great additional resource for the teaching of Literacy throughout the school. School continued to use data collected from AR/STAR to help increase children's reading age over the year.

### **Numeracy**

In Numeracy the focus for development was Shape and Space. Maths Recovery was embedded during the 2023/24 school year. A whole-school progression for Numeracy was implemented.

### **ICT**

In ICT, staff were trained further on the Just2Easy software provided by C2K. As a school we reviewed and refreshed our Managing Data and Computational Thinking and Coding. In the first term, Mr E McCleery presented an Online Safety Evening to P7 pupils and parents. Digital Leaders (P4 – P7) were introduced into school.

### **Action Plans**

Action Plans for the School Development Plan were also implemented and monitored in the following areas of focus; Numeracy, Literacy, ICT, World Around Us, SEND, Assessment, and PBL/ABL.

## **Well-Being**

After-School Clubs were also extended in number and variety. School continued, as part of the 'High 5 Friday' project, to help with both physical and emotional well-being. KS1 children engaged in the Fresh Little Minds scheme, using activities to promote good emotional, mental, and physical well-being.

Homework procedures were embedded throughout the school to ensure that work set was meaningful and reflected classwork, but also of an appropriate length to ensure children were enjoying 'Family Time'. There is now more flexibility regarding homework completion 'deadlines' to facilitate greater opportunity for family commitments and activities outside of school.

Mrs Shields worked with individual children to help boost confidence and self-esteem. Our School Counsellor was in school each Tuesday and worked with a number of children on well-being issues.

## **SEND**

Provision Mapping has been established throughout school, highlighting differentiation. Personal Learning Plans (PLPs) have been put on hold awaiting training from the Education Authority. School continued to prepare IEPs for those children who required them, using the IEP format created by the SENCO. 'The Voice of the Child' was introduced to seek the views of SEN children about their own learning.

## EXTRA-CURRICULAR ACTIVITIES

During the school year 2023/24 the following After-School Clubs were provided for Primary 4 - Primary 7 pupils:

Girls' Hockey	Football	Good News Club	Forest Schools
Kindergarden Cooks	Art/Craft	Eco-Club	Athletics
Sewing	Choir	Cricket	Musical Theatre
Cookery	Boys' Hockey	Minecraft and Coding	
Netball	Cycling Proficiency	Miniversity	
Irish Dancing	Clay Club	Gymnastics	
Rugby	Lego Club		

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

Primaries 1 - 3 had the opportunity to take part in Football, Good News Club, Kindergarden Cooks, Cookery, Irish Dancing, Cricket, Athletics, Clay Club, Miniversity, Gymnastics, Lego Club, Forest Schools and Musical Theatre.

Sports teams participated in various competitions:

- Boys' Hockey
- Girls' Hockey
- Cricket
- Cross-Country
- Netball
- Football
- Rugby

The Governors also wish to acknowledge their appreciation of school's music/drama endeavours during 2023/24. The Christmas Productions and this year's P7 school show, 'The Boat Factory', were highlights of the school calendar.

## CLASSES 2023 – 2024

As at 6 October 2023, (the official annual census date), the school's enrolment stood at 292 pupils, taught by 8 full-time and 5 part-time members of teaching staff plus the Principal. This number was made up as follows:

<b>Class</b>	<b>Number of Pupils</b>
Primary 1	30
Primary 1/2	30
Primary 2	30
Primary 3	30
Primary 3/4	31
Primary 4/5	29
Primary 5	31
Primary 6	27
Primary 6/7	26
Primary 7	28

One teacher is employed as a part-time Learning Support Teacher specialising in the teaching of Literacy and Numeracy. Two trained Parent Volunteers deliver the Better Reading Partnership Scheme. One part-time Teaching Assistant was employed to deliver support in Key Stage 2.

Provision for children with special needs continued to be made through Individual Education Plans taught by their own teachers.

### **ATTENDANCE**

The attendance rate for the 2023/24 was 94.92%.

### **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 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 home-times, adults (including parents), are not permitted to loiter within the school grounds. The school has CCTV installed.



## **OPEN ENROLMENT – PRIMARY 1 INTAKE**

School filled all of its Primary 1 places in September 2023. Admissions Criteria for September 2024 intake were as follows:

- 1 Children with a brother/sister, half-brother/half-sister, step-brother/step-sister, foster brother/foster sister currently in attendance at Meadow Bridge. This must be stated on the application.
- 2 Children whose brother/sister, half-brother/half-sister, step-brother/step-sister, foster brother/foster sister was a former pupil of Meadow Bridge. This must be stated on the application.
- 3 Children who have a parent currently employed at Meadow Bridge. This must be stated on the application.
- 4 Other Children.

### ***Supplementary Criterion***

**In the event of over-subscription within any one of the above criteria, the following sub-criterion will be applied:**

- Children whose home is closest to Meadow Bridge, measured by the most direct route by road on Google Maps, will be given priority.

In the event that a Google Maps measurement is not available for a newly built house the closest listed address will be used to assist with measurement. This will be at the Board of Governors' discretion.

### **Tie Breaker Criterion**

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 the surname (as entered on Birth Certificate) in the order set out below (determined by random selection):

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

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.

### ***Duty to Verify***

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

**Waiting List Policy**

Should a vacancy arise after the Open Enrolment Procedure concludes on 27 April 2024, all applications for admission to Year 1 at Meadow Bridge Primary School that were initially refused in the first instance 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 above criteria applied. This waiting list will be in place until the end of the 2024-2025 academic year.

The school will contact you if your child gains a place by this method. Your child's name will be automatically added to this list. Please contact the school if you wish for your child's name to be removed from the list.

**Y2-Y7 Intake**

As criteria 1-4 above.

## TRANSFER TO POST-PRIMARY SCHOOLS

Meadow Bridge Primary School enjoys an excellent working relationship with post-primary schools. In June 2024, pupils of transfer age moved on to the following schools:

Antrim Grammar School  
Banbridge Academy  
Campbell College  
Down High School  
Dromore High School  
Fort Hill Integrated College  
Friends' School Lisburn  
Hunterhouse College  
Laurelhill Community College  
Lisnagarvey High School  
Lurgan Junior High  
Methodist College  
New-Bridge Integrated College  
Rathfriland High School  
Rathmore Grammar School  
Royal Belfast Academical Institution  
The Wallace High School  
Victoria College

## 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, school would have recorded the percentage of Meadow Bridge 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, Meadow Bridge 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, 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, Meadow Bridge 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 a small percentage of the school's budget to allocate according to their particular priorities.

The school's initial formula budget was £859,221 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, visiting groups, etc. Actual income (which is generated through school photograph sales etc, 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 (August 2023)	£12,929.43
Closing Balance (July 2024)	£29,654.61

### **CHARITY SUPPORT**

This year we continued to support many charities. In addition to various 'one-off' day collections, during 2023/24 school supported the following charities through money raised at the Christmas Productions and fund-raising events:

Red Nose Day (March 2024)		£919.50
Christmas Jumper Day	Cancer Fund for Children	£272.00
Christmas Concerts	Cancer Fund for Children	£789.50

Our school community also contributed generously to Lisburn and Moria Foodbanks at Harvest time.

## **EDUCATIONAL VISITS**

### **DAY VISITS**

Year-groups enjoyed visits to Moira Park, Titanic Belfast, Silent Valley, The Ulster Aviation Society, Stormont, Lisburn Museum, Windsor Park, Lisburn Fire Station, Streamvale Farm, The Navan Centre, Belfast Zoo, and Hillsborough Castle.

### **RESIDENTIAL VISITS**

During 2023/24 Primary 7 children had an enjoyable and beneficial residential visit to Edinburgh.

During 2023/24 the Primary 6 children had an enjoyable and beneficial residential visit to Ganaway Activity Centre.

## A COMMUNITY SCHOOL

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

- Busy Bees Playgroup
- RISE NI

School offers Breakfast Club and has After-School Care provision provided by Sleepy Hollow Group.



## 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, formal contact with parents was promoted through two sets of Parent/Teacher Consultations and Parent Information Evenings in September. Primary 1 intake induction was facilitated within the school. The Primary 6 Transfer meeting took place in April, and a written end-of-year report for each pupil was distributed. Informal contacts were encouraged via Christmas Productions, Spring Concert, School Show, and a programme of PTA events.

The Governors recognise that it would not be possible to offer pupils the range of trips and sporting opportunities which are afforded to them without the support of parents in assisting on trips and providing transport to sports venues. This assistance is invaluable and much appreciated.

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 provide additional resources for school.

PTA Events 2023/24:	Tractor Run
	Christmas Craft Fair
	Half-Term Discos
	May Family Fun Day