



'OPENING DOORS OF
OPPORTUNITY TOGETHER'

BOARD OF GOVERNORS' ANNUAL REPORT

2022/2023



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 Spring Term 2024.

GOVERNORS' MEETINGS 2022 - 2023

During the school year 2022 - 2023 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.

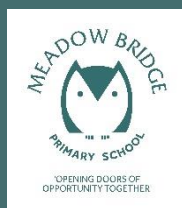
Some of the main issues dealt with at Governors' meetings during 2022 - 2023 are listed below:

- 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 2022 – 2023.
- 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 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 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: 2022 – 2023

Senior Leadership Team	Principal	Mr D J Ball
	Vice-Principal	Mr A McCollum
	Head of Foundation Stage	Miss J Wortley
	Head of Key Stage 1	Ms R Stirling
	Head of Key Stage 2	Mr A McCollum
Teaching Staff	P1	Miss R McCrossan
	P1/P2	Miss J Wortley
	P2	Mrs J Neill
	P3	Mrs L Adair
	P3/4	Ms R Stirling
	P4/5	Mr I Clarke
	P5	Miss A Campbell
	P6	Mr A McCollum
	P6/7	Mrs D George
	P7	Mr A McQuitty
Classroom Assistants	P1	Mrs P Johnston
	P1/P2	Mrs M Megarry
		Miss J McCrea
	P2	Mrs E McCartney
		Mrs J Toland
	P3/4	Miss S Emo
		Mrs K Galbraith
	P4/5	Miss C Laverty
	P6/7	Mrs V McCready
	P7	Mrs A Browne
Secretary		Ms E Woods
Building Supervisor		Mr A McCaw
Cleaning Staff		Miss C Laverty
		Mrs C Tate
		Mrs L White
Supervisory Assistants		Mrs H McAuley
		Mrs M Adams
Kitchen Supervisor		Mrs D Gregg
Kitchen Staff		Mrs L White
		Mrs C Law
		Mrs C Tate
Bus Driver		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 2022/23 the focus for development was to improve further the quality of pupils' Reading Comprehension throughout the school. Literacy Shed was researched and will be purchased 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 Handling Data. Maths Recovery was implemented during the 2022/23 school year. A whole school progression for Numeracy was developed as well as a new Literacy and Numeracy Policy

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.

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 Well-being.

Engage Programme

School secured funding via the Engage Programme to employ a part-time teacher (Mrs J Shields) to work with children who, due to school closures during COVID-19, required extra support in Literacy and/or Numeracy, as well as Pastoral Support.

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. The Daily Mile was introduced to the school. New 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.

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.

EXTRA-CURRICULAR ACTIVITIES

During the school year 2022/23 the following After-School Clubs were provided for Primary 4 - Primary 7 pupils:

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

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 Golf.

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 2022/23. The Christmas Productions and this year's P7 school show, 'Schaldies up the Chimley', were highlights of the school calendar.

CLASSES 2022 – 2023

As at 8 October 2022, (the official annual census date), the school's enrolment stood at 296 pupils, taught by 10 full-time teaching staff plus the Principal. This number was made up as follows:

Class	Number of Pupils
Primary 1	30
Primary 1/2	29
Primary 2	30
Primary 3	26
Primary 3/4	29
Primary 4/5	30
Primary 5	32
Primary 6	30
Primary 6/7	30
Primary 7	30

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 2022/23 was 95.19%.

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 2022. Admissions Criteria for September 2023 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):

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

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 2023, 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 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 2023, pupils of transfer age moved on to the following schools:

Banbridge Academy
Dromore High School
Fort Hill Integrated College
Friends' School Lisburn
Hunterhouse College
Laurelhill Community College
Lisnagarvey High School
Lurgan Junior High
Methodist College
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 2022/23 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 £835,587 for 2022/23.

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 2022)	£11,675.81
Closing Balance (July 2023)	£12,896.43

CHARITY SUPPORT

This year we continued to support many charities. In addition to various 'one-off' day collections, during 2022/23 school supported the following charities through money raised at the Christmas Productions and fund-raising events:

Christmas Jumper Day	Cardiac Risk in the Young	£272.00
Turkey/Syria Earthquake Appeal		£393.00
Sports Academy Appeal (South Africa)		£376.00

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 2022/23 Primary 7 children had an enjoyable and beneficial residential visit to Edinburgh.

During 2022/23 the Primary 6 children had an enjoyable and beneficial residential visit to Ganaway Activity Centre.

A COMMUNITY SCHOOL

During 2022/23 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 2022/23, 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 2022/23:	Tractor Run
	Christmas Craft Fair
	Quiz Night
	Half Term Discos
	May Family Fun Day