



'OPENING DOORS OF
OPPORTUNITY TOGETHER'

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

Transferor Representatives:

Rev P Galbraith
Rev Wm Henry
Mrs O Nelson
Mr J Woods

Parent Representatives:

Dr J Silversides
Mr M Frazer

EA (SE Region) Representatives:

Mr J Pickering
Mr C Donnan

Teacher Representative:

Mr A McCollum

Office Bearers: 2024 – 2028

Chairperson:

Mr J Pickering

Vice-Chairperson:

Rev P Galbraith

Hon Secretary:

Mr D Ball (*until 31 August 2025*)
Mr A McCollum (*until 31 October 2025*)
Mr C Brown (*from 1 November 2025*)

The next election for Parents' Representatives to the Board of Governors is due to take place during the Autumn Term 2028.

GOVERNORS' MEETINGS 2024 - 2025

During the school year 2024 - 2025 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 2024 - 2025 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-Bullying.
- Transfer Procedure 2024 – 2025 (SEAG).
- Health and Safety.
- After School Care.
- Beginning Shared Education in Meadow Bridge, partnered with Lisburn Central PS
- Teacher Appointment (P2)

A sub-Committee of the Board of Governors met during 2024 - 2025 for the purposes of:

- Advertising the position of Principal
- Shortlisting for the Interview Process
- Interviews for the position of Principal

The Governors would like to once again express their sincere appreciation for the dedication of both teaching and non-teaching staff in promoting the academic achievement, safety, and well-being of all 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 Parent-Teacher Association (PTA) and their Office Bearers.

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 members consistently seek opportunities to develop their own skills, ensuring that the children in their care are equipped to become motivated, employable, and well-rounded individuals.

We are pleased to present this Annual Report, highlighting how Meadow Bridge Primary School continues to 'Open Doors of Opportunity' to every pupil in our school community, as well as meet and respond effectively to the ongoing challenges in education.



Staff List: 2024 – 2025

Senior Leadership Team	Principal	Mr D Ball
	Vice-Principal	Mr A McCollum
	Head of Foundation Stage	Miss R McCrossan
	Head of Key Stage 1	Ms R Stirling
	Head of Key Stage 2	Mr A McCollum
Teaching Staff	P1	Miss R McCrossan
	P1/P2	Mrs J Neill/Mrs R Haffey
	P2	Miss E Cousins
	P3	Mrs L Adair/Mrs E McCluskey
	P3/4	Ms R Stirling
	P4	Mr T Cherry
	P5	Miss A Campbell
	P5/6	Mr A McCollum
	P6/7	Mrs D George
	P7	Mr A McQuitty
	Learning Support	Miss J Wortley
Classroom Assistants	P1	Mrs P Johnston
		Mrs L Foote
	P1/2	Mrs J Toland
		Mrs K Galbraith
	P2	Mrs M Megarry / Miss R McClune
		Mrs R Silversides
	P3	Miss C Lavery
	P3/4	Mrs R Creaney
	P4	Mrs E McCartney
		Mrs V McCready
	P5/6	Mrs E Mullan
		Miss S Emo
	P6/7	Mrs A Browne
	P7	Mrs J Tinsley / Mrs J Spiers
Secretary		Ms E Woods
Building Supervisor		Mr A McCaw
Cleaning Staff		Miss C Lavery
		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	<i>The World Around Us</i>	Drama	<i>The Arts</i>
Numeracy	Geography		Art	
Physical Education (PE)	Science		Music	
Personal Development Mutual Understanding (PDMU)	Primary Languages		Activity Based Learning/Play Based Learning (ABL/PBL)	
ICT	RE			

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 2024/25 in Literacy the focus for development was to improve further the quality of pupils' Creative Writing throughout the school. Literacy Shed continues to be used as a useful additional resource for the teaching of writing throughout the school, providing stimuli and exemplar material for writing. School continued to use data collected from the Accelerated Reader programme to help assess and observe increases in children's reading age over the year.

Numeracy

During 2024/25 in Numeracy the focus for development was Number and specifically the area of Mental Maths. Mental Maths strategies were introduced to our pupils in a child-friendly way by using characters to be associated with them, e.g. Rounding Roy and Factors Frank. New resources were purchased in order for teachers to have ready-made Mental Maths Activity Books for their classes to put these strategies into practice.

ICT

During 2024/25 In ICT the focus for development was one of the Using ICT (UICT) strands of Music and Composition, specifically the use of digital tools and software in music education to create original music. In the first Term of school in November, Mr E McCleery presented an Online Safety Evening to P7 pupils and parents. Digital Leaders (P4 – P7) continue to be used throughout the school as a means of sharing and modelling good practice, being helpers to both pupils and staff alike.

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, Wellbeing and PBL/ABL.

Well-Being

After-School Clubs continue to be 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 group sessions and 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 and became a vital home-school link in following up with parents to provide additional support.

SEND

Provision Mapping has been established throughout school, highlighting differentiation and the use of 'reasonable adjustments' to continue to make our curriculum accessible to all pupils. Personal Learning Plans (PLPs) have been put on hold awaiting training from the Education Authority.

Staff undertook a series of training videos on 'Trauma and Attachment' that were provided by Education Authority and this helped further equip them on behaviours that may be observed in such circumstances or pupils.

School continued to prepare IEPs for those children who required them, using the IEP format created by the SENCo. Our SENCo introduced 'The Voice of the Parent' also, a means of gathering their reflections and insight on their children about what targets may be suitable to focus on next for their child. 'The Voice of the Child' also continues to be used as our school staff seek the views of SEN children about their own learning and future targets and development.

SHARED EDUCATION

Meadow Bridge has entered into Shared Education with Lisburn Central Primary School and through the PeacePlus initiative, our Primary 2 classes have worked together during Term 2 and 3 on some shared lessons, activities and events. This culminated in a wonderful parent event held in Lisburn Central where a celebration was held for the cultures that are shared and what the children had learned together during the year.

EXTRA-CURRICULAR ACTIVITIES

During the school year 2024/25 the following After-School Clubs were provided for Primary 4 - Primary 7 pupils:

Boys' and Girls' Hockey	Football	Good News Club	Forest Schools
Kindergarden Cooks	Arts and Crafts	Eco-Club	Athletics
Sewing	Choir	Cricket	Musical Theatre
Cookery	Rugby	Minecraft and Coding	EGO Club
Netball	Cycling Proficiency	Miniversity	STEM Club
Irish Dancing	Clay Club	Gymnastics	Spanish 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, Next-Gen Hockey, 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 and drama endeavours during 2024 – 2025.

The Christmas Nativities from P1 – P2 and P3 – P4, as well as the P5 – P7 Carol Service were particular highlights in December and added a festive feel to the school community.

The Spring Concert held in April showcased a wide variety of musical talent from both our Choir and instrumentalists.

This year's P7 school show, held in May, 'A Lemonade Bottle For Clabberin' Hitler', was a true success and a special occasion for many P7s who performed so admirably in their different roles. A special mention must go to former Vice-Principal, Mrs. Joan Shields, who has helped us over the years in a voluntary role of directing these performances, but has announced that this was to be her final one. The Board of Governors wishes to pay tribute to her and acknowledge the hours she has put into these school shows over the years and the lasting memories she has created for countless pupils.

CLASSES 2024 – 2025

As at 6 October 2024, (the official annual census date), the school's enrolment stood at 287 pupils, taught by 8 full-time and 5 part-time members of teaching staff plus the Principal. This number was made up as follows:

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

One teacher is employed as a part-time Learning Support Teacher specialising in the teaching of Literacy and Numeracy for pupils who may experience difficulty in their learning or be identified as under-achieving.

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 2024/25 school year was 96.68%.

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 the correct ratio of adults at Break and Lunch times. Exit gates from the playground are closed at 9:10am each morning and are monitored during outside playtimes later in the day.

Due to the open nature of the site, all visitors (including parents), are required to report to the School 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

For the 2024/25 school year, Meadow Bridge Primary School had 42 applications and 40 were admitted to the school. Admissions Criteria for September 2025 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):

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 I Q R

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 9 April 2025, 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 2025-2026 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 2025, 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
Royal Belfast Academical Institution
The 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, 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.

However, annual standardised tests were held with P3-7 pupils in May 2025 and Governors were delighted with the standard of academic attainment achieved. This is a tribute to the hard work of the staff and the support of parents.

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 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, e.g. 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 **£846,067 for 2024 - 2025.**

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 textbooks, etc), is also processed through the cheque account.

Opening Balance (1 August 2024)	£29,651.61
Closing Balance (31 July 2025)	£7,099.75

CHARITY SUPPORT

This year we continued to support many charities. In addition to various 'one-off' day collections, during 2024/25, Meadow Bridge supported various charities through money raised at the Christmas Productions and fund-raising events, e.g. Royal British Legion in November, Christmas Jumper Day in December, Red Nose Day in March, etc.

Our school community also contributed generously with donations to Lisburn and Moira Foodbanks at Harvest in October.

EDUCATIONAL VISITS

DAY VISITS

Our classes and year-groups enjoyed visits to Moira Park, The Ulster Aviation Society, Parliament Buildings at Stormont, Lisburn Linen Centre and Museum, National Football Stadium at Windsor Park, Lisburn Fire Station, Streamvale Farm, The Navan Centre, Belfast Zoo and Hillsborough Castle.

RESIDENTIAL VISITS

During 2024/25 the Primary 6 children had an enjoyable and beneficial three-day residential visit to Ganaway Activity Centre, Millisle, led by Mr. A. McCollum.

During 2024/25 Primary 7 children enjoyed a memorable four-day residential visit to Edinburgh, Scotland, led by Mr. A. McQuitty.

A COMMUNITY SCHOOL

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

- Busy Bees Playgroup
- RISE NI
- Lisburn Area Schools Literacy Curriculum Cluster Group
- 'MiniMoversNI' Half-Term Camps

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 2024/25, formal contact with parents was promoted through Parent Information Evenings in September which set the tone for the year ahead, as well as two sets of Parent/Teacher Consultations (October and March).

Primary 1 Induction was facilitated within the school during May. The Primary 6 Transfer Information Meeting took place in April. Our written end-of-year Annual Report for each pupil was distributed at the end of June. Informal contacts were encouraged via Christmas Productions, Spring Concert, Primary 7 Production 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 coordination and organization of school staff, as well as 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. This Group also held three evening events during the course of the year, one of which was held in the school's Assembly Hall and two others in local church venues.

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 2024/25:

- Tractor and Vintage Car Run
- Christmas Craft Fair
- Half-Term Discos (October and February)
- May Family Fun Day

CONCLUSION

This Report is a true record of the discharge of the functions of the Board of Governors and the Principal of Meadow Bridge Primary and is signed by Mr J Pickering on behalf of all the members.

Signed

Mr J Pickering

(Chairperson of the Board of Governors)