

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



Ut Omnes Curemus - We Care For All

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

2016/2017

# 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 two non-voting members, to include Professor A Woodside 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

## 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 2016/17**

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During the school year 2016/17 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 2016/17 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/DT
- School Development/Management Plan
- Health and Safety Policy/Gifted and Talented Policy
- Transfer Procedure 2016/17
- Shared Education Programmes

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 2016/17 the focus for development was reviewing yearly overviews for Literacy and monitoring progression of writing throughout the school. As a result of data analysis (2016) there was a focus on the area of grammar and punctuation in class activities. Staff received in-service training, developing higher order questioning and comprehension skills through use of effective questioning. Blooms Taxonomy was an effective tool in this process. We continued to develop the use of the iPad to record talking and listening activities. Key Stage 2 introduced Accelerated Reading. Turquoise and Purple levels of Oxford Reading Tree were introduced for Guided Reading in P3 and P4.

In Numeracy we continued to review yearly overviews to show progression. We implemented Maths Recovery Strategies focusing on Foundation Stage/Key Stage 1 with regard to number structure, grouping and patterns. Numicon was introduced successfully to P1-P3. Key Stage 2 focused on improving the frequency of practical maths, problem solving and use of real life mathematical situations. Key Stage 2 also worked on improving the accuracy of mathematical word problems.

In ICT the school introduced tasks for levelling ICT as a cross-curricular skill. The Digital Leaders' Scheme was extended within Key Stage 2. The 360 e-safety Mark was updated and there was further development of e-safety education and awareness. School was awarded the iTech Beacon Award. The See Saw App was introduced in Foundation Stage for recording observations.

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 ASCET 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 an inter-school Baker Day we agreed that staff in Primaries 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.

We also have another Shared Education Programme linking with St Aloysius Primary School and Beechlawn Special School.

## Extra-Curricular Activities

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During the school year 2016/17 the following After-School Clubs were provided for Primary 5 - Primary 7 pupils:

Girls' Hockey	Soccer	French	Unihoc
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		

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 Unihoc.

## CONGRATULATIONS

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

- |                |  |
|----------------|--|
| ▪ Handball     | Winners of LCCC tournament             |
| ▪ Basketball   | Runners-up Belfast League              |
| ▪ Football     | Winners of P7 League and Cup           |
| ▪ Badminton    | Ulster Winners in League in Cup (Boys) |
| ▪ Boys' Hockey | NI Finalists                           |
| ▪ Gymnastics   | NI and British Champions               |

The Governors also wish to acknowledge their appreciation of the music/drama endeavours of the school during 2016/17. Both the Foundation Stage and Key Stage 1 Christmas Concerts and the P7 production of 'Grease' were once again outstanding events in our school calendar.

## Classes 2016/17

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At 7 October 2016, (the official annual census date), the school's enrolment stood at 621 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	87	3
Primary 2	87	3
Primary 3	88	3
Primary 4	89	3
Primary 5	90	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 2016/17 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 2016/17 was 96.6%.

### 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 2016. For purposes of forward 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.*



## 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 2017 pupils of transfer age moved on to the following schools:

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

81% 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 2	90.00%	Level 3	2.22%
Using Mathematics	Level 2	85.55%	Level 3	1.11%
Using ICT	Level 2	92.22%	Level 3	1.11%

## End of Key Stage 2 (Primary 7)

Communication	Level 4	52.22%	Level 5	30.00%
Using Mathematics	Level 4	44.44%	Level 5	41.11%
Using ICT	Level 4	52.22%	Level 5	37.77%

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.

## 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 £1,647, 272 for 2016/17.

**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 almost exclusively through school photograph sales and 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 2016)	£9,044.96	
	Credit	Debit
Educational Trust	£ 3,158.23	£ 3,158.23
Educational Visits	£22,921.95	£24,255.86
Northumbria University	360.00	
NHBS Grant	811.11	811.11
Affiliation		630.49
Charity	4,604.10	4,754.00
Postage	416.99	416.99
ABRSM Exams	1,056.00	1,084.00
Bank (Interest & Fees)	29.25	277.28
Swim Ulster (Refund)	9.00	
Contra Expenditure	4,843.93	4,843.93
School Show	6,410.00	5,596.29
PTA Donations (AR)	1,000.00	909.34
Miscellaneous Expenditure	4,501.00	7,832.25
	£50,121.56	£54,597.49
Closing Balance (August 2017)	£4,569.03	

## School Funds (continued)

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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 2016/17 the Trustees used Trust Funds for the purchase of resources as itemised in Trust Report - Autumn 2017.

Opening Balance (Sept 2016)	£4,729.04
Total Credits	£4,817.10
Total Debits	£3,158.23
Closing Balance (Sept 2017)	£6,387.91

### CHARITY SUPPORT

This year well over £10,000 was raised for charity. In addition to various 'one-off' day collections such as Earl Haig, The Wings Appeal and Children in Need, during 2016/17 the school supported the following charities with money raised at the Harvest Service, the Foundation Stage/Key Stage 1 and Senior Carol Services and fund-raising events:

Crohns Charity	£3,000.00
NSPCC	£6,156.40
Lisburn Food Bank	£328.15
Friends of the Cancer Centre	£312.00
MacMillan Coffee Morning	£300.00
Scripture Union	£100.00
Crown Jesus Ministries	£100.00
Trip to Algeria	£200.00
Send a Cow	£100.00
TOM Team	£100.00
RSPB	£100.00
Save the Children	£312.00

## **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 Barracks, Navan Fort, Ulster Folk Museum, Lisburn Linen Museum, Slieve Gullion Forest and Stormont.

### **RESIDENTIAL VISITS**

During 2016/17 all three Primary 7 classes made enjoyable and beneficial residential visits to Ardnabannon Outdoor Pursuit Centre.

## A Community School

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During 2016/17 we were delighted to welcome various sections of our community to use our school premises: -

Community PSNI/Oaklee Link

YMCA

Lagan Vineyard Church

Circuits Class

St John's Ambulance

Gillian Jones School of Dance

Community Events

Incredible Years/TATI

Wednesday Evenings

Monday Evenings

Thursday Afternoons

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 2016/17 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.

This year we had parents involved in volunteer gardening - Saturday 'Digs' and Thursday 'Green Gym'. 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 2016/17

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

PTA Donations 2016/17 were used to fund the following items:

- School Minibus
- Play Equipment
- P1-P4 Funds
- Accelerated Reader (P5-7)
- Books
- Eco Resources

**DON'T FORGET**

SUPPORT PTA EVENTS IN 2017/18