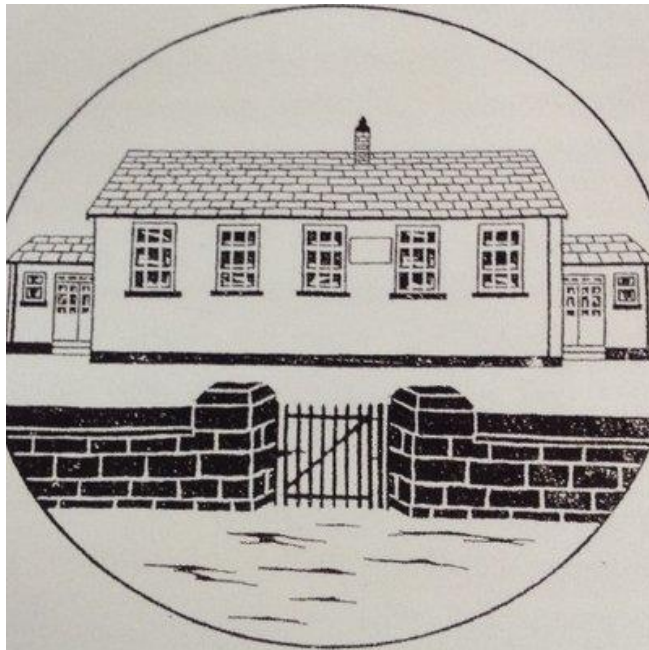




# **CREAVERY PRIMARY SCHOOL**

## **GOVERNORS' REPORT**

**2024 – 2025**



# **CREAVERY PRIMARY SCHOOL**

## **BOARD OF GOVERNORS ANNUAL REPORT 2024-25**

### **MEMBERSHIP (Sept - Dec '24)**

<b>Name</b>	<b>Membership Category</b>	<b>Date of end of term of office</b>
Ms H Bonar (Acting Chair)	EA Representative	31/12/24
Mr T Clarke (Acting Vice Chair)	EA Representative	31/12/24
Mrs P Davison	Teacher representative	31/12/24
Miss L Dunwoody (Secretary) Mr T McMaster (Associate Principal) Secretary	Principal	31/12/24
Mrs C Hunter	In Lieu of Transferors	31/12/24
Mrs L Hunter	In Lieu of Transferors	31/12/24
Mrs A McClure	Parent Representative	31/12/24
Mr D Quail	In Lieu of Transferors	31/12/24
Mrs L Warwick	In Lieu of Transferors	31/12/24
Mrs L Williamson	Parent Representative	31/12/24

Unfortunately, after a prolonged period in hospital Ms Bonar passed away in December 2025. The Governors are indebted to her for her sterling work for the school. Their heartfelt condolences are sent to her extended family.

### **MEMBERSHIP (Jan-July '25)**

<b>Name</b>	<b>Membership Category</b>	<b>Date of end of term of office</b>
Mrs J Brown	Teacher Representative	1/1/29
Mr T Clarke (Chair)	EA Representative	1/1/29
Mr D Davison	Parent Representative	1/1/29
Miss L Dunwoody (Secretary) Mr T McMaster (Associate Principal) Secretary	Principal	
Mrs C Hunter	In Lieu of Transferors	1/1/29
Mrs L Hunter	In Lieu of Transferors	1/1/29
Mr R Mairs (Vice Chair)	In Lieu of Transferors	1/1/29
Mr D Quail	In Lieu of Transferors	1/1/29
Mrs L Williamson	Parent Representative	1/1/29

## **ELECTIONS**

The next elections for parent representatives will be held in November 2028. Any parent is welcome to stand for office. They should be proposed and seconded. In the situation where more than two parents are proposed and seconded a secret ballot will be held in which every parent will be asked to vote for two candidates. In the case of a draw a ballot will be re-held for that position.

## **GENERAL**

- (i) The Governors met on four occasions during the year 2024-25 to deal with administrative, maintenance, and enrolment matters, and with correspondence from the Department of Education and the Education Authority. The Appointment Sub Committee met on six occasions throughout the year.
- (ii) The delegated budget was allocated and monitored throughout the year. A financial report on the school account was presented by the Secretary. A financial statement for the next three years can be seen on request.
- (iii) Maintenance involved the ongoing upkeep of the school and school grounds.
- (iv) A number of policies were ratified.
- (v) The enrolment for 2024-25 was 51. Numbers for the year 2025-26 are expected to fall to 48.

## **STAFF**

Mrs Brown continued in the position of Senior Teacher. She was also appointed Shared Education Coordinator from February 2025 – August 2025. She taught P1-P2 throughout the year as she carried out her own duties along with the teaching duties of Miss Dunwoody as Miss Dunwoody continued to perform her role as interim remote Principal.

Mrs J Brown was appointed as the job share teacher with Mrs Sproule but as she was covering Miss Dunwoody's P1/2 class five days per week she has been unable to fulfil this role. Mrs Dennison and Miss C Christie had been carrying out this role in the Principal's absence.

Mrs Sproule continued to teach P3-P4 two days a week. She was off on long term sick from 31.1.25 to 16.5.25. For the most part these classes were taught by Miss Christie.

Mrs Dennison taught P3-P4 for the other three days a week. She was off on long term sick from 25.11.25 to the end of June 2025. For the most part these classes were taught by Miss Christie.

Mrs Dennison resigned at the end of June 2025 and her position is still to be appointed.

Mrs Davison ( 3 days per week )was granted a career break by the Governors for the complete academic year, and P5-P7 were taught five days a week by Miss Welsh for the full academic year as Mrs Dennison was deployed in P3/4. Mrs Dennison's post will be appointed during the next academic year

The general classroom assistants continued to job share in the P1-P2 classroom. Mrs Hall's application for voluntary redundancy was accepted by the Governors for the end of August 2025, Mrs Saunderson was appointed to carry out this role. The Governors

wish to convey their gratitude for her many years of dedication and wish her well in the future.

There were 4 Special needs classroom assistants who worked on a 1-1 basis with specified children. As two of these classroom assistants worked with children with SEN who were in P7 their roles no longer existed, and they faced redundancy. Through due process two other members volunteered for redundancy and these members of staff were reallocated to different posts.

Mrs Currie's hours remained at 19 hours per week. Her application for voluntary redundancy was accepted by the Governors for the end of August 2025 and Mrs Saunderson was appointed to carry out this role. The Governors wish to convey their gratitude for her many years of dedication and wish her well in the future.

Ms Quate resigned from the position of Building Supervisor on 23.9.25. Mr Gillespie agreed to carry out this role on a temporary basis as he was the only applicant when the job was advertised. Mr Darby carried out this role while the post was being advertised.

## **SCHOOL DEVELOPMENT PLAN**

The Creavery P.S. Final Copy 24 -27 Revised Schedule Booklet along with the Creavery PS Strategic 2020-2024- Short Draft were written and presented to the Governors. An action for Literacy and Numeracy were also produced.

## **STAFF TRAINING**

Staff used their School Development Days and Exceptional Closures for updated in Literacy & Numeracy planning, School Development Planning, training in Single Word Spelling Test Analysis (SWST) & Complete Spelling Programme, writing IEPs and analysing GL Assessment results.

## **GOVERNOR TRAINING**

Training undertaken by the Governors is listed below:

<b>Name</b>	<b>Training</b>
David Davison	Induction for school Governors
David Davison	An Introduction to Recruitment and Selection
Carol Hunter	The Safeguarding Role of the Chair and Designated Governor
David Quail	Environmental and Fire Risk Compliance
David Quail	Effective Governance
David Quail	Data Security & Personal Data Breach Management

## **ACCOMMODATION**

Maintenance included:

- Fencing was erected to secure the site boundary between Crawford Joinery and the school as there were gaps in the boundary fence;
- additional works to the covered area completed as per the Structural Engineer's report, this still awaits EA approval for use;
- playground refurbishment;
- repairs to the security fence as it was damaged when 3 trees fell during Storm Eowyn;
- The flooring in the toilet in the P3-4 mobile was repaired as was the flushing system; and
- Magnetic lock on gate fixed.

## **SPECIAL NEEDS**

In keeping with the Code of Practice and Special Educational Needs policy, provision is made for children with special educational needs, and this continues to prove effective. Classroom Assistants are provided for specific individual children. In the academic year 2024-25, there are 5 children who availed of this assistance.

## **SECURITY**

The alarm system continues to be used to ensure the safety of the premises. The internal locking system is used for the security of the pupils.

The staff can enter through the magnetic gate and front door using their fob. All visitors must be let into the school through the use of a buzzer system.

## **LINKS WITH THE COMMUNITY**

Tots and Co continued to meet in the school grounds on Friday mornings. The Christmas Celebration took place in the hall of St. Saviour's Kells. Harvest and Easter services were held in the school's outdoor area.

## **P.T.A.**

The Governors expressed their gratitude for the on-going hard work of the PTA, for the good of all the children in the school. This year they provided food and gifts at the Christmas party as well as purchasing:

- 3 Laptops and 1 charging trolley.
- 10 iPads
- Scratch Workshop P5-7.
- New 'Trim Trail' outdoor equipment.
- Refreshments at school events for both parents and the children.
- Christmas and Easter gifts for all children.
- An Easter bonnet for each child for the parade.

Fundraising events included wreath making, school disco, Christmas event, producing a school calendar, Christmas raffle, afternoon tea and a games' night, quiz night, class fundraising and clothes recycle. They also obtained grants and support from ASDA, the Community foundation grant, the Community flexible grant, the Charities' Trust and DEARA.

## **ANNUAL ATTENDANCE RATE**

Pupil Attendance – reported attendance of 95.1% for 24/25 cf. 95.0% for 23/24

## **SPORT**

The P5-7 children attended swimming classes on a weekly basis. Any PE lessons were held outside.

Sports day was run and included all classes.

## **AFTER SCHOOL CLUBS**

Stay and Play for P1-P2 continued on a Monday and Tuesday. These included Rugby Tots, Christmas Crafts, SEAG, Lego and Activ Kids.

## **SCHOOL TRIPS**

The visits are listed below:

<b>Class</b>	<b>Visit</b>	<b>Topic</b>
P1-P7	Autumn Walk & Hillsborough Castle visit	Autumn Walk
P1-P4	Open Farm	WAU
P5-P7	Tesco	WAU

## **Shared Education Visits**

As new set of funding was released for Shared Education an application was submitted in co-operation with Creggan PS. This grant was awarded to the two schools and therefore a number of Shared Education activities resumed.

## **EVENTS AND VISITORS TO SCHOOL**

Brass, piano and strings tuition continued throughout the year.

Other events and visitors to the school included:

- Fire Service
- Bank – Money Week
- David Selfridge – Bees
- Noel Smith Stories
- Rise- Worry Busters

## **HOLIDAY LIST – 2024/2025**

### **2024:**

#### **Autumn Term:**

Wednesday 28 August – Thursday 19 December (inclusive)

**Term 1 Staff Development Days (2)** - School Closed for pupils for staff training:

SDD1 – Friday 27 September 1 day

SDD 2 - Friday 20 December 1 day

#### **Half-Term:**

Closed: Monday 28 October – Friday 1 November (inclusive) 5 days

Christmas and New Year: Autumn Term ends for pupils at noon on Thursday 19 December 2024.

Closed for pupils:

Friday 20 December 2024 – Thursday 2 January 2025 (inclusive) 10 days

**2025:**

**Spring Term:**

Friday 3 January – Friday 11 April (inclusive)

**Half-Term:**

Closed: Monday 10 February – Friday 14 February 5 days

**Term 2 Staff Development Day (3) - School Closed for pupils for staff training:**

SDD 3 - Monday 17 March 1 day

**Easter Holidays:**

Closed: Monday 14 April – Friday 25 April (inclusive) 10 days

**Summer Term:**

**Summer Term** - Monday 28 April – Monday 30 June (inclusive)

**Term 3 Staff Development Days (4 & 5) - School Closed for pupils for staff training:**

SDD 4 - Monday 5 May 1 day

SDD 5 - Monday 26 May 1 day

**May Day Bank Holiday:**

Closed for pupils: Monday 5 May 1 day

**Spring Bank Holiday:**

Closed for pupils: Monday 26 May 1 day

**School will close at noon on Friday 28 June 2024 for the Summer Vacation.**

**Staff Meetings (8) (3.00 – 4.00 p.m.):**

Tuesday 3rd September 2024 from 3.00-4.00p.m.

Tuesday 1st October 2024 from 3.00-4.00p.m.

Tuesday 5th November 2024 from 3.00-4.00p.m.

Tuesday 2nd December 2025 from 3.00-4.00p.m.

Tuesday 4th February 2025 from 3.00-4.00p.m.

Tuesday 4th March 2025 from 3.00-4.00p.m.

Tuesday 1st April 2025 from 3.00-4.00p.m.

Tuesday 6th May 2025 from 3.00-4.00p.m.

**Bi-Annual Parent Interviews**

October (3 days): Monday 14<sup>th</sup> – Wednesday 16<sup>th</sup> October 2024 - 2.00-4.00 p.m.

June (3 days): Monday 9<sup>th</sup> June – Wednesday 11<sup>th</sup> June 2025 - 2.00-4.00 p.m.

**Bi-Annual IEP Interviews:**

Monday 30<sup>th</sup> September – Friday 4<sup>th</sup> October 2024 - 3.00-4.00 p.m.

Monday 17<sup>th</sup> – Friday 21<sup>st</sup> February 2025 - 3.00-4.00 p.m.

Signed: \_\_\_\_\_ Chair - Board of Governors