Portglenone Primary School



Annual Report of the Board of Governors 2025/2026

The Annual Parents' Report 2025/2026 for Portglenone Primary School

The Board of Governors

Mrs. J. McDonald (Chairperson)	Transferor
Mrs. S. Greer (Vice-chairperson)	Parents' Representative
Mr. A. Bell	Transferor
Dr. B. Connolly	Education Authority
Mrs. E. Connolly	Parents' Representative
Mrs. M. Courtney	Education Authority
Dr. G Dunn	Transferor
Mrs. C. Forsythe	Teacher Representative
Mrs. D. McClean	In lieu of Transferor
Mr. J. Harris (Secretary)	Principal (non-voting member)

Role of the Board of Governors

A Board of Governors manages all controlled schools. A new Board was set up during the 2024/2025 academic year. The term of service is normally four years. Parents are entitled to elect two representatives to the Board and teachers elect one representative. Other members are nominated to serve as church or community representatives.

The Board of Governors of Portglenone Primary School is responsible for the effective management of the school and it meets at least once per term to fulfil that obligation. The governors are responsible for: -

- The School Curriculum
- Appointment and dismissal of staff
- Control of the school budget
- Admission of pupils to the school
- Maintenance of the premises
- Effective management of human and other resources

- Provision of information to parents
- Fostering links with the community

During the 2025/2026 school year the Board of Governors met on three occasions to discuss the following issues: -

School budget	Pupil issues	School Development Plan
Annual report	Enrolment	PRSD
School premises/maintenance	Child Protection	School policies
Attendance	Curriculum	Class Structure
Admissions criteria	Staffing	Special Educational Needs

Areas of Focus

In addition to their teaching and learning commitments, during the 2025/2026 school year staff worked on the following areas –

- Embedding of work on school values
- Continuation of the school council
- Involvement with the DE pilot reading with AI Amira project
- Review of SEN Policy, SEN Transition policy & Graduated Response Framework
- Work on Take 5 steps to Wellbeing – Level 3 Award
- Review of Healthy Eating
- Policies – Uniform; Safeguarding & CP; CCTV Policy; Staff Wellbeing Policy; Attendance; Drugs Policy; First Aid/Administering Medication; Shared Education; Health & Safety; Intimate Care; RSE; Positive Behaviour; Critical Incidents Management Policy; Online safety policy
- Further embedding of Core Kids PE scheme and resources through an online portal
- Introduction of spelling ladders/weekly dictation tasks
- Training in completion of running records
- Embedding problem solving and developing lines of progression
- Promoting Maths through the monthly Maths Star and Maths Week
- Introduction of online maths intervention - Dynamo maths
- Embedding of PE Ambassadors, reading champions and IT support pupils
- Update RE progression in line with revised DE guidance
- Development of middle managers training
- Work on Habits of Mind
- Completion of CCEA online learning and digital safety lessons P1-7
- Participation in whole school assemblies by each class
- Participation in CCEA Computer adaptive assessments (P4-7)

- Senior Teacher/SENCO/Literacy & ICT Co-ordinator BPPA professional learning cluster participation
- GDPR/Health & Safety/Fire Safety/Anaphylaxis training – EA mandatory training
- Child protection training
- Completion of the ETI Safeguarding proforma & collating evidence

Annual Attendance Rate

Regular attendance at school is an important element in ensuring a sound education for our children. To this end a target attendance figure of 95% has been set for the school's overall attendance figure. The annual attendance rate for the 2025/2026 school year was **96.6%.**

We would encourage parents to ensure that their children miss as few school days as possible and parents are advised not to take pupils out of school for family holidays during term time.

Extra-Curricular and Sporting Activities

During 2025/26 children were able to engage in a wide range of extra-curricular clubs including

Art & craft club	Netball	Football
Transfer Club	Hockey	Funky Fit
Cookery	Music Club	2-3 Club
Wellbeing Club	Media	Scripture Union

Coaching for Christ were involved with curriculum PE sessions and after school clubs.

School Website

The school recently upgraded its website which is available at www.portglenoneps.com. The website has been set up to provide an online presence for the school, to showcase our achievements and to provide parents with information on forthcoming events. Many of the school policies are available on the Private Download section and parents are provided for the log-in details for this area.

The school also uses an app called Seesaw to communicate with parents and to share children's learning and school information in the form of an individualised online journal. An official school FaceBook page showcases work from each class in a timetabled schedule. Other key events are also published on it to help connect to the wider community.

Achievements.

In the 2025/2026 school year, grammar schools once again operated their own entrance assessments. Nineteen P7 pupils transferred to secondary education and the schools they moved to are shown below:

Ballymena Academy	**- 3**
Cambridge House Grammar School	**- 5**
Cullybackey College	**- 3**
Rainey Endowed	**- 3**
Magherafelt High School	**- 3**
Sperrin Integrated College	**- 2**

A number of pupils achieved Multi-Millionnaire Word status in the Accelerated Reader Programme.

The football team were the winners of the Junior cup in the Ballymena Primary School's football league. They represented the school in the national NISFA finals in June 2026. The swimming team entered the Ballymena School's Gala with one pupil winning an individual medal for the girls' event.

School Buildings and Maintenance

The governors are very pleased with the cleanliness of the building and would like to thank Mr. Galbraith for his hard work. Maintenance of the building and development of the school grounds are important priorities for the governors.

Staffing and Personnel

In 2025/2026 the staff consisted of the principal, and seven teachers (including job share staff). There were eight classroom assistants, a secretary, a building supervisor/cleaner, three supervisory assistants and one crossing patrol.

The Financial Report

1. Local Management of Schools (LMS) - the Board of Governors is responsible for the financial management of the school and it delegates responsibility for the day-to-day running of the budget to the principal. The figures below relate to the financial year April 2025 – March 2026

Total LMS Budget for 2025/2026	-	£ 619,675
Total Expenditure for 2025/2026	-	£ 670,092
This resulted in a carry-over of	-	£ -50,417

2. The General Purposes Account consists of money donated by the Parents' Association, profits from the sale of school photographs, non-uniform days etc. At the end of August 2026 there was a balance of £12,621.14 in the account. The money in this account is used to make donations to charities, provide trophies and prizes, subsidise class trips, purchase equipment, provide additional books for libraries and meet general expenditure. This account is audited and a certificate is awarded to verify this. Accounts are available to view in school.

Through Parentpay, parents donated £1171.50 to the fundraising efforts during 2025/26

3. Additional donations/commissions were received from:

Easyfundraising	-	£ 293.72
St Vincent de Paul donation	-	£ 400.00
Donations Harvest etc	-	£ 70.00
Friends of Music	-	£ 151.47
Penny Jar Collection	-	£ 290.74
P A Wreath making, Light Party/winter w		£ 2668.16

Security and Personal Safety

During the school year 2025/2026 the Board of Governors continued to manage security and personal safety for the school through an annually reviewed risk assessment. The intention is to provide a safe and secure environment for everyone who works at the school. The recent building work assists the school to operate a secure access system and all visitors are asked to use the main front door to visit the school and sign in at the school office. Visitors to the school are supervised during their visit and wear an identifiable lanyard.

The school has a fire safety testing and maintenance log. Fire drills are carried out regularly. The principal, building supervisor and wardens received fire safety training. Fire safety training is cascaded to all members of staff annually.

Special Needs Provision

The school operates a special educational needs policy. The policy sets out the school's approach for dealing with pupils who have learning difficulties. Mrs. Forsythe is the special needs co-ordinator (SENCO) and carries out literacy withdrawal. Maths withdrawal is carried out by Mr Harris. Any

queries about pupils with special educational needs should be directed to her. The school has a register for pupils with special educational needs which is updated regularly. Some pupils are withdrawn from class for learning support. Personal Learning Plans are drawn up for pupils in need of support. Parents of pupils on the register discuss their children's progress at meetings in October and February.

During the 2025/26 school year the number of children at each stage of the SEN Code were:

Stage 1	13
Stage 2	2
Stage 3	4

Preparatory work was completed for the implementation of the SEND Act and staff received relevant training.

Community Involvement and Shared Education

Pupils from Portglenone P.S. were involved in the following activities with the local community and beyond -

- Local ministers visited school for assemblies
- Open Day
- Shared Education Project – Literacy/PDMU/ICT/ Salmon Project with P5-7 pupils, Art, PE & Music with P3 & 4 pupils, Play Based Learning and Literacy with P 1 & P2 pupils
- Shared Education visits to Portglenone Forest
- Class trips to Portballintrae, Rose Park Farm, Tayto Factory and Lisburn Swimming Pool
- Prize Day
- Residential Trip for P6 and P7 to Delamont EA Outdoor Learning Centre
- Class visits to the local library/Gortgole Fold
- Singing on Radio Cracker
- Christmas Light Switch on in Portglenone
- Team sporting events in local competitions
- Christmas hamper donations to the Rotary Club
- Stay and Play day with the local Playgroup

During 2025/26 the following donations were made

One Mission Society (SU Post)	£311.84 + £80 donation
Radio Cracker	£274.50
Rev Baxter	£45.00
Macmillan Cancer	£130.00
Coaching for Christ	£974.00
Life Outreach – (Blair Courtney)	£50.00
Poppy Appeal	£252.85

In conclusion, the Board of Governors wishes to thank all the staff in the school for the commitment they have shown during the year. The governors also wish to thank all the parents and wider community for the support they have given during the past year.

Mrs. J. McDonald

(Chair of the Board of Governors)