



**DONEGALL ROAD PRIMARY SCHOOL
BOARD OF GOVERNORS'
ANNUAL REPORT
2024-2025**

BOARD OF GOVERNORS

Period of Office: September 2018 – February 2025

Reconstituted Governors: February 2025 – 2029.

The Board of Governors is comprised of nine voting members, i.e. four transferor (local church) representatives, two parent representative, two EA representatives, one teacher representative and one non-voting member in the form of the school Principal, Mr Massey.

Transferor Representatives: Rev. R. Mungavin (St Simon’s Church of Ireland)
Mrs. S. Hughes (St Simon’s Church of Ireland)
Mr. K. Smyth (Richview Presbyterian) – until February 2025
Rev. N. Harrison (Richview Presbyterian) – from February 2025
Vacant position (Donegall Road Methodist)

Parent Representatives: Mrs. A. Johnston – resigned May 2025
Vacant position

EA Representatives: Mrs. H. Harold
Mrs. M. Gray

Teacher Representative: Mrs. R. Johnston

Officer Bearers

September 2024 – February 2025:

Chairperson: Mr. K. Smyth

Secretary: Mr. P. Massey

February 2025 – June 2025:

Chairperson: Mrs. H. Harold

Vice-Chairperson: Mrs. M. Gray

Secretary: Mr. P. Massey

Reconstitution

Reconstitution of the Board of Governors took place in February 2024 and an inaugural meeting of the reconstituted Governors took place on 26th February 2025. Mr. K. Smyth stepped down from the

role of Chairperson and as a Governor. The Governors thanked him for his many years of service to the school.

The next election for Parent Representatives to the Board of Governors will take place in the Spring term of 2026.

Governors' Meetings 2024/25

During the school year 2024/25, the full Board met formally on five occasions to discuss school business. The Governors also contributed to numerous meetings regarding recruitment of teaching and non-teaching staff.

At the Governors' meeting in May 2025, a Finance Committee was established to oversee the financial management of the school, starting in the 2025/26 school year.

Some of the main issues dealt with at Governors; meetings are listed below:

- Ratification of updated school policies.
- LMS Financial Procedures.
- Open Enrolment and Admissions Criteria.
- Appointment of Teaching & Non-Teaching Staff.
- School Development Plan.
- ETI Safeguarding Proforma.
- Child Protection and Safeguarding Updates.
- School statistics.
- Management of Complaints.

The Governors wish to record their appreciation for the work done by the teaching and non-teaching staff of the school to promote the achievement, security and well-being of the children.

Staff List 2024-2025		
Senior Leadership Team	Principal	Mr P Massey
	Vice-Principal/Head of KS2	Mr D Stringer
	Head of Foundation Stage/KS1	Mrs S Wallace
	SENCO	Mrs T Ford
Teaching Staff		
	P1	Miss K Malseed
	P2	Mrs J Curran/Miss M Emerson
	P2/3	Mrs A Haugh
	P3	Mrs S Wallace
	P4	Miss J Topley
	P4/5	Mr D Gallagher
	P5	Mrs J Annette/Mrs A Nixon
	P6	Mrs R Johnston
	P7	Mr D Stringer
	Maths Recovery	Mrs G Doak
Classroom Assistants		
	P1	Mrs S Johnston (Sept/Oct)
		Miss S Eggleston (Oct-June)
		Miss S Thompson
	P2	Mrs A Hamilton
	P2/3	Mrs D Reid
		Mrs J Hurst
		Mrs C Sloan
	P3	Miss E Ward
	P4/5	Mr A McCartney
		Miss N Murphy
		Miss T Downey
		Miss R O'Hagan
	P5	Miss R Atcheson
		Miss L McKechnie
	P6	Miss L Gibson
Office Staff		
		Mrs A McCabe
Building Supervisor		
		Mrs R Rosbotham
Cleaning Staff		
		Mrs P Mehaffy
		Mrs V Watt
		Miss S Mehaffy
Supervisory Assistants		
		Mrs J Robinson
		Mrs A Brown (Sept-Dec)
		Mrs L McCullough (Jan-June)
Kitchen Supervisor		
		Mrs E Malseed
Kitchen Staff		
		Mrs C McAuley
		Mrs A Dobbins
		Mrs J Strain
Crossing Patrol		
		Mrs M Walker
		Mr E Burns

*Mrs E Clements and Mrs J Wilson on maternity leave during 2024/25 school year.

CURRICULUM

Based on the requirements of the Northern Ireland Curriculum, the teaching staff plan for the following subjects:

Literacy	Numeracy	Physical Education
ICT	Play-Based/Activity-Based Learning	PDMU

The World Around Us, encompassing:		
History	Geography	Science & Technology

The Arts, encompassing:		
Drama	Art & Design	Music

Literacy

During 2024/25, the focus for development was to promote opportunities for Shared Reading and Reading for Enjoyment. This included an evaluation of the use of Accelerated Reader in P4-P7 as well as key events throughout the school year to promote reading, such as World Book Day.

Numeracy

During 2024/25, the focus for development was to improve children's mathematical knowledge of number and table facts throughout the school. This included ensuring progression of taught facts across the school and developing a method of recording outcomes when tested to gauge impact. Times Tables Rockstars and NumBots subscriptions were purchased to assist with the delivery of this objective.

ICT

An audit of iPads was completed, and these were allocated to classes appropriately for research and task board activities. A central collection of a class set of iPads was created for classes to book, allowing each child to have an individual iPad. Chromebooks were purchased to add to our current collection to create a class set. Key Stage 2 classes have made extensive use of the Chromebooks and have introduced Google Classroom for completing tasks.

SEN

IEPs were reviewed and written for all children on the Learning Support Register and shared with parents. Annual Reviews were carried out for all Statemented pupils by the SENCO and Principal. In October 2025, Mrs Doak commenced the Maths Recovery programme. Mrs Ford (Acting SENCO) continued to provide Literacy support. Training was attended on the new Graduated Response Framework and the use of the new Request for Involvement portal.

Play-Based/Activity-Based Learning

The Sunshine Room was reorganised as the Play-Based Learning room and structured into different areas (e.g., Construction, Paint, Small World, Water/Sand Tray). P1-P3 classes were timetabled to use this room on a number of occasions each week. Through DENI's Capital Investment Programme,

we were able to purchase new Outdoor Learning furniture and equipment. In 2025/26, we will focus on developing the Foundation Stage play area.

Pastoral Care

Through the use of Extended Schools funding, a school counsellor comes into school once a week. Carol Kearney, from SPACE Counselling, has supported more than 20 children. The school continues to embed the PATHS curriculum and makes use of a Buddy system between the P1 and P7 children. The school has strong links with the local Family Support Hub and would make referrals on behalf of families.

School Development Planning

The Principal co-ordinated the planning of an Interim School Development Plan, given the high turnover of staff within Leadership and Subject Co-ordinator roles.

EXTRA-CURRICULAR ACTIVITIES

The following clubs were offered before or after school through the Extended Schools programme:

Breakfast Club	EAL Support	Football (P6 & P7)
Art Club (P4-P7)	KS2 Homework Club (P5-P7)	SEAG Revision (P6 & P7)

Through partnership with an external agency, Elevate Sports, the following clubs were offered after school:

- Multi-Sports
- Lego Club
- Nerf Wars

During the school day, elected School Council and Eco Council representatives met bi-weekly. The school choir (P4-P7) also rehearsed each Thursday afternoon and participated in local Christmas events including singing at the Park Centre, Royal Victoria Hospital and at South City's Christmas event. This also included the Christmas Carol Service. In March 2025, the choir attended the Peace Proms at the SSE Arena in Belfast.

CLASSES 2024/25

At 18 October 2024, the official annual census date, the school's enrolment stood at 200 pupils, taught by 4 part-time and 7 full-time teaching staff, in addition to the Principal. This number was made up as follows:

CLASS	NUMBER OF PUPILS
P1	29
P2	19
P2/3	16
P3	17
P4	20
P4/5	17
P5	23
P6	26
P7	30

One teacher was employed as a full-time SENCO, who also provides Learning Support. This was a maternity leave post, covered for 4 days a week. One part-time teacher was employed to deliver Maths Recovery.

ATTENDANCE

The attendance rate for the 2024/25 school year was 87.3%.

SECURITY

The school is enclosed on all sides by fencing or other buildings and the entire building is fitted with an alarm system. A new CCTV system was installed around the entire perimeter of the school in May 2025.

Pupils are always supervised at playtime by adults and playground gates are secured during school hours.

The Secretary's office was situated in the middle of the building, requiring visitors to come into the centre of the school to report to the office during the school day. In June 2025, the EA approved building work to be completed during the summer months which involved the relocation of the Secretary's and Principal's office, a new entrance door and 'air lock system' and an updated fob/access system.

All visitors to the school sign-in upon arrival and are given a yellow 'Visitor' lanyard to distinguish them from staff, who wear red lanyards.

OPEN ENROLMENT – PRIMARY ONE INTAKE

Donegall Road Primary School accepted 26 applications for Primary 1 places in September 2025.

The Admissions Criteria for September 2025 was as follows:

Only children who will have attained compulsory school age at the time of their proposed admission, including those children whose parents deferred their admission to primary school in September 2024 as defined by the new School Age (NI) Act (both groups to be treated equally) will be admitted to the school.

1. Priority will be given to those children who will have a brother and/or sister (including half-brother and/or half-sister) enrolled in this school in the school year 2024/2025. (Indicate name and year group)
2. Those places remaining will be filled on the basis of the distance from the Parent's Home to the front gate of the school (i.e. those living nearer will be admitted before those living further away).

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the application or provided directly to the school. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application or provided directly to the school. Examples of such information include whether the child has brothers/sisters attending the school, or is the eldest child in the family.

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 Wednesday 9 April 2025 all applications for admission to P1, that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until 30 June 2026. The school will contact you in writing if your child gains a place in the school by this method.

Your child's name will be automatically added to the list. Please contact the school if you wish for your child's name to be removed from the list.

TRANSFER TO POST-PRIMARY SCHOOLS

In June 2025, pupils of transfer age transitioned to the following schools:

All Saints College
Belfast Boys' Model School
Breda Academy
Fort Hill Integrated College
Malone Integrated College
St. Louise's Comprehensive College

END OF KEY STAGE ASSESSMENT

Communication – Key Stage 1: The level expected for a pupil at the end of Key Stage 1 (Primary 4) in Communication is Level 2.

Communication Level	Percentage of pupils achieving this level
Working towards Level 1	15%
Level 1	22%
Level 2	52%
Level 3	11%

Communication – Key Stage 2: The level expected for a pupil at the end of Key Stage 2 (Primary 7) in Communication is Level 4.

Communication Level	Percentage of pupils achieving this level
Working towards Level 1	0%
Level 1	0%
Level 2	10%
Level 3	63%
Level 4	27%
Level 5	0%

Using Mathematics – Key Stage 1: The level expected for a pupil at the end of Key Stage 1 (Primary 4) in Using Mathematics is Level 2.

Using Mathematics Level	Percentage of pupils achieving this level
Working towards Level 1	7%
Level 1	37%
Level 2	41%
Level 3	15%

Using Mathematics – Key Stage 2: The level expected for a pupil at the end of Key Stage 2 (Primary 7) in Using Mathematics is Level 4.

Using Mathematics Level	Percentage of pupils achieving this level
Working towards Level 1	0%
Level 1	0%
Level 2	57%
Level 3	17%
Level 4	23%
Level 5	4%

FINANCIAL REPORT

Donegall Road Primary School is a fully delegated school, meaning the Governors are responsible for managing the entire school budget through LMS (Local Management of Schools).

The amount of money allocated to the Governors to run the school (known as Common Formula Funding) depends largely on the number of children enrolled, as well as the internal square footage of the school premises, the number of Newcomer pupils, pupils with Special Educational Needs and those entitled to Free School Meals.

Many of the school's financial commitments are predetermined by outside agencies, e.g. basic staff costs, maintenance costs, etc.

For the 2024/25 financial year, the school's Final Opening CFF allocation was £956,391.

SCHOOL FUNDS

The school operates a school funds account, essentially to handle items of expenditure such as charity collections, educational visits, Book Fair, visitors to school, etc. Income (which is generated through sale of school uniform and school events) is used on an ongoing basis to purchase miscellaneous small items of consumable equipment.

Opening Balance (Sept 2024) £16,614.12

Closing Balance (August 2025) £19,196.93