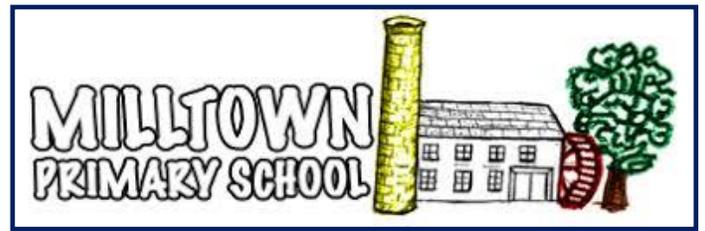


MILLTOWN PRIMARY SCHOOL



GOVERNORS' ANNUAL REPORT 2024-25



21st February 2026

Dear Parent,

I am pleased to have this opportunity to present to you the Board of Governors' Annual Report for Milltown Primary School. This report will give you an overview of the past academic year.

Throughout this year, school has continued to provide exceptional teaching and learning, tailored to meet the needs of each child, and is proud of its successes and achievements.

I would like to commend pupils, carers and school staff for their commitment and dedication throughout this school year.

I hope that by reading this report you can reflect on the excellent work that has been done over the last year and recognise the continued development of educational provision and opportunities within Milltown Primary School.

I commend this report for your consideration.

Yours faithfully,

A Mateer

Chairperson

MEMBERSHIP OF THE BOARD OF GOVERNORS

The Board of Governors for 2024/25 was comprised of seven voting members, i.e. three transferor (local church) representatives, one parent representative, two EA representatives, one teacher representative and one non-voting member, the school Principal, Mrs Wright.

Chairperson	Mr A Mateer
Secretary	Mrs H Wright
Transferor (Trustee) Representatives (3)	Mr A Mateer Mrs H Griffin Ms R Beggs
Parent Representatives (1)	Mr G McKelvey
E.A. Representatives (2)	Ms S Henning Mr S Walker
Teacher Representative (1)	Mrs C Wilson

This Board of Governors was constituted in December 2018 and remained in office until March 2025. Following reconstitution in March 2025 the following roles were assumed:

Chairperson	Mr A Mateer
Secretary	Mrs H Wright
Transferor (Trustee) Representatives (4)	Mr A Mateer Mr S Walker Ms S Henning Ms R Beggs

Parent Representatives	Mrs A Savage Mr G McKelvey
E.A. Representatives	
Teacher Representative (1)	Mrs C Wilson

The Board of Governors is responsible for the management of Milltown Primary School. They are required to meet at least three times each year.

Some of their duties include:

1. The oversight of the curriculum
2. The control of the budget
3. The provision of information to parents
4. The selection of staff
5. The maintenance of the premises (shared responsibility with EA)
6. The Admissions Policy
7. Fostering links with the local community

SCHOOL ORGANISATION AND STAFFING

Principal: Mrs Heather Wright		
Class	Teacher(s)	Number in Class
P1/2	Mrs Hanvey (Mon-Fri)	13
P3/4/5	Mrs Wilson (Mon-Wed) Mrs Johnston (Thurs-Fri)	18
P5/6/7	Mrs Wright (Mon, Thurs-Fri) Mrs Somerville (Tues-Wed)	17
Total Enrolment		48
Classroom Assistants	Mrs Hazley Miss Thomas Ms Hilditch (September - March) Ms Gunn Mrs Willis Mrs Morrow (September-January) Mrs Baxter (March – June) Miss Thomas (May-June)	
Lunchtime Supervisors	Ms Hilditch (September – March) Mrs Baxter (March – June) Mrs Willis	
Catering Assistant	Ms Crangle	
Clerical Officer	Mrs Hilary	
Buildings Supervisor	Mr Dickson	

THE CURRICULUM

It is the policy of the Board of Governors of Milltown Primary School that all pupils will receive their full entitlement under the Northern Ireland Curriculum. Milltown Primary School offers a curriculum that is balanced and broadly based, and which promotes the holistic development of the pupils. The curriculum is delivered in a way which is best suited to the needs of each pupil.

The Northern Ireland Curriculum is set out in six **Areas of Learning**:

1. **Language and Literacy**: including Talking and Listening, Reading, and Writing
2. **Mathematics and Numeracy**: focusing on the development of mathematical concepts and numeracy across the curriculum
3. **The Arts**: including Art and Design, Music and Drama
4. **The World Around Us**: development of knowledge, skills and understanding in History, Geography, Science and Technology
5. **Personal Development and Mutual Understanding**: focusing on emotional development, social skills, learning to learn, health, relationships, and mutual understanding in the local and global community
6. **Physical Education**: development of knowledge, skills and understanding through play and a range of physical activities
7. **Religious Education** is a compulsory subject and is taught to pupils in accordance with the core syllabus specified by the Department of Education

At the heart of the curriculum lies an explicit emphasis on the development of skills and capabilities for lifelong learning. Through opportunities to engage in active learning contexts across all areas of the curriculum, children should progressively develop:

Cross Curricular Skills:

- Communication
- Using Mathematics
- Using Information and Communications Technology

Thinking Skills and Personal Capabilities:

- Thinking, Problem-Solving and Decision Making
- Self-Management
- Working with Others
- Managing Information
- Being Creative

REVIEW OF THE PAST YEAR

SCHOOL PRIORITIES 2024/25

Milltown Primary School continued to work on the following areas:

Numeracy	Problem Solving - training, dissemination and application.
Literacy	Embed review of spellings/phonics teaching and learning. Review of reading in KS2 to increase pupil engagement, support and extend learning. Review of long-term planning to ensure continuity, progression and statutory requirements are met.
UICT	Review of ICT and Safe Use of Internet policies. Training and use of ActivPanel 9. Exploration and use of Just2Easy and Adobe Express Webinars to link to curricular areas across the school. Use of ICT in play in the Foundation Stage.
SEN	A review of the proformas for pupil and parent voice. Provision mapping.
Effective Leadership	- Consult with stakeholders and collate results to inform the 2025-28 School Development Plan.

Professional development through the year focused on:

- School Improvement training
- Child Protection training
- Special Educational Needs training – leadership training and courses to support pupils in the classroom
- Curriculum training: Numeracy, Literacy, ICT

SCHOOL RESOURCES

This year, eight new Dell laptops were purchased. This has ensured that we have the most up-to-date technology for teaching and learning in each of our classrooms.

The Accelerated Reader program continued to support reading in Key Stages 1 and 2 and the Moodtracker program continued to be used throughout the school in monitoring the wellbeing of our pupils.

Resources were purchased to support science within the World Around Us through funding received from the Edina Trust.

Resources in Art and Design and P.E. were purchased to deliver the Aspire Shared Education Project on Wellbeing. Essential stationery requirements were also purchased to assist with the day-to-day teaching within the school.

PUPIL WELLBEING

Having reviewed our pupil Code of Conduct with pupils, our school assemblies focused on examining the practical implications of this code of conduct, how the code of conduct aligns to our school values and how each part of the code of conduct links to our Christian ethos. The Principal's Award was given to one pupil from each class who demonstrated behaviour and attitudes in line with each aspect of the Code of Conduct.

The pupil voice and opportunities for pupil leadership continued to be strengthened throughout the school with School Council and Eco Council in their third year of implementation. Elections were held in September and representatives from P1-7 assumed their roles. Both councils met monthly, organising initiatives within the school to promote respect for our environment, increase pupil involvement in decision making and enable pupils to plan and lead school events. Congratulations to our Eco Council for winning a laptop from the Energy Saving Trust NI.

Our House System is in its second year of implementation. Elections were held for Captains and Vice Captains for each House. Competition was introduced between the houses with house points awarded for behaviour, effort and achievement across the curriculum. These points were shared in assembly each month and updated on our house display. Captains and Vice Captains planned and led a range of house events throughout the year including an art competition, ethos competition and mental maths competition. Sports day points were also collated. Congratulations to our winning house, Huntly, under the leadership of Amelia and Ella.

We continued to implement the PAtHS Program (Promoting Alternative Thinking Skills) in school lessons with all pupils. Pupils have benefited from exploring emotions, examining behaviour and discussing real life issues. The use of Compliments Certificates celebrated individuality, positive behaviour, successes and talents.

Safer Internet Day and Anti-bullying Week were marked as we seek to safeguard our pupils. The use of Moodtracker and Worries Catchers also strengthened our pastoral care provision.

Additional school events and activities have sought to develop the curriculum and promote wellbeing. Amongst the many special events this year in Milltown we acknowledge PTA Dress-up Day, the Christmas Production of 'Lights, Camel, Action', a pantomime trip to the Waterfront, P6/7 Intergenerational Project, World Book Day, VE Day Celebrations, the P6/7 residential and the Aspire Shared Education Project as highlights.

ASPIRE SHARED EDUCATION PROJECT

In January we began our Shared Education Project with Gilford Primary School and St Colman's Bann Primary School with the focus of this year's project being Wellbeing. HIP Psychology and Sinead McDermott from The Art and Design Factory's presentation supported pupils' emotional wellbeing and Core NI completed work on physical wellbeing. The project culminated in a Celebratory Event in May and a trip to Coco's, Newcastle in June. This project was a wonderful opportunity to work alongside the pupils and staff in our partner schools, supporting the curriculum, improving wellbeing and strengthening pastoral links.

MUSIC

Piano tuition continued every Monday, violin tuition continued every Tuesday and woodwind tuition continued every Friday. Some of our musicians had the opportunity to perform at our Presentation Assembly. We commend the efforts of our pupils and the support from their tutors. Pupils have shown

dedication in gaining new musical skills, achieving Grade exams and sharing their skills with the school community.

SPORTS

Physical education lessons continue to be conducted throughout the year. Bee Active offered excellent provision each Monday with a wide range of sporting experiences for our pupils through Multisport. Sports Day was held in June. It turned out to be an excellent morning for our pupils, with a large turnout of parents and family members. This event was ably supported by our PTA who organised stalls and refreshments.

ACTIVITY CLUBS

Our Activity Clubs ran each week and attendance has been excellent. Activity Club 1 ran from 1:45-2:45pm for P1-3, and Activity Club 2 from 2:45-3:45pm for P1-7. Homework supervision was provided alongside playtime each day. Each Friday Club had a theme. Friday activities included baking, gardening, art, talent shows, quizzes, ICT and much more. These clubs proved a valuable support to our children and parents, as well as being an excellent extension of the curricular provision offered in Milltown.

P6/7 RESIDENTIAL

In May P6/7 pupils had their residential at Crawfordsburn Activity Centre. They took part in archery, bushcraft, orienteering and ziplining. They visited Crawfordsburn beach enjoying a sandcastle challenge. Pupils enjoyed the planned activities and the life skills developed by this opportunity.

COMMUNITY LINKS

With 'Teamwork' as one of our values we contributed to our community and enjoyed the benefits of those around us. Our ongoing link with the Laurencetown, Lenaderg and Tullylish Community Association continued this year. P6/7 pupils enjoyed attending their Tuesday Club Intergenerational Project where they interacted with older members of the community and engaged in activities together. Pupils enjoyed visits and activities within the local area including swimming lessons and library visits. We also had visitors from local businesses and organisations to our school.

STAFFING

In this school year we said farewell to Mrs Patterson, our clerical officer and to Ms Hilditch, our classroom assistant, lunchtime supervisor and afterschool's leader. We wish Mrs Patterson and Ms Hilditch every blessing for the future and we are grateful for their many years of hard work and care of the pupils in Milltown. Mrs Hilary joined the staff in September as clerical officer and Mrs Baxter joined the staff in March as classroom assistant and afterschool's leader.

ASSESSMENT AND ACHIEVEMENT

All of the pupils received a summative report at the end of the school year. Academic standards are very good with many pupils continuing to improve their performance in Literacy and Numeracy. Most pupils are working in line with their ability or overachieving in both Numeracy and Literacy. The Governors commend the pupils, teachers, and parental support for these academic results.

COMMUNICATION WITH PARENTS

Milltown Primary School seeks to provide opportunities for parents to take an active interest in the education of their children and the life of the school.

To maintain close links with parents the following means of communication were used:

- School website
- Facebook
- Text messaging service
- Letters/notes sent home with pupils
- School newsletters
- Parent/teacher meetings (November)
- Special Educational Needs termly parental questionnaires
- Parent Questionnaire to inform School Development Plan (January)
- Annual written report
- P1 Induction afternoon (June)
- School events

Parents are always encouraged to contact school if they have any questions or concerns.

SPECIAL EDUCATIONAL NEEDS

Milltown Primary School is committed to meeting the needs of every child. This year, Mrs Wright, the Special Educational Needs Coordinator, alongside staff, completed the following actions:

- Consultation with Educational Psychologist
- Review and update of SEN register
- Target setting and review of SEN Individual Education Plans for SEN pupils and monitoring of progress
- Implementation of pupil and parent questionnaires
- Differentiation of teaching strategies and resources to meet pupil needs
- Liaison with outside agencies to support our pupils' needs
- SENCo training
- Additional resources
- Continued professional development in the following areas: Annual Review training, Graduated Response training, Literacy Inclusion, Autism – Best Practice, Supporting Literacy Difficulties through iPads, Assistive Technology and Planning.

The school continued to make provision for pupils who have special educational needs. Each child's progress was monitored and reviewed regularly with appropriate parental involvement. If, despite assistance, a child still found difficulty, support was sought from outside the school e.g. educational psychologists or peripatetic teachers, via the Education Authority.

The Governors are pleased to note the caring emphasis that is at the heart of school life and the respect which the children are encouraged to develop for themselves, other pupils and adults.

PARENT/TEACHER ASSOCIATION

The PTA planned a range of events. In Term 1, the PTA organised a Dress-up Day, several Winter Warmer events and a range of Christmas activities. In Term 2 they organized Easter activities and in Term 3 they provided refreshments at Sports Day.

The Governors would like to commend the PTA and the support of the wider parental body in the planning of school events and fundraising activities.

SECURITY

The following measures continue to be in operation to ensure a secure environment for pupils and staff at Milltown P.S. The school is fitted with an intruder alarm and smoke/fire alarms. The school is fitted with a number of fire extinguishers and a Fire Safety risk assessment has been carried out. Security locks have been installed at the school entrances. Staff and volunteers working with the children undergo an Access NI check in line with DE Safeguarding/Child Protection Procedures. The school is part of the School Watch scheme.

COLLECTIONS FOR CHARITY

In 2024/25 the following charities were supported:

- Storehouse Foodbank
- Poppy Appeal

POST PRIMARY TRANSFER OF PUPILS

In June 2025 the Primary 7 pupils transferred to Banbridge High School.

PUPIL'S ANNUAL ATTENDANCE RATE

The annual attendance rate for the 2024/2025 school year was 94.1%

CALENDAR OF EVENTS

AUGUST

Staff preparation for new school year (19th – 23rd August)

Term starts (27th August)

SEPTEMBER

Piano Tuition

EA Violin Tuition

EA Woodwind Tuition

Bee Active – Multisport

Swimming P5/6/7 – Banbridge Leisure Centre

Activity Clubs 1 and 2

Elections for School Council and Eco Council

Elections for Captains and Vice-Captains for Huntly, Lenaderg and Bellfield Houses

Activ Panel 9 training

OCTOBER

Flu Vaccinations

Piano Tuition

EA Violin Tuition

EA Woodwind Tuition

Bee Active – Multisport

Activity Clubs 1 and 2

Swimming P5/6/7 – Banbridge Leisure Centre

Harvest Assembly

PTA Dress-Up Day

Elections for Parent Governors

PSNI Safety Talk – all classes

Banbridge Rugby Club Taster Session

NOVEMBER

Piano Tuition

EA Violin Tuition

EA Woodwind Tuition

Bee Active – Multisport

Activity Clubs 1 and 2

SEAG Transfer Test

Board of Governors' Meeting

Odd Socks Day to support Anti-bullying Week

Parent/teacher meetings

Poppy Appeal

PTA Wednesday Warmer

Bible Club with Colin Tinsley

DECEMBER

Piano Tuition
EA Violin Tuition
EA Woodwind Tuition
Bee Active – Multisport
Activity Clubs 1 and 2
Daily Mile Santa Run
Banbridge High Activity Morning P6/7
Open Day
PTA Quiz and raffle
School production of 'Lights Camel Action'
House Event – Art Competition
School Council Tuck Shop
Pantomime Trip to Waterfront Hall to see 'Beauty and the Beast'
Whole School Christmas Party
Board of Governors Meeting

JANUARY

Piano Tuition
EA Violin Tuition
EA Woodwind Tuition
Bee Active – Multisport
Activity Clubs 1 and 2
P6/7 Intergenerational Project at LLTCA
Aspire Shared Education Day 1
Blue Sky Thinking evaluation event with all staff
Questionnaires for School Development Planning

FEBRUARY

Piano Tuition
EA Violin Tuition
EA Woodwind Tuition
Bee Active – Multisport
Activity Clubs 1 and 2
Scholastic Book Fair
P6/7 Intergenerational Project at LLTCA
Safer Internet Day Assembly and Competition

MARCH

Piano Tuition
EA Violin Tuition
EA Woodwind Tuition
Bee Active – Multisport
Activity Clubs 1 and 2
Aspire Shared Education Day 2
World Book Day
School Council Toy Sale

APRIL

Piano Tuition
EA Violin Tuition
EA Woodwind Tuition
Bee Active – Multisport
Activity Clubs 1 and 2
P1/2 trip to Armagh County Museum
P3/4/5 trip to Palace Stables
Aspire Shared Education Day 3
House Event – ethos and values event
Board of Governors Meeting
PTA Disco and Easter Events

MAY

Piano Tuition
EA Violin Tuition
EA Woodwind Tuition
Bee Active – Multisport
Activity Clubs 1 and 2
Swimming P5/6/7 – Banbridge Leisure Centre
Library Visit – P1/2 and P3/4 Banbridge Library
Mark McGrogan – Flash Art Photography
VE Day Celebration
Aspire Shared Education Day 4
Aspire Celebratory Event
P6/7 Residential to Crawfordsburn Activity Centre
P6/7 Cycling Proficiency

JUNE

Piano Tuition
EA Violin Tuition
EA Woodwind Tuition
Bee Active – Multisport
Activity Clubs 1 and 2
Sports Day with PTA refreshments

Eco Council Cash for Clobber collection
School Council Art Competition
Swimming P5/6/7 – Banbridge Leisure Centre
Library Visit – P3/4 Banbridge Library
House Event – Mental maths competition
Aspire Shared Education trip to Coco's
P1 Induction Afternoon
Board of Governors' Meeting
Presentation Assembly
Fun Day
Uniform Swap

THE FINANCIAL REPORT

Since the introduction of Local Management of Schools each school is given a budget which is under the control of the governors.

The figures presented below are those issued at the end of the financial year April 2024 – March 2025.

<u>End of Financial Year Statement 2024/2025</u>			
Income		Expenditure	
Carry over from April 2024	£57,195	Teacher costs	£248,275
Final Budget Share	£283,230	Non-teacher staff costs	£62,689
Additional Income	£11,195	Non-staff costs	£19,626
		Balance carried forward to April 2025	£21,030
Total	£351,620	Total	£351,620

THE SCHOOL FUND ACCOUNT

This account represents monies which are raised by the school's own efforts along with contributions made by parents at the beginning of each academic year. The figures presented below are those issued at the academic year September 2024 – August 2025.

Income		Expenditure	
Balance (Sept 24)	£2689.52		
School Fund	£170.00	School Council	-£29.32
School Council	£165.37	Maintenance	-£328.20
Trips/residential	£1806.50	Trips/residential	-£1708.40
Afterschool Activity Clubs	£6479.00	Afterschool Club Expenses	-£101.79
Book Fair	£639.40	Book Fair Expenses	-£728.47
Asda Pot Fundraiser	£90.72	Bank Fees	-£194.11
Music Income	£726.00	Music Expenses	-£827.64
Cash for Clobber	£52.00	To LMS Account: partial reimbursement of Afterschool Activity Club expenses	-£5144.00
		School Resources	-£404.46
		Balance (Aug 25)	£3352.12

THE PTA ACCOUNT

Income		Expenditure	
Balance (Sept 24)	£1194.41	Leaf Blower	£229.98
Winter Warmer	£174.60	Easter Treats (Tesco)	£42.97
Christmas Raffle	£325.00	Ties for P7	£14.00
Christmas Quiz	£151.00	Sports Day (Lollies)	£11.20
Christmas Reindeer Food	£34.80	Bank Fees	£37.47
PTA Dress Up Day	£28.00		
Sports Day Refreshments	£135.60		
		Balance (Aug 25)	£1707.79

THANKS

The Governors wish to take this opportunity to express their thanks and appreciation to Mrs Wright and the staff of the school (teaching and non-teaching) for their level of commitment and the high standards achieved both inside and outside the classroom.

Parents must also be commended for their support of the staff in achieving this level of success. A special word of thanks is extended to those parents and family members who led, assisted and supported PTA activities.

Thanks are also due to Education Authority's staff and to the representatives of various external agencies who have contributed to the work of the school during the year.