



**BOARD OF GOVERNOR  
ANNUAL REPORT  
2024-25**

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## **Vision and Values**

### **Vision**

At Crawfordsburn Primary School we believe in the importance of learning to care for others, ourselves and the world around us. When we feel cared for, we feel safe and ready to take risks in our learning and are more prepared to creatively approach subjects across the curriculum. Through celebrating success and providing opportunities to be actively involved in school life, we develop our children's confidence and prepare them to positively contribute to the world they live in as caring, creative and confident individuals.

### **Values**

#### **Caring**

At Crawfordsburn Primary School we have a strong family ethos. We care deeply about all members of our school and local community. Children are taught to care for themselves, others and the world around them in a friendly, nurturing and encouraging environment.

#### **Creative**

We celebrate and develop creativity within our school on a daily basis. Children are encouraged to be independent problem-solvers, and we actively promote the development of creativity through all areas of the curriculum. We recognise, reward and celebrate the achievements of pupils, from both inside and outside the classroom.

#### **Confident**

Through feeling and celebrating success in learning, our children develop their confidence and self-esteem. We provide relevant, forward-looking learning opportunities and encourage our pupils to be actively involved in school life through many roles that enable them to share their voice. Our pupils are encouraged to have high aspirations and are given opportunities to develop skills that they will carry with them into later life.

## **CHAIR'S REMARKS**

As another successful year comes to a close for CPS, we said goodbye to Dr Walker in February as he moved to pastures new, as principal of Holywood Primary school. Dr Walker led the school through the first pandemic in living memory and was also instrumental in the new school build progress.

The Board of Governors were delighted to appoint Mr Ferguson as Dr Walker's successor. Mr Ferguson comes from KIPS where he was a very experienced VP and brings a wealth of knowledge and skill to CPS. Mr Ferguson joins at a very exciting time for CPS with the new build starting soon.

Our Senior Leadership Team continue to work together well and adapted seamlessly to the changeover of our principals. The CPS Parent Teacher Association continues to go from strength to strength, organising and fundraising through fun events for our children and the local community.

This year we sadly had to say goodbye to a long serving member of staff, Mrs Etta McGuckin, after 20 years of service. Her dedication and contribution will be greatly missed by the staff and children.

Our school numbers continue to remain strong and applications for P1 were encouraging for the coming year. The development of the new school will definitely be a bonus within the wider community.

Following the reconstitution for the Board of Governors earlier in the year, we said goodbye to our two parent governors Mr Sayers and Mrs Heinke along with two of our transferor governors, Mr Geddis and Mr McGill. I would like to express my thanks and appreciation for their tireless effort over the years and wish them every success for the future.

I would further like to welcome our new parent governors Mr Johnston and Mrs McKeown, along with our transferor governors Mr Hamill and Mr Koplewsky. I wish the very best to the new Board of Governors and I hope that CPS will continue to go from strength to strength for many years to come.

Mr Kyle

**Chair of the Board of Governors**

## BOARD OF GOVERNORS

2024-2028

The Board of Governors was reconstituted during the 2024-25 academic year. Below is a list of the current governors of Crawfordsburn Primary School.

Name	Representative	Role
Jonathan Kyle	Transferor	<b>Chairperson</b> Admissions, Staffing/Recruitment, Finance, Health and Safety and Discipline and Grievance. WAU, PBL, ABL and RE Link Governor.
Cliff Burns	Transferor	<b>Vice-Chairperson</b> Staffing/Recruitment, Finance and Appeals and Complaints. SEN and PRSD Link Governor.
Blanche Gallaher	Transferor	Admissions, Curriculum and Discipline and Grievance. Child Protection and Literacy Link Governor.
Peter Hamill	Transferor	Staffing/Recruitment, Curriculum and Finance.
David Stanley	EA	Staffing/Recruitment and Appeals and Complaints. The Arts, ICT and PRSD Link Governor. Wellbeing Link Governor.
Nikolai Koplewsky	EA	Admissions and Appeals and Complaints. Community and Pupil Voice Link Governor.
Emma McKeown	Parent	Curriculum and Finance. Numeracy Link Governor.
Philip Johnston	Parent	Staffing/Recruitment, Appeals and Complaints and Health and Safety. Wellbeing Link Governor.
Pamela Crawford	Teacher	Staffing/Recruitment
Adam Ferguson	Principal	<b>Secretary</b>

### The Role of School Governors

Every school is managed by a Board of Governors, a body of volunteers who play an extremely important role in supporting schools by working with the principal, staff, parents, and pupils to ensure that high-quality education is delivered in a positive learning environment. The Board of Governors has members with different skills, knowledge and experience. The business of the school is progressed by the whole Board of Governors working together in the best interests of the children within their school.

#### The Board of Governors:

- sets the school's plans and policies
- employs the school staff
- manages how the school spends budget

## CLASS ORGANISATION AND STAFFING - 2024/25

Class	Teacher	Support Staff
P1	Mrs Meharg	Mrs Liggett
P2	Mrs Warke	Miss Sweeney
P3	Mrs Montgomery	Mrs Noble Ms Herd
P4	Mrs Barr	Miss Jones Miss Coulter
P5	Miss White	Ms Copley Mrs Geddes Mr McNiece
P6	Mrs Vance	Ms Henderson Mrs Erwin
P7	Miss Twamley	Mrs Jolliff Mrs McCord Mrs Stothers

## PRINCIPAL'S REPORT

This year saw a period of change for Crawfordsburn Primary School. After five years as principal, Dr. Walker left the school in January 2025 to take up the role as principal of Holywood Primary School. Dr. Walker navigated the school through the Covid pandemic and played an important part in getting the school build project to where it is today. In term 2, Mrs Vance led the school as Acting-Principal, and I took up post as Principal for the final term of the year.

Not long after I took up post the school received the news that contractors had been appointed to the new-build project, with work due to commence in summer 2025. This was a significant milestone for the school, with the announcement of a new school building first made in 2016. It will be a big moment for the school community to see work commencing.

2024-25 was another successful and busy year for Crawfordsburn Primary School. In December, the school participated in the Helen's Bay Christmas Tree Light Switch-On for the first time and the school choir sang at a range of events. Our P1-3 nativity in the school hall and P4-7 carol service at St. Gall's Church were both successful events that brought the school community some festive cheer.

In April our P5-7 put on a series of excellent performances of The Little Mermaid. It was great to have a hall full of family and friends supporting our children and watching the result of their hard work. A great deal of work goes on behind the scenes to make a show a reality and our staff went above and beyond to make the show what it was.

Further highlights in the final term were our P6 residential to Crawfordsburn Scout Centre and our P7 residential to Edinburgh. Both residential were action-packed with activities and the pupils who attended will have created life-long memories. I had the pleasure of joining our P6s in the evening at Crawfordsburn Scout Centre and I could see the enjoyment and excitement firsthand!

Our pupils have been involved in a variety of extra-curricular opportunities throughout the year. Within school, pupils attended clubs in a range of sports, computing and choir. Some pupils also completed music tuition in guitar and piano. At different times we had pupils representing the school at football, hockey, tag rugby, cross country and athletics events. Once again, the thriving house system was a highlight, with the final term in particular filled with house events.

Our PTA were active throughout the year, raising valuable funds for the school through a variety of events including the Valentine's Disco, the Belfast City Marathon Relay and the Summer Fair. The Summer Fair at Crawfordsburn Scout Centre was a real highlight of the final term. The big turn-out and great weather paved the way for a really successful whole-school community event. My thanks go to everyone involved in the PTA for helping with the success of these events.

In June, as well as saying goodbye to our P7s who transferred on to nine different post-primary schools, we also said goodbye to Mrs McGucken. Mrs McGucken was a valuable member of our school community for over 20 years. During that time, she worked in the school office, ran an after-school club and had a positive impact on the lives of many. She will be missed by all of us at Crawfordsburn Primary School and we wish her well in her retirement.

Looking ahead, I am excited about having my first full year at Crawfordsburn Primary School and to see the building work commence on our new school.

Mr Ferguson

**Principal**

## **CHILD PROTECTION AND SAFEGUARDING**

If there is a concern about a child's welfare the relevant contact people are –

- 1) Mrs Vance – Designated Teacher for Child Protection
- 2) Mrs Meharg – Deputy Designated Teacher for Child Protection
- 3) Mrs Montgomery – Pastoral Care Co-ordinator

The school Safeguarding Team meets on an annual basis and as otherwise required. As well as this, our Designated Teacher for Child Protection presents a report at every Board of Governor meeting. All staff complete updated Child Protection training every August.

The school Safeguarding Team consists of –

Mr J Kyle – Chair of Board of Governors

Mrs Vance – Designated Governor for Child Protection

Mrs Meharg – Designated Teacher for Child Protection

Mrs Gallaher – Designated Governor for Child Protection

Mr A Ferguson – Principal

## **SEN ACCESSIBILITY ARRANGEMENTS**

Crawfordsburn Primary School seeks to promote the inclusion of pupils with Special Educational Needs &/or Disabilities in all aspects of school life. This includes, where possible, eliminating any barriers that pupils may have in accessing the curriculum and the physical school environment.

### **Current Status/Reasonable Adjustments**

At present pupils with special educational needs and/or disabilities have equal access to all areas of the school building. This is reviewed on an annual basis and contact is made to the EA as required. Should a child apply to the school with special educational needs or a disability they will be treated fairly. A risk assessment will be undertaken, and reasonable adjustments will be made to enable that child to learn alongside his/her peers.

### **Physical Environment**

All entrances and exits to the different buildings within school are wheelchair accessible. Additional reasonable adjustments that may be taken may include:

- Lighting and paint schemes to help visually impaired children.
- Lifts and ramps to help physically impaired children.
- Carpeting and acoustic tiling of classrooms to help hearing impaired pupils or appropriate amplification equipment.

The following highlights some of the other ways in which the school has made further adjustments to ensure that all children and staff with specific needs were able to fully participate in all aspects of school life during the last academic year:

- Dyslexia friendly resources were purchased for use within classrooms.
- Online Epilepsy training was completed by all staff.

## ATTENDANCE

	2023/24	2024/25
<b>Whole-School Attendance</b>	94.85%	94.51%
<b>NI Primary School National Average</b>	93%	93.5%
<b>Unauthorised Absences</b>	1.92%	1.9%

In 2024-25, the class averages for attendance ranged from 93.7% to 96.47%.

Whole school attendance remains above the national average, but slightly below the DENI target of 95%.

**FINANCIAL STATEMENT 2024/25**

**EA DELEGATED BUDGET FIGURES**

<b>Delegated Budget Share</b>	£725,326
<b>Carry forward</b>	-£83,490
<b>Total Available</b>	£641,836
<b>Total Expenditure</b>	£896,046
<b>Budget End Position/ 2025-26 Starting Position</b>	-£254,210

**Summary of School General Funds Account for the period 1 April 2024- 31<sup>st</sup> March 2025**

<b>Opening Balance</b>	£44,665.83
<b>Deposited</b>	£79,319.43
<b>Withdrawn</b>	£72,259.40
<b>Closing Balance</b>	£51,725.86

## **COMMUNITY LINKS**

We once again continued our partnership with the BayBurn Community Association, with our P7s participating in beach cleans/marine surveys on the beaches of Helen's Bay and Crawfordsburn. Our school choir was visible in the school community singing at the local Spar at Christmas and for the first time our pupils participated in the Helen's Bay Christmas Tree Light-Switch On. Mr Ferguson was elected on to the BayBurn Community Association Committee in June with the aim of further developing the links to the local community. The school will continue to look at how we can build our community links and presence in the local community in the years ahead.

## TO PASTURES NEW

25 pupils finished with us in P7 in June 2025 and have transferred to post-primary education. We continue to support any pupils who choose to complete the SEAG assessment. In September 2025, our pupils will be transferring to nine different post primary schools. 88% of our pupils will be transferring to a grammar school.

In September 2025 we will have pupils transferring to:

Bangor Grammar School  
Campbell College  
Glenlola Collegiate  
Methodist College  
Priory Integrated College  
Regent House School  
St. Columbanus' College  
Strathearn School  
Sullivan Upper School