

Dear Parent/Guardian

Governing Body of Llantrisant Primary School
Annual Parents Meeting

I enclose for your information, a copy of the Governors Annual Report to Parents for the 2016-17 academic year.

Under the regulations relating to the holding of a meeting to consider the Governors Annual Report to Parents, under the Education Act 2002 (Transitional Provisions and Consequential Amendments) (Wales) Regulations 2005, require governors to determine whether a meeting will be held by canvassing parents views.

In line with these regulations you are requested to complete the attached slip and return it to your child's school if you wish the meeting to go ahead.

I will contact you further to advise of the date, time and venue should the meeting go ahead.

Yours sincerely,

Jane Chapman

Chairperson of the Governing Body

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Governors Annual Report to Parents – Llantrisant Primary School

I request that the governing body of the above named school hold an annual parents meeting.

Name _____ (please print)

Signature _____

Date _____

To: **Parents/Guardians of Pupils Attending**
Primary School

Dear Parent/Guardian,

Governing Body Annual Parents Meeting
School

To meet the requirements of the Education (No.2) Act, 1986 and the Education Act 2002 (Transitional Provisions and Consequential Amendments) (Wales) Regulations 2005 the Governors of the School have arranged a Meeting for all parents of pupils in the School.

The Meeting will be held at _____ School on _____ at _____

The attached/previously issued (delete as appropriate) Governors Report to the Parents will be considered at the Meeting.

If you wish to raise any relevant business at the meeting I should be grateful if you would advise me in advance in order that a reply may be given. However, I must point out that this will not preclude you from discussing any other relevant matters raised at the meeting.

Should you have any queries on this matter please do not hesitate to contact me.

Yours sincerely,

Chairperson of the Governing Body

Rhondda Cynon Taf County Borough Council

Governing Body of Llantrisant Primary School

This report is a summary of the steps taken by the Governing Body in the discharge of its functions since the last report was published.

1. Clerk to the Governing Body

The Clerk to the Governing Body is Anneli Phillips, a representative from the LA Governors Support Unit, sent by Mrs Esther Thomas, Acting Director of Education .

The contact details are: Governor Support Unit, Ty Trevithick, Abercynon, Mountain Ash, CF45 4UQ.

2. Chairperson of the Governing Body

The Chairperson of the Governing Body is Mrs. Jane Chapman.

3. Members of the Governing Body

The following people are currently members of the Governing Body.

Name	Category of Governor	Appointed By	Retirement Date
	LEA	Council Members	
Mr. Jonathan Gilmore	Minor Authority	Llantrisant Community Council	13.10.20
Mrs Jane Chapman Mrs Rhiannon Gapper	Community Governors	Governing Body	9.12.18 9.11.19 9.12.18 1.11.20
Miss Lisa Bryant Mr. Mark Chennells Mrs Rhian Boulter Mr Scott Curnell	Parent	Parents	9.12.18 1.11.20 23.10.20 23.10.20
Mrs. Lynda Cowley	Staff	Non Teaching Staff	8.12.17
Mrs. Nicola Prewett	Teacher	Teaching Staff	30.09.18
Mrs. Lisa Davies	Headteacher		

When fully constituted this governing body is made up as follows:-

LEA Representatives	3
Parent Governors	4
Staff Representative	1
Headteacher	1

Community Governors	3
Teacher Governor(s)	1
Minor Authority (if applicable)	1
Total	14

4. Resolutions

There were no resolutions passed at the last meeting.

5. Election of Parent Governors

The next election of parent governors is due to take place in December 2018.

If, however, any Parent Governor(s) resign before this date arrangements will be made for an election to be undertaken at the appropriate time.

6. School Performance Data

Below is a table showing the results of the pupils performance at the end of the Foundation Phase and following the end of Key Stage assessments. The Foundation Phase data is inclusive of results from the Complex needs Class and needs to be excluded when comparing the progress made by the mainstream pupils.

Please see appendix 2.

7. Financial Statement – Period Covered 2016-17

Enclosed, as appendix A is a copy of the school's financial statement for the Financial Year 2016/17.

8. School Prospectus

The School Prospectus is updated annually to include any changes required by the Welsh Assembly Government or other related bodies. A copy of the prospectus is generally issued to parents whose children are starting school for the first time or transferring from Infant to Junior school or Junior/Primary to Comprehensive School. Our Home/school agreement is issued to parents when their children first start at our school.

The current school prospectus is currently undergoing changes in the following areas:

Staff lists and responsibilities
Curriculum and Literacy and Numeracy Framework
Attendance policy

9. School Development Plan

Governors are responsible for drawing up (in conjunction with staff) the School Development Plan. The plan identifies the direction the school will take, over a three year period, in delivering the curriculum. The plan is regularly monitored and revised to take account of progress made and any changes to curriculum requirements.

The School Development Plan for the 2016/17 academic year was approved by Governors and implemented by the staff. The targets set include short, medium and long-term aims. Targets are regularly reviewed by the Governing Body.

The curriculum experienced by pupils in our school is delivered through a mixture of theme based imaginative learning projects and discrete subject teaching. This mixture enables us to achieve a balanced coverage of the curriculum in keeping with the stage of development of the children

From September 2015, new Areas of Learning for Language, Literacy and Communication Skills and Mathematical Development; new programmes of study for Key Stages 2 to 4 for English, Welsh (first language) and mathematics will become statutory. The aim is to strengthen the learning and teaching of literacy and numeracy in these Areas of Learning and programmes of study by complementing, and aligning them with, the approach taken in the Literacy and Numeracy Framework (LNF) to create a continuum of learning. The LNF remains a statutory requirement across the whole curriculum.

The Foundation Phase Curriculum is based on experiential learning and active involvement with emphasis on e.g. skills, positive attitudes, self esteem and outdoor activities.

10. Use of the Welsh Language - Communication

This school is an English medium school, lessons and other school activities are communicated through the medium of English. The use of the Welsh language is promoted by the use of incidental Welsh with all pupils throughout the school day.

Should parents request that their child is taught at this school in a language other than English this request will be given due consideration.

Pupils for whom English is a second language are catered for according to their needs with input from appropriate personnel. The school is proud to support the Welsh language and understanding the Welsh ethos supports the pupils in their daily lives and learning the language is an important part of fulfilling their potential. The school is successful in developing the pupils' Welsh language and all pupils spend at least 10 minutes every day practising

their oracy in Welsh. As the children progress through the school, they have an hour long Welsh lesson that focusses on reading and writing.

11. Post Inspection Action Plan

Governors are responsible for drawing up the Action Plan to address any key issues raised by Inspectors during the (external) inspection of the School. Parents were provided with a copy of the summary report produced by the inspectors and the full report is available from the Estyn website. Governors monitor progress of the plan at their termly meetings. The targets in the Post Inspection Action Plan have been part of our actions plans for the last two years and continue to guide our school improvement plans.

12. Term Dates and Holidays 2017/18 Academic Year

School term times 2017 to 2018

Term	From	To
Autumn 2017	Monday, September 4 2017	Friday, October 27 2017
Half Term	Monday, October 30 2017	Friday, November 3 2017
Autumn 2017	Monday, November 6 2017	Friday, December 22 2017
Christmas Holidays	Monday, December 25 2017	Friday, January 5 2018
Spring 2018	Monday, January 8 2018	Friday, February 16 2018
Half Term	Monday, February 19 2018	Friday, February 23 2018
Spring 2018	Monday, February 26 2018	Thursday, March 29, 2018
Easter holidays	Friday, March 30 2018	Friday, April 13 2018
Summer 2018	Monday, April 16 2018	Friday, May 25 2018
Half term	Monday, May 28 2018	Friday, June 1 2018
Summer 2018	Monday, June 4 2018	Tuesday, July 24, 2018

* All schools will be closed for May Bank Holidays on **Monday 7 May 2018** and **Monday 28 May 2018**

The School day is organised as follows;

Morning -	9 a.m. to 12.00 pm (Foundation Phase) 9 a.m. to 12.15 pm (key Stage 2)
Lunch break -	12.00 pm/12.15pm – 1.1.5 pm
Afternoon -	1.15 p.m. to 3.30pm

13. Community Focused Schools

A community-focused school is one that: ‘provides a range of services and activities’, often beyond the school day, to help meet the needs of its pupils,

their families and the wider community. Across Wales many schools already provide some community services including adult education, study support, ICT facilities and community sports programmes’.

The development of community-focused schools is not just a short-term project or initiative, but a real opportunity for schools and communities to work together in new ways for the future benefit of children, young people and adults.

The Community Dance Organisation runs classes after school and Honey Bees use our school as a base for providing after school facilities. We currently participate in the All Wales police community project – SAFE.

We work with local businesses to promote the work of the school in the local community and we support a range of local and national charities. We also work with local churches supporting Christmas and Easter events and the local priests regularly take assemblies at the school.

The Parent Teacher Association (PTA) is an important organisation in taking the school into the community and also for bringing the community into the school. The PTA organises a range of events throughout the year.

14. Review of School Policies

The school has a large number of Policy documents covering both curriculum and non-subject areas. These documents are constantly reviewed/revised by staff/governors to incorporate changing trends and legislation. Further information is available by contacting the Headteacher during school time.

A selection of policies that have been reviewed and revised over the last academic year are:

- School Admission’s Policy
- Safeguarding Policy
- Hospitality
- Disclosure of Child Abuse
- Immediate Response Protocol of Critical Incidents

15. Additional Learning Needs

The School’s Policy for the Assessment of and Provision for, pupils with additional learning needs is summarised as follows:

The School’s policy for the identification, assessment and provision for pupils with Additional Learning Needs is consistent with the requirements of the Special Educational Needs Code of Practice for Wales issued by the Welsh Assembly Government in January 2002.

The School’s Special Needs Co-ordinator (SENCO) works closely with all other members of staff to ensure that individual educational plans are developed and implemented to meet the needs of pupils, appropriate to those who require them.

The SENCO also liaises with all members of staff, to ensure that the progress of all pupils is regularly monitored and assessed and to ensure that each pupil reaches his or her potential.

During the start of the 2016/17 academic year, we have:

- 22 pupils are on School Action/Early Years Action.
- 7 pupils were on School Action Plus/Early Action Plus
- 5 pupils with a statement of Special Educational Needs.
- 1 child is currently undergoing statutory review.

27.2% of the school population had additional needs and 1.5% with EAL.

During the 2014-2015 financial year £5,647.60 was allocated to meet the requirements of pupils with Additional Learning Needs. In addition, the Local Authority provided additional support for 13 pupils at the School Action Plus stage.

There were minor changes to the policy during the 2014-15 academic year.

16. Access for Disabled Pupils

The governing body is mindful of the requirements of the Disability Discrimination Act (DDA) 1995 and The Special Needs and Disability Act (SENDA) 2005 in drawing up the School Development Plan/Post Inspection Action Plan, and the day to day operation of the whole site.

The school is committed to ensuring that all pupils are able to participate in the school curriculum and (where they desire) in activities such as after school clubs, leisure/sporting events and educational visits. All aspects of accessibility, including access to written information are included in the planning process.

The Authority has in place an Accessibility Strategy and in line with this strategy has had an audit of the school site undertaken, as part of an Authority wide brief, to identify any potential barriers and (ultimately) improve the access to the school.

17. Fabric of the Building

The building is generally in a good state of repair. Over the past year the following refurbishment/repairs have been carried out.

- Repairs to roof (Phase 1- funded by the LEA)
- Repairs to toilets

18. Target Setting

The implementation and review of the school's strategies and targets is documented in detail in the School Development Plan.

The school sets challenging targets for all of its learners. Targets are identified through a process of self-evaluation where it identifies where performance could be improved. The school also compares its performance with similar schools in Wales and with its Family of Schools and uses this comparison to ensure that the standards achieved by pupils are at least in line with the highest performing schools in both comparative data. The performance targets are linked to the implementation and review of the school's strategies and targets are documented in the School Development Plan.

19. Attendance Information

Listed below are the pupil attendance figures for the last three completed school terms.

Absence from school is a contributing factor in low pupil achievement, so the Welsh Assembly Government is targeting improved attendance. Parents can help this situation by informing the school if they feel that there are any problems that are preventing pupils from attending or causing the pupil to feel that they do not want to attend school.

We are very active in ensuring that pupils and parents understand the importance of being in school every day. Our school target for 2016/17 was 95.8%, however, we did not quite meet this target, achieving 94.9%.

Our school attendance for the last three terms has been:

Autumn 2016 – 94.31%

Spring 2017 – 94.72%

Summer 2017 – 94.34%

Absence from school is a significant factor to pupils not achieving their potential or challenging targets. An increasing number of parents understand this and are applying organising holidays outside of term time.

20. Admission/Transition Arrangements

The County Borough Council is the Admissions Authority for all schools (other than Church schools where the schools governing body is the admissions authority) within the Authority's boundary. The schools admission arrangements are, therefore, operated in line with the Authority's policy on school admissions which is contained in the publication Starting School book. The book is made available to parents at the point of their application for their child's admission to school. The contents of this book can also be accessed online on the Authority's website.

Pupils will usually remain in the school until they complete year six and then transfer to secondary school. Since September 2014, Llantrisant Primary is a feeder school for Y Pant and Bryn Celynnog Comprehensive School, depending on which part of the area you live in. Pupils may apply to attend any secondary school they choose subject to compliance with the Authority's admissions policy.

21. Sporting Aims and Achievements

The school runs numerous sporting activities throughout the year including football, rugby, cricket, athletics, netball, dance and swimming.

We feel that it is very important to promote the benefits of participating in sports both in school and as part of a club. Many of our pupils participate in sports outside school and a significant number represent local clubs and county.

22. Healthy Eating

The school is part of the Healthy School initiative and has achieved its first Healthy School Leaf.

The school promotes healthy eating and lifestyle. This is achieved through assemblies, the school council and Eco committee. Pupils are encouraged to bring water bottles to school daily and fruit for break times.

Catering Direct who provide the schools meals service and breakfast club provision meets the Welsh Government 'Appetite for Life' agenda. Pupils who do not have school meals are encouraged to think about the contents of their packed lunch through a range of class based activities.

APPENDIX A

TEACHERS (including Headteacher/Supply/Reading support)	353128
MANUAL WORKERS (Caretakers/Cleaners/Supervisory Assistants)	29519
A.P.T. + C (School Clerks/Nursery Nurses/School Aides)	68309
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<u>PREMISES RELATED</u>	
REPAIRS TO BUILDING/SITE, (INCLUDING GROUNDS MAINTENANCE/SECURITY)	11875
ENERGY	8841
RATES	7169
WATER	2878
CLEANING MATERIALS/ CONTRACT CLEANERS	12674
<u>SUPPLIES, SERVICES AND OTHER EXPENSES</u>	
SCHOOL EQUIPMENT AND FURNITURE	16839
POSTAGE	300
TELEPHONES	2530
INSURANCE INCLUDING INSURANCE SUPPLY COVER COSTS	20757
CLERKING GOVERNING BODY/FINANCIAL ADMINISTRATION/PERSONNEL/ + VARIOUS SERVICE LEVEL AGREEMENTS	15000
USE OF DISTRICT FACILITIES	1620
MISCELLANEOUS	16420
TOTAL:	<u>567859</u>
<u>INCOME</u>	
MISCELLANEOUS	593785

TOTAL UNDERSPEND 2016/2017	25926
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