



**Llantrisant
CF72 8EL**



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Head Teacher: Mrs. Lisa Davies**

Dear Parent/Guardian

Governing Body 2015/16- School Annual Parents Meeting

I enclose for your information, a copy of the Governors Annual Report to Parents for the 2015/16 academic year.

I have to inform you that the regulations relating to the holding of an Annual Parents Meeting with the School's Governing Body have been changed. In line with the new regulations, under the Education Act 2002 (Transitional Provisions and Consequential Amendments) (Wales) Regulations 2005, governors have to determine whether a meeting will be held.

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

I will contact further should the meeting proceed.

Yours sincerely,

Jane Chapman
Chairperson of the Governing Body

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Governors Annual Report to Parents - _____ School

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

Name _____ (please print)

Signature _____

Date _____

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.

1. Clerk to the Governing Body

The Clerk to the Governing Body is Mrs. Anneli Hunt,
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
Cllr Glynn Holmes	LEA	Council Members	24.11.16
Mr Jonathan Gilmore	Minor Authority	Council Members	9.11.19
Mrs Jane Chapman Mrs Rhiannon Gapper	Community Governors	Governing Body	13.10.20 23.10.20
Miss Lisa Bryant Mr Mark Chennells Miss Rhian Kitchener Mr Scott Curnell	Parent	Parents	9.12.18 9.12.18 23.10.20 23.10.20
Mrs Nicola Prewett	Teacher	Teaching Staff	8.12.17
Mrs Lynda Cowley	Staff	Non Teaching Staff	30.09.18

Mrs Lisa Davies	Headteacher		
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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. 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.

5. Financial Statement – Period Covered 2015/16

Enclosed, as appendix A is a copy of the school's financial statement for the Financial Year 2015/16.

6. 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.

7. 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 2015/16 academic year was considered and approved by Governors and is currently being implemented by the staff. The targets set include short, medium and long-term aims. Targets are regularly reviewed by the Governing Body. Further information on the current targets and progress being made will be available at the meeting.

Our targets for 2015/16 were as follows:

Evaluation of School Improvement Priorities for 2015-16		
Priority	Area of Focus	Impact/Progress
1	To raise percentage of pupils achieving Outcome 6 in LLC and MD.	<ul style="list-style-type: none"> Exceeded success criteria of 30.7% and achieved 33.3% in both LLC and MD. All pupils targeted achieved LLC O6). FSM group has changed from Group 3 to 2 so has impact on quartile boundaries, consequently quarter 3. All staff retrained on use of phonics. JB observed staff teaching and all completed audit of training/resources needed. Reception teacher and LSA trained on use of Language Link— Reception pupils identified for intervention work— retested in May.
2	To develop assessment systems and procedures for Welsh and Science.	<ul style="list-style-type: none"> Welsh judged as Good by Estyn (November 2015). 47.6% achieved level 4 in Welsh at end of key stage. Welsh coordinator worked with SIG to produce a Welsh portfolio—evidence based to use for levelling. 100% of pupils achieved level 4 in science and 42.8% achieved level 5. Maintained quarter 1 for 2 years at level 4 in science. Level 5 data has moved from quarter 3 to quarter 2.
3	To embed the LNF and the assessment of it across the school.	<ul style="list-style-type: none"> All, teaching judged as Good by Estyn. In year 3, only 6% of pupils achieved below 85 standardised score in Procedural test and 12.5 % in Reading. 2nd in Cluster. 91.7% of mainstream pupils achieved Outcome 5 at end of FP in LLC. 100% of pupils receiving language support achieved level 4 in English. New, updated Key Skill Booklets produced for pupils to self assess against LNF strands weekly. Estyn recognised that we were ahead of others at embedding the LNF strands across the curriculum. INSET delivered on different types of marking—social, celebratory and diagnostic . Science and Welsh taken to Cluster moderation and levels agreed. Pupil PLC focused on developing numerical reasoning

		skills.	
4	To develop partnerships so that they have an impact on standards	<ul style="list-style-type: none"> • 47.6% of pupils achieved level 5 in science. 33.3% of pupils achieved Outcome 6 in LLC and MD. 100% of teaching judged to be good or better. • Lead Creative school application has been successful. To start on project next year. • New cluster Middle Leaders School's offer. • Pupil voice observed as good in Dosbarth Oren by Estyn. 	

8. 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 are provided with a copy of the summary report produced by the inspectors.

Governors monitor progress of the plan at their termly meetings. More detailed information on the progress made will be given at the meeting if required.

9. Term Dates and Holidays 2015-17 Academic Year

Term / Holiday	First Day	Last Day
Autumn Term	Thursday, September 1, 2016	Friday, October 21, 2016
Autumn Half Term	Saturday October 22 2016	Sunday October 30 2016
Autumn Term	Monday, October 31, 2016	Friday, December 16, 2016
Christmas Holidays	Saturday December 17 2016	Monday, January 2, 2017
Spring Term	Tuesday, January 3, 2017	Friday, February 17, 2017
Spring Half Term	Saturday February 18 2017	Sunday, February 26, 2017
Spring Term	Monday, February 27, 2017	Friday, April 7, 2017
Easter Holidays	Saturday April 8 2017	Sunday, April 23, 2017
Summer Term	Monday, April 24, 2017	Friday, May 26, 2017
Summer Half Term	Saturday May 27 2017	Sunday, June 4, 2017
Summer Term	Monday, June 5th, 2017	Friday, July 21, 2017
Summer Holidays	Saturday July 22 2017	Sunday, September 3, 2017

The School day is organised as follows;

Morning -	9a.m. to 12.00 (FP) 9 a.m. to 12.15 (KS2)
Lunch break -	12.00 to 1.15 (FP) 12.15-1.15 (KS2)
Afternoon -	1.15 p.m. to 3.30pm

The school provides a free Breakfast Club and also a private provider, Honeybees, offers an After School Club.

10. 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 took part in the All Wales police and community project – “SAFE.”

11. 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.

12. 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 2015-16 academic year, on the date of the PLASC census:

- 26 pupils were on School Action/Early Years Action.
- 9 pupils were on School Action Plus/Early Action Plus
- 3 pupil was undergoing Statutory Assessment.
- 4 pupil had a statement of Special Educational Needs.
- 3 pupils are identified as EAL pupils

In addition, the Cluster agreed to fund additional support for 2 pupils at School Action Plus

13. **Attendance Information**

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

- The attendance target for 2015/16 was 95.8%.

Aut Term 1	Aut Term 2	Spr Term 1	Spr Term 2	Sum Term1	Sum term2	Overall	Target	Target Variance
97.36%	94.21%	93.80%	95.77%	94.76%	96.58%	95.47%	95.9%	-0.43%

The measures in place/targets set for addressing pupil absence/lateness and reducing the level of unauthorised absences are:

- The Headteacher and school clerk manage the attendance on a daily basis by using the SIMS system.
- Daily – 1st day response is undertaken for all absent pupils when a reason for absence has not been provided. The majority of absences are authorised when a reason is given. Parents are asked to contact the school daily to report their child absent.
- Weekly – whole school attendance is monitored and tracked. Any concerns are escalated to the Headteacher promptly.
- 1st and 2nd letters are sent to parents on a half termly basis. The monitoring of these pupils is undertaken by the school clerk, Headteacher and Chair of Governors.
- Attendance is promoted in celebration assemblies.
- All staff are made aware of the correct use of attendance codes.
- The school have a late book in operation which is monitored.
- FPNs – holidays are authorised if attendance is above 95%. This has been approved by the governing body.
- Celebration assemblies are held and ‘Smokey the Dragon’ is awarded to the class of the week. Children are made aware of the school target and are encouraged to shout out the target during the assembly.
- Termly 100% certificates are awarded to allow any child to achieve a 100% attendance on a termly basis. The school report that the number of 100% pupils increases each time.

- Extra play is also given as a reward.
- An attendance wall display is visible in the school hall and is kept updated.
- Weekly newsletters are provided which includes information on the highest attending classes etc. This information is also updated on the website regularly.
- Parents are also provided with the information on how many pupils have achieved 100% each term.
- RAG related letters are also provided for each pupil on a termly basis. These letters are adapted to inform parents of their child's percentage attendance to the amount of days off their child has been absent from school.
- The school took part in the 100% Y Pant cluster day arranged.
- Work with the Bryncelynnog cluster includes year 5/6 target groups for those pupils with attendance below 90%.

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.

PROVISIONAL FINANCIAL STATEMENT FOR 2015/2016

<u>EMPLOYEE COSTS</u>	<u>Total Spent</u>
TEACHERS (including Headteacher/Supply/Reading support)	353685
MANUAL WORKERS (Caretaker/Supervisory Assistants/Cleaners)	20430
A.P.T. + C (School Clerks/Nursery Nurses/School Aides)	122047
<u>PREMISES RELATED</u>	
REPAIRS TO BUILDING/SITE, (INCLUDING GROUNDS MAINTENANCE/SECURITY)	33525
ENERGY	6299
RATES	7110
WATER	3854
CLEANING MATERIALS/ CONTRACT CLEANERS	10496
<u>SUPPLIES, SERVICES AND OTHER EXPENSES</u>	
SCHOOL EQUIPMENT AND FURNITURE	22870
POSTAGE	400
TELEPHONES	3000
INSURANCE INCLUDING INSURANCE SUPPLY COVER COSTS	10100
CLERKING GOVERNING BODY/FINANCIAL ADMINISTRATION/PERSONNEL/ + VARIOUS SERVICE LEVEL AGREEMENTS	14000
USE OF DISTRICT FACILITIES	1600
MISCELLANEOUS	9818
TOTAL:	<u>619234</u>
<u>INCOME</u>	
MISCELLANEOUS	639212
TOTAL UNDERSPEND 2015/2016	19978