

# St Andrew's Major Church in Wales Primary School



## Governors' Annual Report to Parents

2022 - 2023

## GOVERNORS' ANNUAL REPORT TO PARENTS 2022 - 2023

Dear Parents

I am pleased to share this report with you on behalf of the Governing Body of St Andrew's, detailing the academic year 2022 - 2023. Much of the life of the school is featured within. It looks at the successes of the school during this period, those to whom we have said goodbye and those whom we have welcomed, as well as our targets and aspirations for the future.

This year has been far more 'normal' than the previous two, although COVID has still had a significant impact on many aspects of school life. Again this year certain requirements from pre-covid times are not included in this report, including data.

As a governing body we have a strategic role in formulating the aims and policies of the school, and then working with the head teacher and staff to deliver them. We act as a critical friend who asks challenging questions, but who also provides the support and means to achieve any objectives.

As such, the work of the Governing Body continues to operate effectively through its committee structure and its close collaboration with the school. I thank all my governor colleagues for their support, commitment and enthusiasm throughout the past year in the discharge of their duties.

Curriculum for Wales and the additional learning needs reforms continue to be at the heart of our school improvement planning. The school is well prepared for these challenges and we are excited to see where they take us over the next few years.

Ongoing budget cuts and austerity will not improve any time soon. These represent real challenges for us all. The picture for schools remains unclear, but the diversion of education funding to the NHS is not insignificant. We try our best to minimise the impact on our children, but it is inevitable that some areas of school life will be affected.

We are very grateful to the PTA for its efforts in fundraising, and the hugely positive impact this has on the school's environment.

We continue to work hard to ensure the school is a happy, caring environment that nurtures its pupils, equipping them with skills for life and for the next stage in their education. I would like to thank the Head, the Senior Leadership Team and the whole school staff for their unfailing dedication to the education and well-being of our children.

There are challenges ahead, no doubt, but we have a very strong team ethos at St Andrew's that enables us to face those challenges head on, and ensures we continue to provide the very best for our pupils throughout their time with us.

Sarah Jenkins



Chair of Governors

## **ANNUAL MEETING WITH PARENTS**

Until 2012, the governing body held or offered to hold an annual meeting for parents with governors. There is no longer a requirement for us to do this, and due to the very small number of parents who have attended these meetings in the past, we do not intend to hold one this year. However, parents are entitled to request up to three meetings per year with the governing body via petition, as summarised here:

The governing body must hold a meeting within 25 days of receiving the petition, providing that:

1. The petition contains the signatures of the required minimum number of parents of registered pupils at the school, which is the lower of the following:
  - i. the parents of 10% of registered pupils, or
  - ii. the parents of 30 registered pupils;
2. The meeting requested by parents must be to discuss a matter relating to the school;
3. There will be no more than three meetings held during the year in which the first petition is received;
4. There are sufficient school days left in the school year for the meeting to be held.

(School Standards and Organisation (Wales) Act 2013)

## COMPOSITION OF THE GOVERNING BODY 2022 - 23

Name	Status	Appointment Expiry
Sarah Jenkins Welch	Foundation (chair) *ALN Governor	September 2025
Gen Hallett	Head Teacher	n/a
Peter Kennedy	Foundation	February 2025
Augusta Dudley	Foundation (vice chair)	July 2025
Cordelia Jervis	Foundation	September 2025
Sarah Dowling	Foundation	December 2025
Elinor Weekley	Foundation	November 2026
Amy Hurst	Foundation *Safeguarding Governor	December 2024
Rev Andrew James	Foundation (Ex Officio)	n/a
Claire Wilson	Parent	March 2026
Emma Ward	LA	March 2023
Paula Bugler from March 2023	LA	March 2027
Marianne Cowpe	Minor Authority	May 2026
Sophia Frangoulis	Teaching	April 2026
Liz Brown	Non-Teaching	December 2023
Julie Green	Clerk	n/a

There are 14 governors in total, with a wide variety of skills and experience. We work closely with the head teacher, formulating the direction of the school. No individual governor has any power unless it is delegated to them by the governing body as a whole. The chair, however, has the power to answer letters, deal with emergencies and liaise with the head without recourse to the full board of governors. All governors are volunteers.

The Local Authority governor, Emma Ward finished her term in March 2023 and her role was taken by Paula Bugler. The school is extremely grateful to those retiring governors who have dedicated their time to the service of the school and the community. Mr McNicol and Miss Sian Jewell covered the role of teacher governor whilst Mrs Sophia Frangoulis took maternity leave.

Our school is Voluntary Aided. This means that religious education is given in our own faith and that we are considered able to contribute towards costs for repairs to the fabric of our school. The Church in Wales is our founding body, and it appoints the majority of our governors. These are known as foundation governors. We also have a parent governor (voted for by the parents), a local education

authority (LEA) governor, appointed by the Vale of Glamorgan, a representative of Dinas Powys Community Council (minor authority (MAR) - chosen by the council), a teacher governor and a non-teaching staff governor.

The chair of governors and the clerk may be contacted via the school.

The governing body operates a system of sub committees, reporting back to the full governing body each term. Each sub-committee manages, supports and oversees different areas of school life at St Andrew's. To be effective, regular visits to the school take place such as learning walks and link governor meetings with teachers, as well as the opportunity to share training with staff.

A full financial report is attached in appendix 1.

### **STAFFING STRUCTURE 2022-23**

Head Teacher	Mrs Hallett (SLT)
Deputy Head Teacher	Mrs Bayliss (SLT)
Year 6	Mr McNicol
Year 5	Mr Trigg
Year 4	Mrs Bounds (TLR)
Year 3	Mrs Mason / Mr Walters
Year 2	Miss Bush
Year 1	Mrs Day
Reception	Mrs Frangoulis (Mrs Erickson during the Summer term)
Nursery	Miss Jewell
PPA	Mrs Squires
Learning Support Assistants	Mrs MacFarlane; Mrs Fleet; Mrs Harris; Mrs Brown; Mrs Saunders; Mrs Dimond; Mrs Appleton; Mrs Sinclair
Midday Supervisors	Mr Conway; Mrs Jones; Mrs Swaffield-Brett; Mrs Gauden
Office Manager	Mrs Green
Assistant Office Manager	Mrs Goddard
Caretaker	Mr Jones and Mr Stimpson
The school cook and kitchen staff are employed by the Vale of Glamorgan.	

SLT – Senior Leadership Team

TLR – Teaching and Learning Responsibility (Middle Leaders)

### **STAFF NEWS**

In September 2022, Mrs Bayliss returned to the school following her secondment and Mr Trigg joined the teaching team. Mrs Frangoulis began her maternity leave in the Summer Term following the birth of her son. We said goodbye to one of our midday supervisors, Mrs Jones. Learning Support Assistants, Mrs Lisa Harris and Mrs Joy McFarlane retired at the end of the summer term and the governors are very grateful for their years of service and commitment to the pupils of St Andrew's.

## STRUCTURE OF THE SCHOOL DAY AND TERM DATES

<b>Time</b>	<b>Event</b>
8.50	School starts
10.15 - 10.45	Staggered morning break (15 minutes)
12.05 - 13.00	Lunch (Foundation Phase)
12.15 - 13.00	Lunch (KS2)
14.15 - 14.30	Afternoon break (Foundation Phase)
15.10	School ends

### Nursery sessions

Morning: 8.50 - 11.20

Afternoon: 12.40 - 15.10

### TERM DATES 2022 / 2023

TERM DATES	Begin	Half term		End
		Begin	End	
<b>Autumn</b>	05.09.22	31.10.22	04.11.22	23.12.22
<b>Spring</b>	09.01.23	20.02.23	24.02.23	31.03.23
<b>Summer</b>	17.04.23	29.05.23	02.06.23	24.07.23

Although we are a Voluntary Aided school we try where possible to fall in line with Local Authority directed INSET days as follows:

Monday 5<sup>th</sup> September 2022 and Monday 24<sup>th</sup> July 2023 were designated INSET days.

Our remaining INSET days during last year were 22<sup>nd</sup> and 23<sup>rd</sup> December 2022, and 17<sup>th</sup> and 24<sup>th</sup> February 2023.

The school was closed on Monday 19<sup>th</sup> September 2022 for HM Queen Elizabeth's funeral.

The school was closed on Monday 8<sup>th</sup> May 2023 in lieu of the Coronation of HM King Charles.

The school was closed for the May Day Bank Holiday on Monday 1st May 2023.

### PROSPECTUS CHANGES

The prospectus is changed every year if necessary to reflect any alterations in staff. It also reflects any other significant changes to the school that may affect pupils. The prospectus is now digital and available on the website.

## SCHOOL POLICIES

School policies are constantly being reviewed and updated in line with Welsh Assembly Government, the Vale of Glamorgan authority and the Central South Consortium. Many policies have been reviewed and ratified over the last year.

## PUPIL INFORMATION for 2022-23

Number of pupils on role = 235 (206 full time + 29 part time Nursery)

Number of pupils eligible for free school meals = 19

Number of pupils with Statements = 0

Number of pupils with additional learning needs and with an Individual Development Plan (IDP) = 5

Number of permanent exclusions in the 2022-23 school year = 0 sessions

Number of fixed term exclusions in the 2022-23 school year = 10 sessions

## WHERE DID YEAR 6 GO?

<u>School</u>	<u>Number of Pupils</u>
St Cyres High School	17
St Richard Gwyn R.C. High School	1
Stanwell School	5
Bishop of Llandaff	4
Cowbridge	1
Westbourne	1

## ATTENDANCE 2022-23

The school attendance continued to be impacted by covid. The school does NOT automatically authorise holidays during term time.

<u>Category</u>	<u>%</u>
Attendance	93.11%
Authorised Absences	6.05%
Unauthorised Absences	0.83%
Absences including	Sessions:
Educated off site (e.g. Manor Adventure)	618
Lates before registration	1005
Lates after registration	5
Unexplained absences	80
Sessions missed for holidays	1503

The number of absences due to holidays has trebled when compared with pre-pandemic. There has also been a significant increase in the number of pupils arriving late for school.



## SCHOOL IMPROVEMENT PLANNING 2022 - 2023

The school continued to plan for the introduction of the Curriculum for Wales and the ALN act.

<b>Priority 1 – To develop highly effective learning experiences</b>	
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>To review all curriculum policies.</li> <li>To continue to develop the use of Maestro. To review and further develop long and medium-term planning.</li> <li>LLC - To create a progressive overview of literacy across the school. To embed visual literacy and Talk for Writing into the existing topics within Maestro.</li> <li>Maths and Numeracy – To ensure there are meaningful opportunities for the development of pupils’ numeracy skills across the curriculum.</li> <li>DCF - To ensure opportunities for Digital Competence are progressive across the school.</li> <li>To further develop teaching of RSE to ensure learning is progressive and builds on previous learning.</li> </ul>
<b>Pedagogy and professional learning</b>	<ul style="list-style-type: none"> <li>To further develop the role of AoLE leads (Penarth cluster focus on progression and assessment)</li> <li>To further develop a culture of enquiry (Paul Dix work).</li> <li>To facilitate a pupil influenced curriculum.</li> </ul>
<b>Priority 2 – To ensure the well-being of pupils and staff.</b>	
<b>Trauma Informed Schools (TiS)</b>	<ul style="list-style-type: none"> <li>To further develop the effective use of ‘Motional’.</li> <li>To adopt the approaches from ‘When the Adults Change’ (Paul Dix)</li> </ul>
<b>Whole school health and well-being</b>	<ul style="list-style-type: none"> <li>To review and further develop PE across the school.</li> <li>To improve provision in outdoor areas (focus on early years initially)</li> <li>To ensure the well-being of staff.</li> </ul>
<b>Priority 3 – To improve standards in RVE and enhance Values and Ethos as a CiW School</b>	
<b>RVE</b>	<ul style="list-style-type: none"> <li>To further develop pupils’ RVE knowledge and skills through the exploration of other faiths in line with the Humanities AoLE.</li> <li>To further enhance learning experiences through the use of visits and visitors.</li> </ul>
<b>Values and Ethos</b>	<ul style="list-style-type: none"> <li>To become a ‘School of Sanctuary’</li> </ul>
<b>Minor Priorities</b>	
<ul style="list-style-type: none"> <li>ALN Act requirements (2<sup>nd</sup> year of roll-out)</li> <li>To improve standards of handwriting.</li> <li>LLC - To introduce French and Makaton.</li> <li>Review and refine GGR and reading methods across the school.</li> <li>Work towards Cymraeg Campus (Silver Award) and ensure effective development of the Welsh Dimension.</li> <li>Work towards the 3<sup>rd</sup> Green Flag.</li> <li>To ensure pupils have a good understanding of The UNCRC and how this links to our focus values.</li> </ul>	

## **CURRICULUM / ADDITIONAL LEARNING NEEDS (ALN)**

St Andrew's is clear and focused in its aspirations for the school's curriculum. We aim to offer an exciting curriculum that inspires all our children and our staff. In the light of this, we have now completed our work on the school's new vision for all. The school has a Curriculum statement and is developing a bespoke curriculum for our learners. All learning experiences are carefully planned to ensure pupils are supported and challenged appropriately, in order to enable them to reach their full potential. We have an Additional Learning Needs Coordinator (ALNCo) Mrs Bayliss, whose role it is to ensure that the requirements of each child with particular needs are met. Learning Support Assistants also work with children of all abilities under the guidance of the class teacher and ALNCo. Sarah Jenkins Welch, the governor with responsibility for Additional Learning Needs, regularly visits the school to discuss pupil progress and ensure standards are maintained.

## **WELSH**

St Andrew's Major Church in Wales Primary School is an English medium school where lesson instruction is given through the medium of English. However, we are very aware of our role, as a school in Wales, in promoting and developing the use of Welsh as a living language. Incidental Welsh is used by all staff wherever possible. This is also in line with Welsh Government's target for a million Welsh speakers in Wales by 2050. All members of staff have received training in order to teach Welsh. We have a 'Cryw Cymraeg' who are a pupil voice group to encourage and promote the Welsh language.

Year 5 pupils attended a residential trip to Llangrannog where they were immersed in the language, whilst partaking in activities and sports. The whole school takes part in our annual Eisteddfod and school visits develop pupils' awareness of their culture and heritage in line with Curriculum for Wales and Cynefn.

The school has achieved the Cymraeg Campus Bronze Award and is currently working towards the Silver Award. This is a Language Charter used to promote the use of the Welsh language throughout the school, across the Curriculum and in all areas of school life.

## **COMMUNITY LINKS** including:

PTA events including the Summer Fayre, Discos and Film nights; Griffin Books visit for World Book Day; New Nursery and Reception parents/children visit for our induction sessions; Sports Days; Dinas Powys Music Festival; close working with the Llandaff Diocese including the Year 6 Diocesan Leavers' service at Llandaff Cathedral; Class contributions to services at St Peter's church; Y6 Leavers' show at the Parish Hall; Y6 Crucial Crew training; Rotary Club awarding leavers with a gift in July; strong links with the wider Penarth Cluster including working closely with our colleagues in the high schools to ensure effective Y6/7 transition.

## **EXTRA CURRICULAR ACTIVITIES (2022-23)**

After school clubs included Netball, Well-being, Bootcamp, Craft, Football, Digital News, Rugby, Debate, Percussion, Eco and Construction.

Year 5 had swimming lessons and went to Llangrannog for 2 nights; Year 6 attended Manor Adventure for 4 nights. There were a number of local day trips including Cardiff Castle, St Fagans, Big Pit, Cefn

Mably Farm, and a number of places of worship including our own parish churches and Llandaff Cathedral.

### **HEALTHY EATING**

We actively encourage healthy eating. Only water is permitted during the school day with the exception of packed lunches, when healthy juice or flavoured water is allowed. Drinking water is always available, and milk is provided for children in Nursery to Year 2. Only healthy snacks are permitted. Due to nut allergies within the school, nuts are not permitted.

### **TOILET FACILITIES**

The Welsh Government Governing Body Report guidelines state that this report has to contain information on toilet facilities at the school:

- Nursery has its own facilities.
- Reception has its own facilities.
- Progression Step 2 share facilities close to their classrooms.
- Progression Step 3 share facilities on the junior corridor.
- There are 4 additional toilets in Y Stiwdio which includes an accessible toilet.

During the Summer 2023, both sets of toilets in the PS3 area and one set in the PS2 area were refurbished by the Local Authority.

### **PARKING**

Despite all our efforts, parking around the school continues to be a problem. There have been many incidents where the inconsiderateness of a few has affected many. Some reminders:

- we are extremely lucky to have the ground opposite the school to use as a car park. Please use all the available space to park and please do not block the entrance. I would ask that during class worships any parents involved park along the sides rather than across the front to enable other parents to leave the car park in a timely fashion;
- parking at the bottom of the drive to Arbor Vale is not allowed;
- it is not acceptable to park in the layby at any time (with the exception of permissions given to wrap around provision.
- please do not stop **anywhere** on St Andrew's Road to drop off or collect your children. Aside from inconveniencing other drivers, it is highly dangerous and there have been incidents where children have been left vulnerable to other cars.
- please be mindful of our neighbours along St Andrews Road and Westra Cross and avoid blocking driveways, parking on pavements etc.

## **COMPLAINTS**

We pride ourselves on our open door policy, and aim to resolve concerns informally and amicably through parent - teacher communication. Any unresolved issues should be brought to the head teacher in the first instance. Parents who remain dissatisfied may then contact the chair of governors via the school. The chair may then deal with the complaint, raising the matter with the full governing body as appropriate. Our complaints policy is available from the school office, or via the website.

## Appendix 1

### Vale of Glamorgan Council St Andrews Primary School Outturn Report 2022/23 Revenue Summary

COST CENTRE DESCRIPTION	DETAIL	ANNUAL BUDGET	TOTAL ACTUAL
St Andrew's Major Primary	CONT. TO FUNDS		8,080.34
St Andrew's Major Primary	CONT TO CAPITAL OUTTURN		8,080.34
St Andrew's Major Primary	EMPLOYEES	813,185.00	800,944.36
St Andrew's Major Primary	TEACHING EMPLOYEES	580,081.00	564,672.99
St Andrew's Major Primary	NON-TEACHING EMPLOYEES	106,830.00	102,882.83
St Andrew's Major Primary	GRANT EMPLOYEES	126,274.00	133,388.54
St Andrew's Major Primary	INTERNAL RECHARGES EXPEND	65,788.00	94,499.62
St Andrew's Major Primary	INTERNAL RECHARGES EXPEND	65,788.00	94,499.62
St Andrew's Major Primary	PREMISES	53,205.00	55,063.36
St Andrew's Major Primary	CLEANING AND DOMESTIC SUPPLIES	25,600.00	22,604.42
St Andrew's Major Primary	ENERGY	10,200.00	9,035.21
St Andrew's Major Primary	GROUNDS MAINTENANCE	3,435.00	4,045.00
St Andrew's Major Primary	REPAIRS & MAINT OF BUILDING	11,265.00	17,026.81
St Andrew's Major Primary	WATER SERVICES	2,705.00	2,351.92
St Andrew's Major Primary	SUPPLIES AND SERVICES	154,261.00	51,514.26
St Andrew's Major Primary	COMMS AND COMPUTING	14,130.00	10,793.56
St Andrew's Major Primary	EQUIP, FURNITURE & MATERIALS	37,216.00	25,933.75
St Andrew's Major Primary	EXPENSES	2,155.00	751.48
St Andrew's Major Primary	GRANTS & SUBSCRIPTIONS	1,905.00	4,951.02
St Andrew's Major Primary	MISC EXPENSES	85,595.00	234.33
St Andrew's Major Primary	PRINTING STATIONERY & OFFICE EXPS	12,660.00	6,578.32
St Andrew's Major Primary	SERVICES	600.00	2,370.00
St Andrew's Major Primary	SEG WEG EIG SUPPLIES AND SERVICES		-98.20
St Andrew's Major Primary	TRANSPORT	300.00	0.00
St Andrew's Major Primary	CAR ALLOWANCES	300.00	0.00
St Andrew's Major Primary	CUSTOMER RECEIPTS	-3,800.00	-57,333.21
St Andrew's Major Primary	CHARGE FOR SERVICE		-21,094.97
St Andrew's Major Primary	DONATIONS		-4,683.54
St Andrew's Major Primary	RENTAL INCOME	-3,800.00	-3,400.00
St Andrew's Major Primary	SALE OF PRODUCTS		-28,154.70
St Andrew's Major Primary	GOVERNMENT GRANT	-152,192.00	-186,061.95
St Andrew's Major Primary	OTHER GOVERNMENT GRANTS	-4,763.00	-4,763.00
St Andrew's Major Primary	WG GRANTS	-147,429.00	-181,298.95
St Andrew's Major Primary	INTERNAL RECHARGES INCOME	-8,705.00	-20,330.32
St Andrew's Major Primary	INTERNAL RECHARGES INCOME	-8,705.00	-20,330.32
	Total 101213	922,042.00	746,376.46