

St Andrew's Major Church in Wales Primary School



Governors' annual report to parents

2020 - 2021

GOVERNORS' ANNUAL REPORT TO PARENTS 2020 - 2021

Under normal circumstances I would be pleased to share this report with you on behalf of the Governing Body of St Andrew's, detailing the academic year 2020 - 2021. It would look at the successes of the school during that period, those to whom we have said goodbye and those we have welcomed, as well as the future targets and forward planning of the school.

However, this year has again been anything but normal for all of us. The ongoing situation with COVID, individual class isolation periods and the subsequent school closures have had a significant impact. As such there are aspects of this report that are not available, such as the usual data, attendance figures and so on.

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. This year has sent us in a very different direction to normal, with a continuing emphasis on health and safety. The usual school improvement planning remains reduced, although we remain focused on curriculum for Wales and Additional Learning Needs (ALN) reforms.

The pandemic continues to present many challenges to us all, alongside the usual standards, funding and upkeep of the school. Ongoing austerity and budget cuts will not improve any time soon. We will continue to work hard to ensure the school is a happy, caring environment that nurtures its pupils, and equips them for the next stage in their education. We hope the challenges of the next year are a little more normal!

Sarah Jenkins Welch



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 2020 -21

Name	Status	Appointment Expiry
Sarah Jenkins Welch	Foundation (chair)	Autumn 2021
Gen Hallett	Head Teacher	n/a
Huw Williams	Foundation	Autumn 2020
Augusta Dudley	Foundation (vice chair)	Autumn 2021
Emma Ackland	Foundation	Autumn 2021
Sarah Dowling	Foundation	Autumn 2021
Angus Dunphy	Foundation	Autumn 2020
Amy Hurst	Foundation	Autumn 2024
Rev Andrew James	Foundation (Ex Officio)	n/a
Matt Crouch	Parent	Autumn 2022
Emma Ward	LEA	Spring 2023
Margaret Hayley	Minor Authority	Spring 2022
Rebecca Bounds	Teaching	Spring 2021
Liz Brown	Non-Teaching	Spring 2024
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.

Due to the current COVID crisis governor terms of office can be extended without the usual process. This is designed so that schools are not left short in an already difficult time, and is a temporary measure.

Angus Dunphy retired at the end of his term and was replaced by Peter Kennedy. Emma Ackland retired due to her new role in the diocese. We are very grateful to Angus and Emma for their dedication and support and were pleased to welcome Peter to the team.

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. Obviously, this has not been the case this year.

A full financial report is attached in appendix 1.

STAFFING STRUCTURE 2020-21

Head Teacher	Mrs Hallett (SLT)
Deputy Head Teacher	Mrs Bayliss (SLT)
Year 6	Mr McNicol
Year 5	Mrs Owen / Mr Mason
Year 4	Miss Bush
Year 3	Miss Frangoulis
Year 2	Mrs Bounds (TLR)
Year1	Mrs Day / Mr Walters
Reception	Mrs Lewis (TLR)
Nursery	Mrs Bayliss / Mrs Weber

PPA	Mr Mason / Mr Walters / Mrs Weber
Learning Support Assistants	Mrs MacFarlane; Mrs Fleet; Mrs Miller; Mrs Harris; Mrs Brown; Mrs Saunders; Mrs Dimond
Midday Supervisors	Mr Conway; Mrs Jones; Mrs Swaffield-Brett; Mrs Gauden
Office Manager	Mrs Green
Assistant Office Manager	Mrs Goddard
Caretaker	Mr Jones
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

Mrs Carol Vivien continued to cover for many of the support staff absences and was a valued member of the team. Mrs Sally Harrington taught in Year 5 for a significant part of the year. Mrs Weber decided to leave St Andrew's and we thank her for her hard work and dedication. As a result, Miss Emma Dymott taught in Nursery and covered PPA for much of the year.

STRUCTURE OF THE SCHOOL DAY AND TERM DATES 2021 – 22

Time	Event
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 2021 / 2022

TERM DATES	Begin	Half term		End	No. of school Days
		Begin	End		
Autumn	01.09.21	25.10.21	29.10.21	17.12.21	71
Spring	04.01.22	21.02.22	25.02.22	08.04.22	64
Summer	25.04.22	30.05.22	03.06.22	22.07.22	59
					194

INSET Days 2021 / 2022

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

Friday 3rd September was a designated INSET day.

All schools will be closed on Monday 2nd May 2022 for the May Day Bank Holiday.

The Queen's Platinum Jubilee will be celebrated with 2 Bank Holidays on Thursday 2nd and Friday 3rd June 2022 (these fall within the Whitsun half term).

Our remaining INSET days this year are Tuesday 4th and Wednesday 5th January 2022, Monday 25th April 2022, Friday 17th June 2022 and Friday 22nd July 2022.

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. A supplement is published with the prospectus, giving details of important dates and other information as needed.

DATA

There is no requirement to report attainment data for the year 2020 - 21 due to Covid-19.

PUPIL INFORMATION for 2021-22

Number of pupils on role = 227 (205 full time + 22 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 but no statement = 8

Number of permanent exclusions in the 2020-21 school year = 0

Number of fixed term exclusions in the 2020-2021 school year = 0

WHERE DID YEAR 6 GO?

<u>School</u>	<u>Number of Pupils</u>
Bishop of Llandaff C/W High School	2
St Cyres High School	19
St Richard Gwyn R.C. High School	3
Stanwell School	4
The Cathedral School	1

ATTENDANCE 2020 - 2021

There is no requirement to report attendance data due to Covid-19.

The school does NOT authorise holidays during term time.

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.

SCHOOL IMPROVEMENT PLANNING

In light of the continuing pandemic, school improvement planning remains significantly impacted. Mrs Hallett and the staff continue to plan for the introduction of the new curriculum in Wales and the ALN act, as well as prioritising the safety of everyone in school.

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 also begun work on the school's vision for all. Work is carefully planned to ensure all pupils are supported and challenged appropriately in order to enable them to reach their full potential. As a school we have been preparing for the introduction of the new curriculum which is based on the Four Purposes. We have an Additional Learning Needs Coordinator (ALNCo) Mrs Bayliss (Mrs Bounds from Sep 2022), 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. All members of staff have received training in order to deliver this subject. This is supplemented by the Athrawes Fro teacher who assists both pupils and staff. Our school eisteddfod took a different form this year, partly online, but this continued to raise the children's awareness of their culture and heritage. Incidental Welsh is used by all staff wherever possible, but no subject is taught through the medium of Welsh. The school is working towards the Cymraeg Campus bronze award.

COMMUNITY LINKS

Most of our usual activities are still not in place. Some things were able to move online. We have really missed community events such as the summer fair and involvement in musical activities.

Some of the things we were able to do include:

PTA activities, e.g. Skipping Workshop

Griffin Books visited for World Book Day

New Nursery parents and children visited

Virtual Christmas Concert, Remembrance service, Leavers' service

Year 6 Diocesan Leavers' service at Llandaff Cathedral

Rotary Club awarding leavers with a gift in July

Working closely with our colleagues in the high schools to ensure effective Y6/7 transition

Strong cluster and Diocesan schools links

EXTRA CURRICULAR ACTIVITIES (2020-21)

Due to the ongoing pandemic, extra-curricular activities were completely curtailed. Year 6 were able to take part in a number of visits during the summer term to replace the usual residential visit.

HEALTHY EATING

We actively encourage healthy eating at school. 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 the foundation phase. Only healthy snacks are permitted and all Foundation Phase pupils are offered milk every day.

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.
- Year 1, Year 2 and Year 3 share facilities close to their classrooms.
- Year 4, Year 5 and Year 6 share facilities on the junior corridor.
- Additional toilets in the cabin.

All toilets are thoroughly cleaned and disinfected daily. There is currently no disabled toilet available in the main building but we do now have one in the new building 'Y Stiwdio'.

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 workshops 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.
- 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.

APPENDICES

Appendix 1 Financial Outturn 2020-2021

DETAIL	ANNUAL BUDGET	TOTAL ACTUAL
CONT. TO FUNDS		3,319.21
CONT TO CAPITAL OUTTURN		3,319.21
EMPLOYEES	794,453.00	762,630.16
TEACHING EMPLOYEES	572,942.00	537,787.44
NON TEACHING EMPLOYEES	97,541.00	95,837.31
GRANT EMPLOYEES	123,970.00	129,005.41
INTERNAL RECHARGES EXPEND	57,363.00	68,463.91
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PREMISES	41,858.00	46,601.54
CLEANING AND DOMESTIC SUPPLIES	19,753.00	19,099.25
ENERGY	10,200.00	9,348.23
GROUNDS MAINTENANCE	3,434.00	5,305.00
REPAIRS & MAINT OF BUILDING	5,766.00	10,975.26
WATER SERVICES	2,705.00	1,873.80
SUPPLIES AND SERVICES	66,105.00	28,518.00
COMMS AND COMPUTING	8,629.00	1,994.85
EQUIP, FURNITURE & MATERIALS	22,849.00	15,009.72
EXPENSES	155.00	0.00
GRANTS & SUBSCRIPTIONS	5,727.00	6,147.03
MISC EXPENSES	16,786.00	134.10
PRINTING STATIONERY & OFFICE EXPS	6,659.00	4,474.44
SERVICES	300.00	757.86
SEG WEG EIG SUPPLIES AND SERVICES	5,000.00	0.00
TRANSPORT	300.00	56.10
CAR ALLOWANCES	300.00	56.10
CUSTOMER RECEIPTS	-3,800.00	-15,973.15
CHARGE FOR SERVICE		-840.00
DONATIONS		-3,336.00
RENTAL INCOME	-3,800.00	-660.00
SALE OF PRODUCTS		-11,137.15
GOVERNMENT GRANT	-103,228.00	-144,135.56
OTHER GOVERNMENT GRANTS	-2,778.00	-3,385.89
WG GRANTS	-100,450.00	-140,749.67
INTERNAL RECHARGES INCOME	-13,067.00	-18,251.23
INTERNAL RECHARGES INCOME	-13,067.00	-18,251.23
Total 101213	839,984.00	731,228.98