

St Andrew's Major Church in Wales Primary School



Governors' annual report to
parents

2019 - 2020

GOVERNORS' ANNUAL REPORT TO PARENTS 2019 - 2020

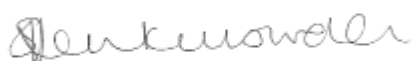
Under normal circumstances I would be pleased to share this report with you on behalf of the Governing Body of St Andrew's, detailing the academic year 2019 - 2020. It would look at the successes of the school during that period, those to whom we have said goodbye and those we have welcomed, as well as the future targets and forward planning of the school.

However, this year has been anything but normal for all of us. The advent of COVID and the subsequent school closures in March have led to a very different year. 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 greater emphasis on health and safety than ever before, in an effort to prepare the school, the staff and our children for a different start to the year, at least. The usual school improvement planning was suspended, for the most part, with the cessation of statutory education. We were, however, extremely pleased to have the cabin replaced before the school closed. The new stiwdio is a fantastic space and worth the wait.

The pandemic presents many challenges to us all, alongside the usual standards, funding and upkeep of the school, and a new curriculum. 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 2019-20

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

Liz Brown joined us this year as the non-teaching staff governor. We would like to thank Julie Saunders for her commitment and support during her term of office, and welcome Liz to the governing body.

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.

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 2019-20

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 Courtney; 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

Miss Bush joined the school as a full time teacher in September 2019

There were a number of support staff absences and Mrs Carol Vivien covered for many of these and was a valued member of the team.

STRUCTURE OF THE SCHOOL DAY AND TERM DATES (Please note – different times are currently in place as a temporary measure due to Covid restrictions)

Time	Event
8.50	School starts
10.30 - 10.45	Morning break
11.50 - 13.00	Lunch (Foundation Phase)
12 noon - 13.00	Lunch (KS2)
14.15 - 14.30	Afternoon break
15.30	School ends

Nursery sessions

Morning: 8.50 - 11.20

Afternoon: 13.00 - 15.30

TERM DATES 2020 / 2021

TERM DATES	Begin	Half term		End	No. of school Days
		Begin	End		
Autumn	01.09.20	26.10.20	30.10.20	18.12.20	74
Spring	04.01.21	15.02.21	19.02.21	26.03.21	55
Summer	12.04.21	31.05.21	04.06.21	20.07.21	66
					195

INSET Days 2020 / 2021

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

Tuesday 1st and Wednesday 2nd September were designated planning days for full reopening for all pupils. Monday 19th and Tuesday 20th July 2021 will be designated INSET days for all LEA Maintained Schools. All schools will be closed on Monday 3rd May 2021 for the May Day Bank Holiday.

Our 3 remaining INSET days this year are Monday 4th January 2021, Friday 26th March 2021 and Wednesday 23rd June 2021. There will be 1 further Curriculum Planning day which is yet to be confirmed by Welsh Government.

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 2019-20 due to Covid.

PUPIL INFORMATION for 2020-21

Number of pupils on role = 203 full time + 30 part time Nursery

Number of pupils eligible for free school meals = 14

Number of pupils with Statements = 0

Number of pupils with special educational needs but no statement = 12

Number of permanent exclusions in the 2019-2020 school year = 0

Number of fixed term exclusions in the 2019-2020 school year = 1 session (0.5 days)

WHERE DID YEAR 6 GO?

<u>School</u>	<u>Number of Pupils</u>
Bishop of Llandaff C/W High School	4
St Cyres High School	18
St Richard Gwyn R.C. High School	6
Cowbridge Comprehensive School	1
The Cathedral School	1

ATTENDANCE 2019 - 2020

There is no requirement to report attendance data due to COVID.

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

All statutory requirements for school improvement planning were suspended due to the school closures in March. However Mrs Hallett and the staff continued to plan for the introduction of the

new curriculum in Wales and the ALN act, as well as the safe return of everyone to school in June and then September.

CURRICULUM; SPECIAL EDUCATIONAL NEEDS; MORE ABLE AND TALENTED

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. 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 Core Purposes. 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. 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. Year 5 pupils attended a residential trip to Llangrannog where they were immersed in the language, whilst partaking in many activities and sports. The whole school takes part in our annual Eisteddfod and school visits develop pupils' 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.

COMMUNITY LINKS

A lot of our usual activities were not able to take place due to schools closing in March. However, some of the things that took place are as follows:

Father Andrew regularly attending to lead weekly worship.

Whole school Harvest at St Peter's in October

Classes contributing to the Family Service at St Peter's.

Bullies Out continued to work with pupils including training our Playground Pals

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

Our school choir performed at a number of local events

Year 5/6 pupils worked with artists from The Sherman Theatre and some took part in a song writing workshop at The Cathedral School.

All children worked with local artist Kate Derbyshire to create new art work for our hall on the theme of The Creation.

EXTRA CURRICULAR ACTIVITIES (2019-20)

The governors recognise and thank staff for the time they devote to out of school and lunchtime activities. There is a range of activities children can participate in outside the classroom. Active clubs include rugby, hockey, yoga and boot camp. Other clubs include choir, eco, French, Cymraeg and debating.

The school offers music tuition in several instruments through Cardiff and Vale Music Service (CAVMS). There is always a good uptake from our pupils. Lessons available include strings, woodwind, piano, brass, drums and guitar as well as singing.

As well as the Y6 residential trip to Manor in September 2019 and the Y5 trip to Llangrannog in March, Y4 took part in a 1 night residential to the Urdd Centre in Cardiff Bay.

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 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 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 forbidden;
- it is not acceptable to park in the layby - it is only for dropping children off. If you wish or need to take your child into school, please park either in the car park or along St Andrew's Road;
- 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 2019-2020

Description:St Andrews Major C/W Primary		Period Name:2019 /P12	Budget Name:VOG 19/20 RE
	Level3	Annual Budget	Total Actual
CUSTOMER RECEIPTS	CHARGE FOR SERVICE	0.00	-23,872.53
	DONATIONS	-4,873.00	-11,225.60
	RENTAL INCOME	-3,800.00	-3,780.00
	SALE OF PRODUCTS	0.00	-39,486.00
	SECONDMENT INCOME	0.00	0.00
		-8,673.00	-78,364.13
EMPLOYEES	GRANT EMPLOYEES	117,128.00	112,860.55
	INDIRECT EMPLOYEES EXPS	0.00	0.00
	NON TEACHING EMPLOYEES	100,307.00	103,682.21
	OTHER DIRECT EMPLOYEES	0.00	193.44
	SEG WEG EIG EMPLOYEES	0.00	0.00
	TEACHING EMPLOYEES	522,739.00	522,201.12
		740,174.00	738,937.32
GOVERNMENT GRANT	OTHER GOVERNMENT GRANTS	0.00	0.00
	WG GRANTS	-95,914.00	-109,831.20
		-95,914.00	-109,831.20
INTERNAL RECHARGES EXPEND	INTERNAL RECHARGES EXPEND	56,897.00	101,113.63
		56,897.00	101,113.63
INTERNAL RECHARGES INCOME	INTERNAL RECHARGES INCOME	-14,154.00	-14,027.95
		-14,154.00	-14,027.95
INTRA DEPARTMENTAL RECHARGE	SEG WEG EIG INCOME	0.00	0.00
		0.00	0.00
OTHER GRANTS	INCOME FROM OTHER LAs/HAs	0.00	0.00
		0.00	0.00
PREMISES	CLEANING AND DOMESTIC SUPPLIES	19,753.00	16,495.19
	ENERGY	9,562.00	11,097.23
	GROUNDS MAINTENANCE	3,434.00	4,405.00
	REPAIRS & MAINT OF BUILDING	3,391.00	15,004.31
	WATER SERVICES	2,705.00	2,637.34
		38,845.00	49,639.07
SUPPLIES AND SERVICES	CATERING	0.00	125.00
	COMMS AND COMPUTING	8,841.00	8,177.28
	EQUIP, FURNITURE & MATERIALS	27,722.00	54,983.37
	EXPENSES	0.00	0.00
	GRANTS & SUBSCRIPTIONS	391.00	418.62
	MISC EXPENSES	46,689.00	-10.92
	PRINTING STATIONERY & OFFICE EXPS	6,659.00	7,389.38
	SEG WEG EIG SUPPLIES AND SERVICES	5,000.00	5,996.80
SERVICES	312.00	-90.64	
		95,614.00	76,988.89
TRANSPORT	CAR ALLOWANCES	0.00	28.80
	SEG WEG EIG TRAVEL EXPENSES	0.00	0.00
		0.00	28.80
		812,789.00	764,484.43