

Plas-y-felin Primary School

Ysgol Gynradd Plas-y-felin



Annual Report of the Governors to Parents 2023/24

(Report for Academic Year September 2023-July 2024)

The Governing Body

The Governing Body is responsible for the effective management of the school.

- The Clerk to the Governors is based with EAS
- There are currently eighteen Governors including the Head teacher. Following the annual general meeting in September the Governing Body Members consists of the following.

Current Governors

Mrs K Lewis Chair Person Cllr S Cook Vice Chair

Cllr S Cook Vice Chair Person

Parent Governors

Mrs S West

Mrs Jennings

Mr G Davies

Mrs H Thomas

LEA Nominated Governors

Mr D Jones

Cllr S Cook

Cllr G Ead

Mrs E Williams

Co-opted Governors

Mrs R Lowe

Mrs S Brown

Miss D Jones

School Governors

Mr Hartery

Mr Seamons

Mrs Hegarty

Clerk

Mr Mark Powell-EAS

Headteacher Mr M Jones
Deputy Headteacher Mr M Morgan observer

The following sub-committees meet when required: Finance, Pay Reviews, Performance Management, Discipline and Appeals, Appointments, - (this tends to be whole governing body with each governor assuming a curriculum area of responsibility.)
Governor Expenses- There has been no claim for travel or subsistence expenses over the past year.

As always, the Governing Body is delighted to thank **All** our staff for their hard work and commitment to the school over the past year. ESTYN inspection was a great success and a chance to celebrate the schools successes. The continued success of the school is due to the professionalism and dedication of all our staff.

Pupil Numbers

The entry of children to school is controlled by an ‘Admissions Authority’ that being Caerphilly County Borough Council. Classes in line with current policy cannot be in excess of 30 pupils. Nursery pupils are part- time. Total Pupil number for 2023/24 was 289. These numbers have fluctuated during the year with additional Ukraine, Nigerian, Asian pupils and Afghanistan pupils

School Attendance

By law the Governing Body is obliged to monitor school attendance and to report on average attendance figures. The last year’s attendance are as follows:

Statutory Age Pupils

Years attendance has been 92.1%

School Times

School starts for all at 9am, gates open junior side 8:50am
(Infants) the old Foundation Phase

- Nursery sessions 9:00 – 11:30

- Infant Classes – Reception, Year 1 and Year 2 pupils 9:00a.m.- 3:10 p.m.
- Lunch Time 11:45 – 12:45p.m.

Junior Classes

- 9:00a.m.- 3:10p.m.
- Lunchtime is 12:15-1:05 p.m.

We have now introduced a staggered lunch and play time with lower and upper juniors having different play times.

This helps with the increased capacity at lunch time with 220 pupils regularly having school dinners free for all reception to year 6 offer.

In-Service Training

Training for all staff is a central part of school life and it takes the four forms:

- Courses attended by staff outside of school in person and on Teams
- Staff Meetings – held in person via teams and google meet
- Closure Days (INSET)

The School Development Plan 2023/24, coupled with the projected three year development plan linked to the EIG/PDG funding and EAS initiatives largely dictate the thrust of the staff training programme and considerable resources were directed towards ensuring that individual needs and interests are catered for. The school's In- Service Training allows a significant proportion is used to release teacher's to work with colleagues from within the cluster, within the school to work with parents and further the development of AOLE Leaders. Details of which are reported to the Governors in the termly report.

EIGPDG

These are grants accessed by the school and monitored by LA, EAS and WG – these grants amounted to EIG - £121,045 PDG £123,913 from March 2023 to March 2024- areas this was spent on resources, CPD for staff and human resources.

Many classes had additional adults supporting pupils in their learning through intervention programs.

Term Dates 2023/24

Autumn Term 2023	
Term starts	1st September INSET day
Half term starts	30th October
Half term ends	3 rd November
INSET	23 rd December
Term ends	22 nd December
Spring Term 2024	
Term starts	8 th January INSET day
Half term starts	12 th February
Half term ends	19 th February
INSET	22 nd March
Term ends	31 st March
Summer Term 2024	
Term starts	8 th April
Closed for May Day	6 th May
Inset	23 rd May
Inset	24 th May
Half term starts	27 th May
Half term ends	3 rd June
Term ends	19 th July

Spring/Summer 2024 staff INSET days to be arranged in the Autumn Term once providers have been secured

Monitoring from LEA and EAS

Our EAS School Improvement officer contacts the school several times a term via teams and in person meetings to review and monitor the school in all areas. Mrs Jo Child then reports back to the Governing Body at the end of the year on progress against targets. Some of the areas looked at:

School Development Evaluation 2023/24

Progress Review - IMPACT		
Summer Evaluation	Autumn Evaluation	Spring Evaluation
- Target 1 School has revisited the mission and vision statement with all stakeholders. <i>We have develop and reviewed our curriculum offer which is encapsulated in a curriculum summary. The new curriculum summary and vision has been shared with all stakeholders and published in line with statutory requirements to the School website and EAS Hwb Sharepoint.</i> - James Kent EAS has worked with all	- Target 1 Staff have all met with AOLE leads from Twyn, Cwrt Rawlin, St James and St Martins feeder school on a joint INSET day. Good practice shared. This will become a regular event with the comprehensive. Cluster primary schools meet regularly to share and compare. - Book looks planned for 8th Jan. LLC, Maths and Topic books each AOLE lead and shadows to look at there own areas. Higher/Middle and Lower books asked for. - SMT- pleased with progress and	Target 1 Completed. This is embedded and Mrs Morgan has worked with AOLe leads is continual development. Book looks have been carried out by SIPs. Learning Walks and listening to learners. Adjustments have been made following recommendations to increase independence. Mrs Morgan and Mrs Anderson have also worked outside of the cluster with Langstone primary and have shared many great ideas. Mrs Morgan will continue to support AOLE leads during management time. Mrs Morgan is also delivering her work and research back to EAS- well done. James Kent And Prok Mick Waters will work again with Leads and Heads in the Summer term.

<i>AOLE leads and helped develop Plasyfelins curriculum.</i> • Staff have now completed a new template for each topic indicating initial planning through the 4 purposes. Staff meeting have been held to work in teams to support completing planning sheets. The planning is available in the shared planning folder. Taith 360 is the tool that we use to help plan and track progress. • Classroom environments have been changed to comply with school agreed expectations. Sharing of good practice has resulted in consistency throughout the schools through a complete review of the indoor and outdoor learning environment. • Professional Lead has set up AOLE folders on the staff shared drive and in hard copies to ensure consistency in staff leading areas. The electronic folders include the AOLE team members, policy, diary dates, MER cycle, Action Plans, AOLE placemats	shared with Governors. • Target 2 To achieve Bronze award in conjunction with EAS assessor Rhian Woolley Achieved. 5 steps achieved. • Now working on aspects of Silver. Also international language links are being established with schools in France and Lesotho South Africa where possible teacher visits could take place to these countries. • Target 3 To embed DCF tracker/coding and technical aspects of DCF. All aspects will link into new STEM room and robotic coding. Mr Lewis is driving this forward and has established leaders and starting to embed the tracking system. As part of his PPA coverage DCF will be a driver for the upper school.	Bronze award achieved. Sioned from EAS Welsh working with Emma Raymond to start working towards Silver award. Staff meetings work shops planned to help staff. International Languages are continuing to go from Strength to strength. Lesotho has been confirmed and now detail needs to be gained. Only school in CCBC out of the 5 regions to be working with Gavin- on international languages through the expressive arts. Target 3- DCF is embedded. Coding and digital work being seen through the school. Mr Lewis is driving this. Digi club to continue in the summer term. Target 4- Networking continues to be a strength and leads regularly meet to discuss ways forward. Cluster writing project to start end of this term. Where all 5 schools will visit each other to look at writing across the curriculum. Gain ideas of each other and share good practice. James Kent EAS will help work through ideas. Continue work on Assessment and progression steps with St Martins.
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and Professional Learning staff have attended. All staff have contributed to the approach to Schools as Learning Organisations (SLO). They have all contributed to TEB self evaluation document. • Target 2 To achieve Bronze award in conjunction with EAS assessor Rhian Woolley- Welsh Lead and Criw Cymraeg to receive training from EAS welsh lead. Coordinator to continue to develop Welsh through PPA staff and whole school. • <i>The Award was gained in July 2023 and Mrs Wooley was taking forward to EAS and WG/ESTYN as an excellent example of evidence and work achieved by staff and pupils. We will now progress onto the Silver Award.</i> • Target 3 To embed DCF tracker/coding and technical aspects of DCF. All aspects will link into new STEM room and robotic coding. Mr Lewis is driving this forward and has established	Investment of £2500 into Techno lego have been purchased to maintain momentum. • Target 4 To implement the Curriculum for Wales -AOLE networking/Development of STEM room and Science and Technology AOLE. Met with AOLE- EAS lead for Science and Technology. This secured our thoughts that we are doing the right thing and if anything a bit too much depth. Links have been established with St Martins cluster. Date is set for all AOLE leads to spend the day networking 6th November. This was a success, we feel we are ahead of other cluster school, by each junior child having access to there own Chrome Book. Leads have already met and are working on common plans. This still needs work.	• Target 5 Work with CCBC and Welsh Government on the New £20 million pound state of the art first Carbon Zero school in South East Wales- school to have designated specialist areas as described below. They are due to go to tender and establish contractors in by April 2024. The school is at least 18 months behind schedule. Contractors engaged by May 2024. • Infrastructure to be in place summer of 2024- Demountables- changed to junior classrooms etc. • Work to start early 2025 on taking away infant block and building the new school. • Governors have met for a meeting and look around Cwm Gwyddon newest school in CCBC. Ron McLain will meet again in May to present developers and plans for the school. • Target 6 Mrs Morgan and AOLE leads have worked on this area and near completion. A clear plan for progression is in place. To develop cross cutting and cross curricular themes- through staffs own professional and collaborative learning with cluster schools
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leaders and starting to embed the tracking system. As part of his PPA coverage DCF will be a driver for the upper school - Target 4 To implement the Curriculum for Wales -AOLE networking/Development of STEM room and Science and Technology AOLE. Links have been established with St Martins cluster. Date is set for all AOLE leads to spend the day networking 6th November. Leads have already met and are working on common plans. - STEM room has been established and work is in place to resource the room. Science and technology is a strength of the school and all resources are now held central for easy access. The room can be booked out for longer	- STEM room has been established and work is in place to resource the room. Science and technology is a strength of the school and all resources are now held central for easy access. The room can be booked out for longer Science/Technology projects. - Unfortunately this room will need to be turned back into a classroom as the New School plans have changed. - Target 5 Work with CCBC and Welsh Government on the New £14.5 million pound state of the art first Carbon Zero school in South East Wales- school to have designated specialist areas as described below. - Ron Mclean from AECOM Director	and staff. Themes have been established by staff in collaboration with pupils and cluster. Resources have been established to help deliver the themes and cross cutting themes. This work will continue through the year. It will be under continual review to see that the curriculum is delivering on Plasyfelin expectations.
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Science/Technology projects. - Target 5 Work with CCBC and Welsh Government on the New £14.5 million pound state of the art first Carbon Zero school in South East Wales- school to have designated specialist areas as described below. Limited progress LA Ed Edmunds head of local authority and staff met with Mr Jones and Governing body in July to explain the hold up. Blame was put on Welsh Government. Cost has gone from £9 million to £14.5 million in the mean time.They are due to go to tender and establish contractors in early autumn 2023. The school is at least 18months behind schedule. Next meeting with Mr Jones and governors early Autumn 2023 - Target 6 To develop cross cutting and cross curricular themes- through	of Buildings and places met with Governors in November to propose we build on the infant building and move infants into the junior block for the year with additional temp buildings. Governors agreed. Next step plans to be drawn up and shared with governors on 23rd January 2024. After this stage it will go to tender by March 2024 with buildings to commence Winter of 2024/25 - Target 6 Cross cutting and cross curricular themes- through staffs own professional and collaborative learning with cluster schools and staff. Themes have been established by staff in collaboration with pupils and cluster. Resources have been established to help deliver the themes and cross cutting themes. This work will	
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staffs own professional and collaborative learning with cluster schools and staff. Themes have been established by staff in collaboration with pupils and cluster. Resources have been established to help deliver the themes and cross cutting themes. This work will continue through the year. It will be under continual review to see that the new curriculum is delivering on Plasyfelin expectations

continue through the year. It will be under continual review to see that the new curriculum is delivering on Plasyfelin expectations. Next INSET day in January 8th we will look to develop titles to follow. Schemes such as JigSaw have been a great help along with the position of the school and its locality close to town and the castle.

Very good progress



Strong progress



Satisfactory progress



Limited progress



Special Needs Provision (ALN)

This school reflects the requirements of the Special Educational Needs and Disability Act 2001 and the Disability Discrimination Act 1995 and aims to make this school accessible to all.

No pupil will be barred from any educational activity on the grounds of disability.

We aim to provide a well-matched and sensitive provision for our pupils with additional learning needs. All staff are appraised of the needs of pupils and of how best to support them in class. We keep a register of pupils and plan detailed individual Educational Plans or Play Plans. Regular contact with parents is maintained and help and advice of outside agencies such as Speech Therapist, Behaviour Support, Educational Psychologist is sought when required.

The financial cost to the school is mainly that of attending In Service Training for the ALNCo's Mr Jones and Miss Howells. Throughout the year resources, both staffing costs and materials, have been purchased to provide activities for children with learning difficulties.

We currently have two statemented (IDP's) children on roll. Many more are requiring IDPs with the New ALN reform.

From time to time we have children with physical disabilities attend our school. The building is able to cater for the practical needs of the pupils who may be wheelchair bound. We have recently had the disabled Toilet facility refurbished.

The Special Needs Policy was recently reviewed in April 2023. The Headteacher and SENCo work closely with Inclusion Services through completion of monthly referrals for discussion at panel

Disapplication from CCBC's and or WG assessment arrangements will take place only in the very rare cases where a pupil, by virtue of the disability, will find it impossible to comply.

We have one child attending Nurture and another pending.

Exclusion of Pupils

Five exclusions have been made this academic year. A new behaviour policy and strategies are well embedded as praise and rewards at the centre of our ethos. SAP/THRIVE/ELSA work and close work with behaviour support has safeguarded our vulnerable pupils from exclusion. Two families are on the at risk register

Community Links

The school continues to develop links within the locality and this is one of our strengths. We have several Professional Learning Communities with our local schools and regularly attend functions and performances.

707 church group have sent 6 members to work on reading projects with year 3 pupils. This has helped in raising attainment and the joy of reading.

Mrs Lewis Chair of Governors works with upper school MAT group in literacy.

The school works closely with Bedwas High, St Martins and St Cenydd on their transition from Year 6 to 7. Subject leaders regularly work with Comprehensive colleagues. St Martins is still the main feeder school to year 7 with Bedwas High official feeder.

Pupils from all Caerphilly Comprehensive Schools use our school for work experience.

2024- MAT transition with St Martins.

Parental Involvement Meetings

Pre-school Meetings have been held for new parents in small groups.

Parents work shops and activity afternoons.

Seesaw is used effectively to show parents and communicate with parents on how their children are getting on.

Community First Status

Churchill Park Community has been identified as a Community First Area.

This is held in the PUDDLE DUCKS building front of school. Independent to school.

Extra Curricular Activities (including Educational Visits)

School runs Breakfast club 8:20-9am

Private afterschool club 3:15- 5:10pm

Visitors to the school have included Traffic and Community Police Officer PC Paul, fire service, Mini Police coordinators, Up Beat music to name a few.

School ran 11 different after school clubs this year and entered many sporting competitions.

Clubs run from 3:10- 4pm and are free. Thank you to teachers and TAs giving up their time after school to run these.

Each year group will arrange educational and fun visits to enhance the new curriculum.

Year 5/6 attend a residential visit for 3 days in May this year a great time had by all.

Organised Clubs Outside the school day

'Puddleduck's Playgroup'

Puddleducks a pre-school facility is thriving. This provides care and education for 2 1/2 - 3 year olds. For a small cost per session this group provides wrap around care for some pupils who attend morning nursery and younger children. See the main office for registration forms and details.

Building Maintenance

A lot of developments to the outdoor and indoor environment have been completed:

Governors are grateful to Mr Garcia (school site manager/caretaker) for all of his extra hard work in helping to develop these play areas and maintaining the school buildings to such a high standard.

These are just some of our exciting building and maintenance plans for the coming year.

New school is anticipated to be starting to be built in the summer of 2025- completed by Autumn 2026 at a cost of £20.5 million pounds. ISG are the contractors to the local authority.

No rising 3's will take place 2025 due to disruption with the demolishing of the old infant school.

Mr Jones will reduce to 4 days in the autumn term as part of a phased retirement. Mrs Morgan will act as Headteacher on Mondays.

Illegal entries/vandalism

No significant problems this year to the building.

Financial outturn - Expenditure 2023/24

2023/24 Expenditure	Outturn Budget £
Employees	945,674
Premises related costs	144,528
Supplies and Services	48,745
Service Levels Agreements	24,356
Total Expenditure	1,511,654
Income	279,463
Net Expenditure	1,232,191
Contingency	33,050
Total	1,265,241

Local Arrangements for Consideration of complaints

This document sets out the arrangements for Caerphilly county Borough (L.E.A) in respect of complaints about the curriculum and collective worship under the terms of section 23 of the education Reform Act 1998. This document is available for inspection at all schools maintained by the L.A., a copy will be given on request, if desired to any person wishing to make a complaint under these arrangements.

The Flow Chart on the outlines the complaints procedure within Caerphilly County.

Head teacher Mr Jones

Acknowledgement to complaint 1-2 working days

Investigate 5-10 working days

Report to Chair of Governors

Acknowledge 1-2 working days. Investigate 5-10 working days

Complaints Panel

Listen to complaint within 10 working days of notification of complaints

Complainant + 1 invited

L.E.A. Complaints Officer

Acknowledge complaint 4 working days. Investigate 28 working days

Appeal to Chief Executive

28 working days

Ombudsman

21 working days

Thank you for your continued support this year.

Mrs K Lewis -Chair to Governors of Plasyfelin primary School.