

Plas-y-felin Primary School

Ysgol Gynradd Plas-y-felin



Annual Report of the Governors to
Parents
2022/23

(Report for Academic Year September 2022-July 2023)

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

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Parent Governors

Mrs S West

Mrs Jennings

Mr G Davies

Mrs H Thomas

Mrs E Williams

LEA Nominated Governors

Mr D Jones

Cllr S Cook

Cllr G Ead

H Atwood

Co-opted Governors

Mrs R Lowe

Mrs S Brown

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, Buildings and Curriculum- (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. The continued success of the school is due to the professionalism and dedication of 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 2022/23 was 302. These numbers have fluctuated during the year with additional Ukraine 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

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 nearly 200 pupils having school dinners.

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 2022/23, 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 - £113.075 PDG £118,450 from March 2022 to March 2023- 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 2022/23

Autumn Term 2022	
Term starts	5 th September
INSET	28 th October
Half term starts	31 st October
Half term ends	4 th November
INSET	23 rd December
Term ends	22 nd December
Spring Term 2023	
Term starts	9 th January
Half term starts	20 th February
Half term ends	24 th February
INSET	31 st March
Term ends	31 st March
Summer Term 2023	
Term starts	17 th April
Closed for May Day	1 st May
Bank Holiday	8 th May
Inset	25 th May
Inset	26 th May
Half term starts	29 th May
Half term ends	2 nd June
Term ends	23 rd July

Spring/Summer 2023 staff INSET days to be arranged in the Autumn Term once providers have been secured.

Monitoring from LEA and EAS

Our EAS Challenge Advisor contacts the school several times a term via teams and in person meetings to review and monitor the school in all areas. Mrs P Brookman then

reports back to the Governing Body at the end of the year on progress against targets. Some of the areas looked at:

- Standard and Quality of Schools development planning
- Progress towards and within the New Curriculum
- Learning Walks
- Listening to pupils(pupil Voice)
- School Self-Evaluation process
- Safeguarding
- Book reviews
- Governors meeting

School Development Evaluation 2022/23

SDP update – Summer Term – Change over to New SDP 2023

Area for Development **Green Achieved** **Yellow Partial Achievement**
Red still ongoing

Target 1– Curriculum Reform, Well Being Lead and ALN reform

Area 2 To develop procedures improve pupils' well-being.

- Curriculum planning with all AOLES leads responsible and planning the curriculum for Plasyfelin. James Kent attended to work with 6 AOLE leads and LNF/DCF leads. Plasyfelin school curriculum is on track with its development. Links with Cluster Networks, Plasyfelin hosts these meetings. AOLE attend EAS network meetings.
- Planned network meetings curriculum development with St Martins cluster Summer 2023. This target will continue into the next SDP **Green Curriculum Reform is fully on track with the cluster partnership work. This work will appear in the next SDP**
- SAP/THRIVE and ELSA all fully functioning part of the cluster plan St Martins. **Green**
- Family links through WEB SITE and google classroom/Seesaw have again all been established, parents evening well attended at 89%- some no shows and rearranged appointments- those who didn't book 6% are being contacted. Summer written reports in July **Green**
- **Stake holders questionnaire to go out in June- This will appear in next SDP**

Area for improvement: English

Target 2 : Area 1 To further raise attainment in LLC/ English. Sentence structure and Reading – Oxford Owl re engagement.

- Allan Peat structure is being seen in books, second book look by EAS Sally Speed and Phill Brookman- **Green- continue to develop differentiation- This will continue into next SDP**
- LA/EAS getting to know school, book look in summer term, listening to learners, will feature in next SDP- **Yellow**
- Engagement of Oxford Owl year 1 and 2- **Green**

Area for Improvement: Mathematics

Target 3 Area 1 To further raise attainment in mathematics to improve reasoning skills through investigative outdoor maths and numeracy skills through the school.

- **Outdoor Maths developing – Mr Seamons taking staff meeting to develop deeper understanding PL for staff.**

Book look Spring 2023 and learning walk. **Green- good and where there may be a weakness this will be addressed by the coordinator.**

Target 4: Area 2 assessment procedures INCERTS- Taith 360 introduce and access training- move to Corner stones for planning tool Summer 2023. Continuation of DCF scheme New Planning linking to New curriculum development changes.

- Taith 360 is embedded as a planning tool linked to progression steps. **Green**
- DCF tracking tool through HwB-. **Green all staff using it.**
- Cornerstones as a resource tool is being introduced to supplement all the teaching resources used. **Yellow**

Area for Improvement: Buildings/Resources and Provision - Health and Safety Covid Ready

Target 5: Area 2 To enhance school environment and further develop outdoor learning

To review provision and quality of resources across the school

- New School progress with LA and Governors monitor progress and time scale £9 million has been agreed

Yvette Simmonite is Lead Designer on the project and should start to generate some plans towards February 2023- New Build should be finished now Summer 2025 and not 2024. – Yellow,

maintenance of Plasfelin will need to continue for another year.

Lead design has now changed and being sourced out to 3rd party.

Cllr Governors to update

Indication the school will start to be built from January 2024

- STEM- Science/ Music room development **Lead Mr Jones**
Installation Mr Garcia- IT room to now be changed to STEM and STEM room to remain as music room. **Green**
- Furniture for C2, C3, C9- **Green Achieved**
- Paint doors and Pandy areas juniors Mr Garcia-£600 **Green Achieved**
- Refurbish staff room exterior-£1000 **Green Achieved**
- Paint and referb staff toilets infant block – Mr Garcia **Green Achieved**
- Garden equipment -£300 **Green Achieved grant fund also from Morrison's of £100**
- Bark for play areas £500- Spring 2023 **Green Achieved**
- Front door electrics replaced -£1000-**Yellow replaced but failed again.**
Still waiting for the part to be fixed.
Issues with phone lines and connections difficulty in fixing it.

SDP this year will come in line with Financial year- running April to April. This will allow staff contracts and budget to be tracked through SDP, rather than bridge two financial years.

Special Needs Provision

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 ALENCo'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 disable 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.

Exclusion of Pupils

Three exclusion 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 venerable 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 Cenydds 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.

2023- Science/STEM after school club will be run by St Cenydd A level Science students.

Parental Involvement Meetings

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

Parents work shops and activity afternoons are making a come back following restrictions. Reception had a great themed afternoon for parents related to dinosaurs as an example.

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 12 different after school clubs this year and entered many sporting competitions.

Clubs run from 3:10- 4pm and are mainly free.

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 each year.

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.

1. A rolling programme of decoration of class rooms and communal areas.
 2. Continue to develop the grounds with hard landscaping and play/adventure areas.
- New school is anticipated to be starting to be built in the summer of 2024- completed by Spring 2026 at a cost of £14.5 million pounds.

Illegal entries/vandalism

No significant problems this year to the building.

Financial outturn - Expenditure 2022/23

2022/23 Expenditure	Outturn Budget £
Employees	820,084
Premises related costs	125,775
Supplies and Services	39,372
Service Levels Agreements	21,280
Total Expenditure	1,240,496
Income	97,938
Net Expenditure	1,142,558
Contingency	92,888
Total	1,235,445

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