

Parc Lewis Primary School. Governor's Annual Report to Parents 2017- 2018



Dear Parents, Guardians & Carers,

This is a full report of the steps taken by the Governing Body in discharging its functions since the last report was published. This report covers the academic year September 2017 to July 2018. If you have any questions, please contact Mr Michael Lewis, Chair of Governors via the school office.

| Name | Category of Governor | Appointed By | Retirement Date |
|-------------------------------|-------------------------------|-----------------------|------------------------|
| Mr Geoff Herbert - Vice Chair | Community Member | Governing Body | 20.06.2020 |
| Mr Alun Davies | Community Member | Governing Body | 26.11.2022 |
| Mr Alan Minton | Community Member | Governing Body | 04.11.2021 |
| Mr Michael Lewis - Chair | Local Authority Member | LA Committee | 15.01.2022 |
| Mr Graeme Jones | Local Authority Member | LA Committee | 17.07.2022 |
| Mr Stephen Powderhill | Local Authority Member | LA Committee | 04.01.2021 |
| Vacancy | Minor Authority | | |
| Ms Lynn Murphy | Parent Member | Parent Ballot | 15.06.2019 |
| Mr Stanley Adekola | Parent Member | Parent Ballot | 30.09.2022 |
| Mrs Amanda Hall | Parent Member | Parent Ballot | 21.09.2019 |
| Mrs Gemma Webber | Parent Member | Parent Ballot | 21.09.2022 |
| Mrs Sian Perry | Member | Support Staff | 13.08.2019 |
| Mrs R Goddard | Member | Teaching Staff | 17/09.2021 |
| Mr A.W. Roberts | Headteacher | | |

The Clerk to the Governing Body is:

Kylie Lewis.
School Organisation & Governance Unit.
Ty Trevithick, Abercynon, Mountain Ash.
CF45 4UQ.
Tel: 01443 744178

Election of Parent Governors

The next election is due to take place in June 2019. However, if any Parent Governor resigns before this date, arrangements will be made for an election to be held at the appropriate time.

The Chairperson of the Governing Body is:

Mr. Geoff Herbert – contactable through the school address.

Resolutions

As no meeting has been held or been called between parents and Governors in the past year, no resolutions have been passed.

Teaching Staff

Senior Leadership Team (SLT)

Mr. A. Roberts – Headteacher
Mrs. C Hughes – Deputy Headteacher
Mrs R. Goddard – Senior Leader
Mrs K John – Senior Leader
Mrs L Long – FP Leader

| Class | Teacher | Age Group Mix |
|--------------------|----------------|----------------------|
| Early Years | Mrs L Long | Nursery/Reception |
| Year 1 | Miss A Allen | Yr. 1 |
| Year 2 | Mrs M Henshaw | Yr. 2 |
| Year 3 | Mrs B Gogherty | Yr. 3 |
| Year 3/4 | Mrs C Hughes | Yr. 3/4 |
| Year 4 | Mrs K John | Yr. 4 |
| Year 5 | Miss O'Connell | Yr. 5 |
| Year 6 | Mrs R Goddard | Yr. 6 |

Parents Meetings

Under the School Standards and Organisation (Wales) Act 2013 (the Act) the governing body is no longer required (as a matter of course) to hold, or offer to hold, a meeting for the purpose of discussing this report.

However, it does enable parents to meet with governors up to a maximum of three times a year, in order to discuss whole school matters (not just the report), should they wish to.

In line with the terms of the Act, such a meeting will be held if the following conditions are met;

- A petition (requesting that a meeting be held) is received by the governing body.
- The petition must contain the signatures of ten percent of the parents/carers of registered pupils at the school or the signatures of thirty parents/carers of registered pupils (whichever is the lower).
- The petition must state the reason for the calling of the meeting. It will be for the governing body to determine whether the reason is valid.
- The meeting must be for the purpose of discussing a matter relating to the school (not individuals).
- Parents/carers may request no more than three meetings during the school year in which the petition is received.
- There must be sufficient time remaining in the school year for the meeting to be held in line with the requirements of the Act.

Should a meeting be held it will be open to all parents/carers of registered pupils at the school, the Headteacher and other persons invited by the governing body.

In the event that a meeting is held and should you wish to raise any relevant business at the meeting the governors would be grateful if you would advise them in advance by telephone to the Headteacher (01443 486836) or email (admin.parclewisprimary@rctcbc.gov.uk) in order that a reply may be given.

Should you have any queries on this matter please do not hesitate to Mr Geoff Herbert, Chair of

Term Dates for 2018 - 2019

AUTUMN TERM - 03.09.18 to 21.12.18 / Half Term 29.10.18 to 02.11.18

SPRING TERM - 07.01.19 to 12.04.19 / Half Term 25.02.19 to 01.03.19

SUMMER TERM - 29.04.19 to 22.07.19 / Half Term 27.05.19 to 31.05.19

INSET Days; 03/09/18; 07/01/19; 22/02/19; 22/07/19 & 1 other at school discretion

Financial statement for 2017/2018

| <u>Employee Costs</u> | <u>Total Spent</u> |
|--|--------------------|
| Teachers (including Headteacher/Supply/Reading Support) | £616,225 |
| Manual Workers (Caretaker/Supervisory Assistants/Cleaners) | £74,517 |
| <u>Premises Related</u> | £77,603 |
| <u>Supplies, Services And Other Expenses</u> | £107,184 |
| <u>Miscellaneous</u> | £440 |
| TOTAL: | £875,969 |
| <u>Income</u> | £727,788 |
| Miscellaneous | £174,567 |
| TOTAL: | £902,355 |

Attendance

Absence from school has been shown to be a contributing factor in low pupil achievement, so as you are aware, the Welsh Government and the Local Authority are working with schools and parents/guardians to improve attendance.

During academic year 2017/18 the school had some of its best academic data. The school can only continue to achieve improvement by the continued full support of parents. The next table shows pupils' attendance figures from September 2017 to end of July 2018 for the whole school.

| | Target | Attendance | Authorised Absence | Unauthorised Absence | Overall |
|----------------|---------------|-------------------|---------------------------|-----------------------------|----------------|
| Autumn '17 (1) | 94.5% | 94.1% | 3.7% | 2.9% | 93.6% |
| Autumn '17 (2) | | 93.0% | | | |
| Spring '18 (1) | | 93.6% | | | |
| Spring '18 (2) | | 93.8% | | | |
| Summer '18 (1) | | 95.1% | | | |
| Summer '18 (2) | | 92.3% | | | |

The school will continue to follow LA guidelines for the monitoring of pupil attendance, this includes the 'not authorising' approach to holidays in term time. The school brochure informs parents of the need to ensure that children attend school regularly in line with the school Attendance Policy. Parents need to inform school on the first day of absence as to the reason for the absence or be recorded as 'unauthorised'. 10 unauthorised absences in any term will lead to the issuing of a 'Warning of Fixed Penalty Notice'. Attendance is then monitored for a 3 week period with the

possibility of a fine if any more unauthorised absences are recorded. Holidays are recorded as unauthorised unless they fit into special criteria. Medical appointments need to be followed up with the appointment card.

School Performance Data

The tables below show the results of the pupils' performance at the end of the Foundation Phase (Y2) and the end of the Key Stage 2 assessments (Y6). The school and the Governing Body are very pleased with the progress made by all learners.

End of Foundation Phase Results 2017

Percent of Pupils achieving Outcome 5+ (Expected Level)

| Area of Learning | School | Local Authority | All Wales |
|--|---------------|------------------------|------------------|
| Language, Literacy & Communication | 93.75 | 82.36 | 84.05 |
| Mathematical Development | 93.75 | 85.56 | 86.56 |
| Personal & Social Development, Well- being & Cultural Diversity | 100 | 92.12 | 93.40 |
| FP Indicator - to achieve the FPI pupils need to get at least Outcome 5 in all core subjects | 90.63 | 81.28 | 82.58 |

At this School; 1 child = approximately 3.1%

Outcome 5 is the expected Outcome for pupils at the end of Y2.

End of Key Stage Two Results 2017

Percent of Pupils achieving Level 4+ (Expected Level)

| Area of Learning | School | Local Authority | All Wales |
|--|---------------|------------------------|------------------|
| English | 100 | 90.90 | 91.07 |
| Maths | 93.10 | 91.42 | 91.82 |
| Science | 96.55 | 91.45 | 92.07 |
| Core Subject Indicator – to achieve the CSI pupils need to get at least Level 4 in all core subjects | 93.10 | 89.27 | 89.50 |

At this School; 1 child = approximately 3.6%

Level 4 is the expected Level for pupils at the end of Y6.

Parents are always welcome to discuss individual pupils' progress with their class teacher at Parent Evenings or by appointment at any other time.

School Prospectus

The School Prospectus is reviewed annually to include any changes required by the Welsh Government or other related bodies. A copy of the prospectus is generally issued to parents whose children are starting school for the first time or available on request from the school office.

Admission/Transition Arrangements

The County Borough Council is the Admissions Authority for all schools (other than Church schools where the school's governing body is the admissions authority) within the Authority's boundary. Therefore, Parc Lewis' admission arrangements are operated in line with the Authority's policy on school admissions which is contained in the publication 'Starting School'. This book is made available to parents at the point of their application for their child's admission to school. The contents of this book can also be accessed online on the Authority's website.

Pupils usually remain in the school until they complete Yr 6 & then transfer to secondary school. This school is a feeder school for Hawthorn High School; however, pupils may apply to attend any

secondary school they choose subject to compliance with the Authority's admissions policy.

Foundation Phase Curriculum

Our school follows the Foundation Phase Framework and combines high standards with a broad and rich curriculum. There are seven areas of learning:

| | |
|--|----------------------------|
| Personal & Social Development | Creative Development |
| Language, Literacy & Communication | Physical Development |
| Mathematical Development | Welsh Language Development |
| Knowledge & Understanding of the World | |

We plan our learning activities using themes which provide exciting, hands on curriculum relevant to today's world. Our staff plan carefully to ensure there is continuity, progression, challenge and support as learning is a journey and children acquire knowledge at varying speeds. We teach according to the stage of development of a child enabling them to achieve their potential.

Learning takes place indoors and outdoors and we work hard to create a vibrant, inviting and stimulating learning environment.

Currently we are working on developing Pupil Voice within the phase. Children are given the opportunity to suggest what they would like to learn more about within both focus and enhanced provision.

Special Educational Needs

At Parc Lewis Primary all children are valued equally regardless of their abilities, aptitudes, interests and behaviour. Each child is entitled to a differentiated curriculum. However, some children may experience considerable difficulties in learning at some stage of their school life and those children have additional learning needs (ALN). All children's progress is assessed and monitored throughout their school life and if additional needs arise an individual education programme (IEP) is created. If necessary, there will be liaison with the Educational Psychologist or other agencies. Parents are consulted throughout all stages and encouraged to work with the school and ALNCO's, Mrs Goddard/Mrs Hughes, to achieve the best outcome for their child.

School Development Plan

Governors are responsible for drawing up (in conjunction with staff) the School Development Plan. The plan identifies the direction the school will take, over a three year period, in delivering the curriculum. The plan is regularly monitored and revised to take account of progress made and any changes to curriculum requirements.

The School Development Plan for the 2017/18 academic year was approved by Governors and was implemented by the staff. The targets set include short, medium and long-term aims. These were:

- 1) Raise the profile of Mathematics throughout the school by introducing a newer interactive curriculum.
- 2) To continue to improve pupils' writing skills, in particular boys writing, and raise standards of writing throughout the school.
- 3) To further improve pupil wellbeing through specific targeted support.
- 4) To continue to improve attendance
- 5) To continue to develop the new curriculum

The Headteacher provides governors with updates on the progress made against the targets at each termly meeting of the full governing body allowing governors to monitor & review the progress

on the plan on a regular basis. Information on current targets & progress is available on request.

Review of School Policies

The school has over 60 Policy documents covering both curriculum and non-subject areas including attendance, behaviour and complaints. Policies are reviewed on an annual basis and copies are available from the school office on request.

Access for Disabled Pupils

The governing body is mindful of the requirements of the Disability Discrimination Act (DDA) 1995 and The Special Needs and Disability Act (SENDA) 2005 in drawing up the School Development Plan/Post Inspection Action Plan, and the day to day operation of the whole site.

The school is committed to ensuring that all pupils are able to participate in the school curriculum and (where they wish) in activities such as after school clubs, leisure/sporting events and educational visits. All aspects of accessibility, including access to written information are included in the planning process.

The Authority has in place an Accessibility Strategy and in line with this strategy has had an audit of the school site undertaken, as part of an Authority wide brief, to identify any potential barriers and (ultimately) improve access to the school.

Language

This school is an English medium school, lessons and other school activities are communicated through the medium of English. Groups of children work with the other cluster schools to write a magazine for all pupils. This has proved extremely successful.

The use of the Welsh language is promoted by the use of incidental Welsh with all pupils throughout the school day. Welsh is also taught as a second language in each class on a daily basis.

At Foundation Phase age the children are expected to be able to communicate using simple Welsh sentences. In KS2 children will build on their earlier learning and be expected to also read and write basic Welsh sentences.

School holds its own Eisteddfod every year and Y6 pupils attend a residential at the Welsh language activity centre at Llangrannog during May.

Pupils for whom English is a second language are catered for according to their needs with input from appropriate personnel.

Fabric of the building

Staff and governors keep a watchful eye on the school site to ensure that it is fit for purpose and safe for staff and pupils alike. The staff and governors' Health and Safety committees meet regularly to discuss and resolve any issues.

The toilet facilities at the school are of an appropriate number and size to meet the needs of the pupils, in line with a directive from the health sector. The school is cleaned daily by staff specifically employed for the purpose. Cleaning is subject to monitoring by the Local Authority to ensure a high standard of cleanliness is maintained.

Members of the School Council undertake a termly review of these facilities and provide the Headteacher with details of any concerns or requests for improvements.

All rooms are now fitted with energy efficient lighting and the KS2 library has been modernised. A new colourful, soft surface has been laid in the nursery outdoor classroom and static play equipment installed.

Healthy eating

We encourage all children and staff at Parc Lewis to make healthy food choices throughout the school day. Our catering staff ensure that the menus provided at lunchtime are always nutritious and well-balanced. Our catering staff are experienced and receive regular training to keep up to date with regulations and innovations in providing healthy options that will appeal to pupils. Staff also cater for the various dietary requirements of individual pupils.

In the classrooms, we offer only fruit for snacks and milk or water to drink. The children are not offered fizzy or high calorie squashes, cake (except on special occasions) or biscuits during the school day. Our aim is to promote healthy eating for children to grow to become healthy eating adults. Please help us to achieve this by sending only healthy snacks and drinks to school.

Pupils are taught about the benefits of healthy eating through a variety of strategies including incorporating it into elements of learning such and, through the growing of produce in the school grounds. This produce is used by the pupils in their lessons.

In line with the RCT fitness focus, which is designed to help pupils to establish and maintain life-long active lifestyles and ensure that physical activity becomes a common thread of best practice through the curriculum, school environment and community links, pupils are given a variety of opportunities to put this into practice. This includes: swimming, rugby, basketball, athletics, tennis, and after school clubs.

Community Focused Schools

A community-focused school is one that: 'provides a range of services and activities', often beyond the school day, to help meet the needs of its pupils, their families and the wider community. Across Wales many schools already provide some community services including adult education, study support, ICT facilities and community sports programmes.

The school offers many after school clubs including ICT and cooking for both parents and children. The School was recently awarded a prize for work completed by junior children on local history involving parental support. We regularly work with Tesco Superstore and they release staff to work in school. At Harvest, the school organised a donation of food to the Rhydyfelyn Foodbank from parents and children. Police Community Officers are regularly in school to carry out programmed lessons along with Arriva Trains and the Fire service.

Parc Lewis now offers a Breakfast Club for up to 50 children from 8.10 am. Doors close at 8.30am promptly.

Our FOPS (Friends of Parc Lewis) work hard within the community organising events for our children including Summer and Christmas Fairs and end of term discos and parties for pupils.

Sporting Aims and Achievements

The school takes part in numerous sporting activities throughout the year including football, rugby, athletics and netball. A number of students from the University of South Wales have supported school in helping with after school clubs. In the spring and summer terms P.E. is further enhanced with the visits from dance instructors, Cricket Wales, Tae Kwon Do and golf instructors. We also are keen to try new sports such as 'Dance Football' for girls.