

You will find us on the new  
NPICBC Learning Gateway at:  
[www.npted.org/schools/primary](http://www.npted.org/schools/primary)



# COED HIRWAUN PRIMARY

Governor's  
Annual Report to Parents  
2019-2020

**Tu fewn/Inside this issue:**

**Governing Body Members 1**

**Staffing Structure 2**

**Word from the Chair 3**

**What have been our successes 4**  
*Welsh Siarter*  
*ECO Platinum Award*

**Assessment Results 5**

**Targets Achieved/Priorities 6**  
next year

**What have the Governors been 7**  
doing

**Additional Learning Needs/ 8**  
Special Acknowledgements

**Sporting Aims and 9**  
Achievements

**Facts & Figures/ 10**  
Attendance Figures

**Anti-Bullying/Healthy 11**  
Schools/Toilet Provision

**Freedom of Information/ 12**  
School Holidays/Term dates



# WHO IS ON THE GOVERNING BODY

## Chair of Governors

**Mr. Ken Robbins**  
Term as Chair 2015

21 Ffordd Derwen  
Margam  
Port Talbot  
SA13 2TX

## Headteacher

**Mrs. Helen Booth**  
Term of Office 2015

Coed Hirwaun Primary  
Cwrt y Carw  
Margam  
PORT TALBOT

The Governing Body and the Headteacher share responsibility for the strategic management of the school, acting within the framework set by national legislation and by policies of the Local Authority (LA).

While the LA is the employer of staff, the Governing Body and Headteacher have separate and particular responsibilities for the selection and management of staff. The internal management of the school is the responsibility of the Headteacher.

The full Governing Body meets at least once a term, usually more frequently with additional sub-committee meetings to discuss specific issues. Sub-committees report back to the full Governing Body for ratification.

The minutes of Governing Body meetings are available from the office upon request.

## LEA Governors

**Mr. Ken Robbins**  
Term of Office 2015

**Cllr. Robert Jones**  
Term of Office 2015

**Mrs. Bev Bolton**  
Term of Office 2015

## Staff Governors

**Mr. R. James**  
Term of Office 2018-2022

**Vacancy**  
Term of Office

## Clerk to Governing Body

**Mrs. Tracy Morgans**  
Term of Office 2002

Coed Hirwaun Primary  
Cwrt y Carw  
Margam  
PORT TALBOT

## Parent Governors

**Mr. S. Howe**  
Term of Office 2017-2021

**Mrs. H. Griffiths**  
Term of Office 2017-2021

**Mr. D. Thomson**  
Term of Office 2018-2022

**Vacancy**  
Term of Office

## Community Governors

**Father E. Owen**  
Term of Office 2017-2021

**Mr. E. Ough**  
Term of Office 2018-2022

**Mrs. E. Jones**  
Term of Office 2015-2019

## Deputy Headteacher

**Mrs. Lisa Comley**  
Term of Office—Observer

PORT TALBOT

# Staffing Structure

HEADTEACHER  
DEPUTY HEADTEACHER

Helen Booth  
Lisa Comley

## Senior Leadership Team (SLT)

HEADTEACHER  
DEPUTY HEADTEACHER  
TEACHER/SENCo

Helen Booth  
Lisa Comley  
Nichola Lewis

## Teaching Staff Key Stage 2

DEPUTY  
HEADTEACHER/  
TEACHER  
TEACHER  
TEACHER  
TEACHER

Lisa Comley Year 6  
Ffion Lewis Year 5  
Rhidian James Year 4  
Jason Rees Year 3

## Teaching Staff Foundation Phase



SENCo/  
TEACHER  
TEACHER  
TEACHER  
TEACHER

Nichola Lewis  
Richard Shepherd  
Stephanie Hanover  
Chloe Dennis

Year 2  
Year 1  
Reception  
Nursery

## Support Staff



TEACHING ASSISTANT  
TEACHING ASSISTANT

Ann Boyce  
Tracey  
McCallion-Davies  
Ashley Burnage  
Mandy Carter  
Kelsey Williams

TEACHING ASSISTANT  
TEACHING ASSISTANT  
TEACHING ASSISTANT

## Support Staff

ADMINISTRATIVE ASSISTANT Tracy Morgans

SITE MANAGER

Glenn Morgans

## Catering



COOK  
COOKS ASSISTANT

Zara Ace  
tba

## Lunchtime Supervisors

Amanda Carter/Ann Boyce/  
Tracey McCallion-Davies/ Kelsey Williams

## Breakfast Club Staff

Claire Shepherd/Juliette Buckley/  
Ann Boyce/Amanda Carter



## Word from the Chairman

It gives me great pleasure to once again introduce the annual report from the Governing body. Within this report you will find a breakdown of many of the key statistics and achievements of the school over the last twelve months.

As always in education, nothing ever stays the same and the Headteacher and her staff have been very focussed on the introduction of the new curriculum. The statistics within the report once again highlights the progress that the school continues to make and this is due in no small part to the dedication of Mrs Booth and her team. I am certain that you will all join me in thanking them for all their efforts.

In addition to the termly governor's meeting each member of the governing body sits on one or more committees, concerning such aspects of school life as finance, health & safety and curriculum. They do this freely in their own time and I would like to thank them all for their dedication and hard work throughout the year.

Coed Hirwaun has always been proud of its links with the local community and continues to work closely with local groups such as the CHCA. I would especially like to praise the work of the PTFA who continue to raise money for the school, all of these funds going directly to assist the education of all pupils.

The success of Coed Hirwaun Primary school is based upon the excellent partnership between staff and parents. Together we can have confidence in the future of our children's education.

Mr. K. Robbins  
Chairman of Governors

### Healthiest Lunch Box Initiative a big success



What have been  
our successes this



## WELSH SIARTER—Bronze Award

Coed Hirwaun school has been a part of the Cymraeg Campus language charter for the past 2 years. The Welsh co-ordinator set up a Criw Cymraeg that would have the responsibility to promote the Welsh language around the school. Baseline data from the questionnaire showed that pupils already had a relatively positive attitude towards learning Welsh and there were many areas within the siarter that would help improve this further. The use of Welsh beyond the confines of the classroom was one area that was highlighted for development. Therefore, the Welsh Co-ordinator and Criw set out to introduce Yard games for the pupils to play at break time and also make Links with the URDD that involved sporting events and competing in the URDD Eisteddfod.

The Siarter Iaith has resulted in the Welsh language having a raised profile in Ysgol Gynradd Coed Hirwaun. It has had a positive impact on the attitudes of both pupils and staff towards the Welsh language. Welsh is now viewed as a normal and natural part of school life with pupils openly expressing a responsibility towards protecting their language.

The school has succeeded in meeting the success criteria for each target in the bronze award this year and after a lot of work from staff and pupils, they have successfully achieved the bronze award.

Miss Ffion Lewis  
Teacher



## ECO Platinum Award

### Summary

On 12<sup>th</sup> June 2019 the School was assessed by Mr. Matthew Blunt, ECO Schools Office for the ECO Platinum award. Through the hard work and commitment of the school, staff and pupils, Coed Hirwaun Primary were awarded Platinum status. This is a fantastic achievement for the school community as a whole. Some of the highlights from the Report are as follows:

- ◆ Brilliant presentation and tour led by an enthusiastic, dedicated and knowledgeable Eco-team.
- ◆ Great school grounds for wildlife, play and education. Loved the wildflower area.
- ◆ Excellent examples of curriculum based data handling throughout all the topic areas.
- ◆ Analysis of this data in place used to steer Eco Action Plan.
- ◆ Loved the eye catching Platinum display.
- ◆ Fantastic to see wider community involvement like the Ground Force Day – great idea.

Mrs. Lisa Comley  
Deputy Headteacher



## Foundation Phase Teacher Assessment Results 2018-2019

Percentage of pupils achieving Level 2 or above

TA – Teacher Assessment

SUBJECT	SCHOOL	LEA	WALES
ENGLISH TA% (Teacher Assessment)			
TOTAL	95%	68%	TBR
MATHS TA% (Teacher Assessment)			
TOTAL	95%	68%	TBR
PSD TA% (Teacher Assessment)			
TOTAL	95%	86%	TBR

Number of boys eligible for Assessment	12
Number of girls eligible for Assessment	7
Number of pupils eligible for Assessment	19



## Key Stage 2 Teacher Assessment Results 2018-2019

Percentage of pupils achieving Level 4 or above

TA – Teacher Assessment

SUBJECT	SCHOOL	LEA	WALES
ENGLISH TA% (Teacher Assessment)			
TOTAL	100%	82%	TBR
MATHS TA% (Teacher Assessment)			
TOTAL	100%	85%	TBR
SCIENCE TA% (Teacher Assessment)			
TOTAL	100%	89%	TBR

Number of boys eligible for Assessment	10
Number of girls eligible for Assessment	12
Number of pupils eligible for Assessment	22



# Targets...

## Targets Achieved for 2018-2019

- Action 1:** SDP Objective 1: to continue to improve standards in reading in the Foundation Phase
- Action 2:** SDP Objective 2: to improve standards in spelling particularly in the Foundation Phase
- Action 3:** SDP Objective 3: to raise attainment and improve the wellbeing through Growth Mindset



## Priorities this year ...



- SDP Objective 1:** to improve pupils' Oracy skills particularly linked to opinions, discussions and debate (collaboration and discussion)
- SDP Objective 2:** to develop pupils' Expressive skills to reflect the requirements of the Curriculum for Wales
- SDP Objective 3:** to improve pupils' design and technology skills to reflect the requirements of the Curriculum for Wales



Dyfarniad sy'n Siarad  
Cymraeg  
Welsh Speaking Award



## What have the Governors been doing?

Governors are responsible for the effective management of the school, working with the Headteacher and her senior team, within guidelines set by the Welsh Government and the Local Education Authority. This objective is obtained by the operation of various sub-committees of the main Governing body covering such areas as Finance, Curriculum, Personnel matters such as the appointment of new staff and Premises including Health and Safety.

Each member of the governing body sits on one or more of these sub-committees which report back to the main governor's meetings. These generally take place on a termly basis unless events dictate a change to this time table. The Chair and Vice-Chair being elected at the first meeting of the Autumn term, at which the composition of the various committees is also decided.

The School Development Plan is drawn up each year by the Headteacher and her staff in conjunction with the governors and it is this document that is used to monitor progress towards the school objectives. This is achieved by the analysis of data that is generated on a regular basis to ensure a continued improvement in achievements. The governors regularly attend training courses to allow them to complete these tasks effectively.

At Coed Hirwaun each governor has a particular subject area to which they are linked. Regular meetings with the member of staff responsible, allows them to more fully understand some of the issues involved. In addition, some governors have special responsibilities in the areas of Safeguarding, Special Needs and Attendance, an area that has grown in importance in recent years. ...

Your support is always appreciated'  
'THANK YOU ALL'

Ground Force Day  
Parents/Staff and Pupils  
working together to im-  
proev our school grounds



Platinum Award  
Eco-Schools  
Eco-Sgollon  
Gwobr Platinwm

# Additional Learning Needs



As the Additional Needs Coordinator for the school, I am responsible for identifying and monitoring the progress of our Additional Needs pupils. Mrs McMallion-Davies supports me in this role she is responsible for providing ALN pupils in both key stages with support, both in and out of the classroom. Intervention for pupils, ranges from specific reading and mathematics programmes to delivering recommended Speech and Language therapy and phonological programmes in Foundation Phase, and Emotional and Behavioural programmes assigned to groups of pupils for Key Stage 2. In addition, Mrs. McCallion-Davies has been trained to support pupils who require emotional support or who have experienced trauma. Mrs. McCallion-Davies with some of these interventions has been Mrs. Carter and Mrs. Boyce.

ALN training for staff is always a priority in our school. Last year Mr Rees has attended and is facilitating the use of 'precision teaching' in class for pupils requiring repetition of learning or who have difficulties with working memory. Mr. James has received training from the LA for Dyslexia and Specific Literacy Difficulties, as well as attending a 2 day 'Person Centred Planning' course. Miss Dennis who administers WELLCOM assessment in Nursery has completed training on the use of WELLCOMM materials and in addition has liaised with external agencies via attendance at WELLCOMM Forum meetings to discuss individual pupils with ALNs. Miss Hanover has attended ALN shadow co-ordinator training. Mrs Lewis has completed refresher training on Person Centred Planning for schools and has also attended all ALN Co-ordinator termly training meetings hosted by the LA.

In light of a new ALN and Education Tribunal Act 2018 and a new proposed ALN Code of Practice due in 2022, there has been internal awareness raising training for school staff delivered by the ALNCo. Staff have received training on the use of Person Centred Planning tools and how to produce One Page Profiles for pupils on the ALN register. These profiles will eventually become compulsory documents as part of the new Code of Practice for schools.

An information evening was also hosted in our school hall for Governors to attend. The ALNCo cluster group delivered a presentation on the impact of the new ALN Code on schools in NPT. A similar additional information evening for parents is planned for this academic year.

The school continues to work closely with external agencies for inclusion and is proud of the good working relationship that has been formed with advisory teams. So far, pupils, staff, and ALNCo have benefitted from valuable visits from: The Speech and Language Therapy Service, the Wellbeing Team, Educational Psychologist, the Hearing-Impaired Service and General Learning Difficulties Advisory Team. Our work with them has enabled the school to move forward and establish what we feel is a growing bank of provision for our pupils with Additional Learning Needs.

Mrs Lewis  
ALNCo

## ECO Initiative—Dragon Recycling Scheme



## Special Acknowledge-



**On behalf of the Governors I would like to thank the PTFA (Parent Teacher & Friends Association) for all their hard work and the monies that they have raised to support our school. This academic year they have organised a:**

**Halloween Disco/Valentine's Disco**

**In the last academic year the PTFA have provided us with money for: new PCs, helped with the cost of buses for school trips and new equipment for the outdoors.**

# Sporting Aims and achievements!



The school continues to aim to develop in its pupils a positive attitude towards sports and a healthy lifestyle, whilst promoting an enjoyment of the challenges and physical demands of all sporting activities. A carefully planned progressive Scheme of Work for both the Foundation Phase and Key Stage 2 for P.E. and Games include opportunities to develop skills in dance, gymnastics, athletics, problem solving, ball and invasion games.

During the past 12 months, the school has continued to offer a range of Dragon Sports after school clubs such as rugby, football, netball, cricket, short tennis and Summer Sports Club. We have also provided the opportunity for pupils to enjoy sessions from external providers for TAG Rugby, Cricket, Football, Scooter and Bike Safety session which have been attended by pupils of all ages and abilities. And the Year 5/6 pupils thoroughly enjoyed their 3 day residential visit to PGL Tregoyd House in the Brecon Beacons.

As a result of the very generous donations from the PTFA, the school was able to participate in several sporting festivals and tournaments during the previous academic year such as the rugby and netball Wizards League, Aberavon TAG rugby festival, Swansea City FC 6-a-side tournament, Hit the Surf, beach rugby, mountain biking and swimming. The school has also been able to purchase more outdoor equipment for provision during play-times such as football and netball posts.

“We loved playing in the Wizards League because it was great fun playing against loads of different teams and we nearly won the league in rugby and the cup in netball for the first time ever but finished second! And we feel we’ve improved loads since the start of the season!” – Year 6 pupils.

Coed Hirwaun Rugby Ream



Our Netball Team continues to shine



# Facts & Figures



<u>DELEGATED COSTS 2018/19</u>	<u>YTD-Actual</u>
TEACHERS SALARIES	410,837.75
SALARIES	114,338.42
WAGES	
OTHER EMPLOYEE EXPENSES	49.75
PREMISES	36,892.09
TRANSPORTATION	
SUPPLIES AND SERVICES	12,378.59
THIRD PARTY PAYMENTS	
SUPPORT SERVICES	78,252.94
GOVERNMENT GRANTS & CONTRIBUTIONS	<b>-76,951.32</b>
SALES	<b>-788.76</b>
FEES AND CHARGES INCOME	<b>-59,155.83</b>
RENTS	<b>-400.00</b>
INTERNAL RECHARGES	<b>-0.00</b>
INTEREST RECEIVED	
TRANSFERS	<b>-21,998.37</b>
<b>TOTAL</b>	<b>537,452.00</b>

<u>NON-DELEGATED COSTS</u>	
<u>2018/19</u>	<u>YTD-Actual</u>
TEACHERS SALARIES	5,397.00
OTHER EMPLOYEES	1,794.00
OTHER DIRECT COSTS	17,584.00
MISC INCOME	
CAPITAL CHARGES	56,705.00
CONTRIBUTIONS TO/ FROM RESERVES	21,998.00
<b>TOTAL</b>	<b>69,118.00</b>

*There are 365 days in a Year. Only 190 of them are School Days. 175 days off are due to weekends, INSET days and school holidays.*

## Attendance Figures

Term	Year	Year Group	% Att	% UA	% PUA
Summer	18	3	95.79	0	0.00
Autumn	18	3	96.22	0	0.00
Spring	19	3	95.53	0	0.00
Summer	19	3	92.07	0	0.00
Summer	18	4	95.65	0	0.00
Autumn	18	4	95.93	0	0.00
Spring	19	4	94.89	0	0.00
Summer	19	4	92.19	0	0.00
Summer	18	5	94.79	0	0.00
Autumn	18	5	94.19	0	0.00
Spring	19	5	96.68	0	0.00
Summer	19	5	96.42	0	0.00
Summer	18	6	96.35	0	0.00
Autumn	18	6	97.28	0	0.00
Spring	19	6	98.10	0	0.00
Summer	19	6	94.81	0	0.00

*Refer to numbers actually absent*

### PENALTY NOTICES

Welsh Government has instructed all Local Authorities to implement Penalty Notices under the Education (Penalty Notice) (Wales) Regulations 2013. The Local Authority believes that any absence from school, for whatever reason, is detrimental to a child's long term life opportunities, so should be avoided if at all possible. A Penalty Notice is an alternative to prosecution with the aim of seeking to secure an improvement in the child's attendance at school.

There is a legal requirement on the school to monitor attendance and punctuality levels. Where there is cause for concern the school will be proactive in trying to support and help families so that the pupils can maximise their attendance and opportunities to learn. The school is supported in this by the Education Welfare Officer, Mrs. Jayne Jones, who visits the school fortnightly to check the registers and liaise with the Headteacher. The school is given a target for attendance on an annual basis from the Local Authority. 2018-2019 our target was 96%. The school achieved 96.2%. This is 0.02% above the target set. We would like to thank our parents for helping us to achieve this by reducing the number of holidays taken during term time. Attendance information and the yearly percentage is included on the end of year school report. There are posters around the school which explain the significance of these percentages and outlining absence reporting procedures. We celebrate good attendance with our pupils on a regular basis.

# Anti-Bullying



Coed Hirwaun Primary School is committed to ensuring that bullying does not negatively impact upon the wellbeing and educational standards of the children who attend our school.

The anti-bullying policy has been updated to include sections on cyber bullying and to offer sources of support and relevant advice to parents, should they believe that their child is the victim of bullying.

The school is determined to ensure that Coed Hirwaun Primary is a supportive environment that has an open and transparent attitude to bullying and the measures that we are taking to eliminate it.



## How do we make sure our pupils are healthy, safe and well supported?

The development of healthy lifestyles is a high priority for our school. Coed Hirwaun has achieved Phase 5 of the Healthy Schools initiative and actively promotes healthy eating. A fruit snack is provided to all our pupils throughout the school. The fruit trolley is run by our Year 5 and 6 pupils during the morning break. All pupils have access to drinking water throughout the school day.

The children take part in a range of activities to ensure that they feel safe and staff and Governors receive annual Child Protection training. We have a comprehensive PSHE curriculum addressed through class sessions, assemblies and circle times. In school surveys our pupils report that they feel happy and safe at Coed Hirwaun Primary. The school has a robust safeguarding and child protection procedures, including safe recruitment.

## Provision of toilet

At Coed Hirwaun Primary School we provide sufficient toilets for the number of pupils on roll, including disabled toilets in both the Foundation Phase and KS2 areas. These toilets are cleaned on a daily basis.

## EQUAL OPPORTUNITIES

Coed Hirwaun Primary School operates an Equal Opportunity Policy for all its Pupils and Staff. The School is suitable for disabled pupils, having appropriate access and facilities. The school is currently in the process of updating its Access Ability Plan and Equality Statement.

## FREEDOM OF INFORMATION ACT

The Freedom of Information Act requires publicly funded bodies, including schools, to be clear about the information they publish. Documents required to be made available by regulations, may be inspected and, where appropriate, copied at the School during School hours, by arrangement with the Headteacher.

### COED HIRWAUN PRIMARY SCHOOL

Cwrt y Carw, Coed Hirwaun, Margam,  
PORT TALBOT  
SA13 2TS

Tel: 01656 747830

e-mail: [coedhirwaunprimary@npt.school](mailto:coedhirwaunprimary@npt.school)

**Headteacher:** Mrs. Helen Booth

**Chairman of Governors:** Mr. Ken Robbins

**Clerk to Governors:** Mrs. Tracy Morgans



If you have any queries or concerns regarding school life or your child's education or welfare, please do not hesitate to come and speak to me about it. I will always endeavour to make sure I can meet with you to discuss any issues you may have.

**MRS. HELEN BOOTH**  
Headteacher



## School Terms 2019-2020

### Autumn Term 2019

(Monday 2nd September)

To

Friday 20th December

### Spring Term 2020

Monday 6th January

To

Friday 3rd April

### Summer Term 2020

Monday 20th April

To

(Monday 20th July)

*Please refer to INSET Days Below*

### Half Term Holiday

Monday 28th October

To

Friday 1st November

### Half Term Holiday

Monday 17th February

To

Friday 21st February

### Half Term Holiday

Monday 25th May

To

Friday 29th May

Schools will close to pupils for INSET Days on five occasions between 2nd September 2019 and 20th July 2020.

All Schools will close on 8th May 2020.

Spring Bank Holiday is on 25th May 2020.



## INSET DAYS

2nd September 2019

3rd September 2019

6th January 2020

Two more INSET days to be arranged.



## SESSION TIMES

School begins at 08:50

Lunch Break is from 12:00 to 13:00

School Day ends at 15:20

Curricular Clubs Run From: 15:20 – 16:20 (unless otherwise indicated)