

The Federated Primary Schools of the Upper Afan Valley



**The Federated Primary Schools
of the
Upper Afan Valley**

Annual Report to Parents 2020

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Statement from the Chair of Governors

Dear Parent and Carers,

On behalf of the Governing Body of the Federated Primary Schools of the Upper Afan Valley I am pleased to present the Annual Report which summarises the actions taken by the Governing Body on your behalf over the last twelve months.

It has been a very tricky start to the academic year however we cannot praise staff and pupils enough for the superb work and positive attitude over the last few months.

We would also like to say a huge thank you to all parents for their support and for ensuring schools received updates on pupils' welfare since the first lockdown began in March 2020.

Pupil welfare and attainment remain the focus going forward. The primary schools continue to work together to ensure consistent practice in teaching, and learning is provided across the valley. The Federated Primary Schools ensure that pupils receive not only high standards of education but are prepared and confident in order to move on to their secondary phase of learning.

The Upper Afan Valley Primary Federation of schools is a very special place indeed, we need to continue to work together to ensure we have the very best provision in place for our primary aged children, especially during times of change whilst following WG Guidelines and Regulations.

I would like to thank all staff for their commitment to the Federation of Schools and pupils within the federation. Thanks also to the Governors for their hard work and dedication as volunteers. It is very much appreciated.

Yours sincerely,



Mrs Mairwen Goodridge
Chair of Governors

Federation Information

The Federated Primary Schools of the Upper Afan Valley are co-educational, county maintained community schools for pupils between the ages of 3-11. The Upper Afan Valley Federation of Schools are English medium schools, with Welsh being taught as a second language from nursery through to Key Stage 2. Bi-lingual working is used on a daily basis in teaching and is evident in pupils work.

Being part of the federation means that resources and best practice are being shared.

Mr. Rob Appleby is the Headteacher of the Primary Federation and is supported by the Senior Leadership team comprising of the following members of staff:

- | | | |
|-------------------------|--------------|-----------------------------|
| • Miss Rebecca Gierat - | Lead Learner | (Pen Afan Primary School) |
| • Mrs. Jayne Jones - | Lead Learner | (Glyncorrwg Primary School) |
| • Mrs. Vicky Quinn - | Lead Learner | (Cymer Afan Primary School) |
| • Mr. Chris Watson - | Lead Learner | (Croeserw Primary School) |

Operations of the Governing Body

It is the duty of the Governing Body to make decisions about how the Federation of Primary Schools is run. Governors have legal duties, powers and responsibilities as a body but cannot act individually.

The Governing body believes the aims of the school, as set out in the school prospectuses, should continue to be pursued, to ensure that all our pupils are entitled to the very best education and school experiences possible.

Under Section 94 of the Schools Standards Organisation (Wales) Act 2013 no parental meetings have been requested with the Governing Body in the last year.

The Chair of the Governing Body is Mrs Mairwen Goodridge.

The Clerk to the Governing Body is Mrs Karen John.

Information for the Chair of Governors or the Clerk should be addressed to Cymer Afan Primary School.

Membership of the Governing Body September 2020

Name	Category	Representing	Term of Office start / end	
Robert Appleby	HeadTeacher	Federation	Sept 2019	N/A
Mairwen Goodridge (Chair)	Community	Federation	10.09.2018	09.09.2022
Gareth John (Vice Chair)	Community	Federation	10.09.2018	09.09.2022
Jayne Coleman	Community	Federation	10.09.2018	09.09.2022
PCSO Chris Davies	Community	Federation	26.11.2019	25.11.2023
Nicola Davies	LEA	Federation	10.09.2018	09.09.2022
Cllr Scott Jones	LEA	Federation	10.09.2018	09.09.2022
Barbara Trahar	LEA	Federation	10.09.2018	09.09.2022
Cllr Jane Jones	LEA	Federation	10.09.2018	09.09.2022
Mr. Chris Watson	Teacher	Federation	10.09.2018	09.09.2022
Leanne Gray	Non-Teaching	Federation	10.09.2018	09.09.2022
Rod McIntyre	Parent	Federation Pen Afan	10.09.2018	09.09.2022
Kimberley Brunt	Parent	Federation Croeserw	10.09.2018	09.09.2022
Nadia Bodgan	Parent	Federation Glyncorrwg	10.09.2018	09.09.2022
Gemma Down	Parent	Federation Cymer	10.09.2018	09.09.2022

The Federated Primary Schools' Governing Body is made up of 15 Governors. We currently have full membership.

If anyone is interested in becoming a governor in the future please contact the Clerk to Governors, Karen John on 01639 850739

Work of the Governing Body

The governing body set an annual schedule of meetings for which individual Committees have been established to deal with specific business. Governors met on the dates below sometimes virtually to discuss various areas of school life.

Date	Time	Committee/FGB	Venue
Tuesday 10 th September 2019	3.45pm	Full Governors (AGM)	Pen Afan Primary
Tuesday 22 nd October 2019	3.45pm	Finance & General Purpose	Cymer Primary
Tuesday 22 nd October 2019	3.45pm	Pay, Personnel & Staff / Pupil Welfare	Croeserw Primary
Tuesday 10 th November 2019	3.45pm	Curriculum Committee Full Governors (Autumn Termly Meeting)	Glyncorrwg Primary
Tuesday 26 th November 2019	4.15pm	Full Governors (Autumn Termly Meeting)	Cymer Primary
Tuesday 11 th February 2020	3.45pm	Finance and General Purpose	Cymer Primary
Tuesday 10 th March 2020	3.45pm	Curriculum Committee	Croeserw Primary
Tuesday 24 th March 2020	3.45pm	Full Governors (Spring Termly Meeting)	Glyncorrwg Primary
Dates TBC once budget is out	3.45pm	*Special Budget Meeting	
Dates TBC once budget is out	3.45pm	Finance and General Purpose Committee	
Tuesday 16 th June 2020	3.45pm	Curriculum Committee	Glyncorrwg Primary
Tuesday 14 th July 2020	3.45pm	Full Governors (Summer Termly Meeting)	Croeserw Primary

Due to Social Distancing measures as per Welsh Government Guidelines and Regulations, some meetings above were unable to be held for the year 2019/20.

Meeting are normally held across all the schools giving Governors the opportunity to visit each site.

Any other meetings that are required throughout the year are determined by the Head teacher and Chair of Governors.

Governors play an active role outside of scheduled meetings. Due to Social Distancing measures as per Welsh Government Guidelines and Regulations, visiting schools to carry out Health & Safety Walks, Learning Walks and Work Scrutiny sessions have not been possible since March but Governors have been updated via email and Teams meetings organised by the Head Teacher and Clerk to Governors.

The Governing Body has elected members to work with the schools and attend meetings on their behalf. Representations are made in the following areas:

Link Governors for Key Stages

SEN	- Chris Watson & Barbara Trahar
DATA & Attendance	- Nadia Bogdan & Rod McIntyre
Child Protection / Safeguarding	- Mairwen Goodridge & Leanne Gray
Governor Association	- Mairwen Goodridge & Gareth John
Health & Safety	- Barbara Trahar & Gemma Down
LNF	- Mairwen Goodridge & Chris Watson
New Governor Mentor	- Mairwen Goodridge & Gareth John
School Council Associate	- Mairwen Goodridge & Leanne Gray
Finance	- Mairwen Goodridge & Gareth John
Foundation Phase / KS1	- Mairwen Goodridge & Barbara Trahar
Key Stage 2	- Rod McIntyre & Cllr Jane Jones

The Governing Body receive and consider reports from the Headteacher. These have covered such matters as pupil achievements and activities, extra-curricular activities, pupil attendance, examination results, staffing levels, school organisation, curriculum, safeguarding, administration, maintenance of buildings and budget. The Governing Body has also received and considered various reports and documents from the Local Authority, ERW, ESTYN and the Welsh Government.

School Policies Review

The Head Teacher and Lead Learners review school policies and procedures along with the Policy Working committee, and ensure strategies are implemented. The reviewed policies are then ratified by the full governing body at termly meeting. All safeguarding policies are reviewed annually. All other policies are reviewed on a three year cycle.

Governor Expenses

No Governors claimed any expenses or Travel & Subsistence Costs during 2019/20, or to date this financial year.

Finance

The School Governors are satisfied that the financial resources provided by the Local Education Authority have been properly managed and accounted for in accordance with the Authority's regulations. The information included below is a summary of the latest financial statement provided by the Local Education Authority for the financial year 2019/20

FINANCIAL OUTURN STATEMENTS 2019/20

<u>Pen Afan 2019/20</u>		
	Delegated	Non-Delegated
Teachers Salaries	£239,274	£2,084
Non-Teaching Salaries	£158,974	
Wages inc Catering and Cleaning	£0	
Other Employee Expenses	£660	£26,441
Other Direct Costs	£0	£19,287
Premises inc Contracts	£50,845	
Capitation	£4,091	
Capital Financing	£0	£43,102
Admin, Exams, LA, Transport	£63,600	
Other Activities	£2,000	
Grants	-£85,057	
Other Income	-£14,724	£0
Contribution to/(from) reserves	£14,938	£13,824
	£434,601	£104,738
<u>Glyncorrwg Primary 2019/20</u>		
	Delegated	Non-Delegated
Teachers Salaries	£232,876	£336
Non-Teaching Salaries	£116,915	
Wages inc Catering and Cleaning	£0	
Other Employee Expenses	£1,257	£5,942
Other Direct Costs	£0	£19,267
Premises inc Contracts	£33,446	
Capitation	£4,215	
Capital Financing	£0	£20,747
Admin, Exams, LA, Transport	£48,860	
Other Activities	£9,044	
Grants	-£65,858	
Other Income	-£45,904	£0
Contribution to/(from) reserves	-£6,892	-£6,893
	£327,959	£39,399

<u>Cymer Afan Primary 2019/20</u>		
	Delegated	Non-Delegated
Teachers Salaries	£191,434	£7,466
Non-Teaching Salaries	£101,372	
Wages inc Catering and Cleaning	£0	
Other Employee Expenses	£508	£5,624
Other Direct Costs	£0	£25,606
Premises inc Contracts	£27,431	
Capitation	£4,650	
Capital Financing	£0	£24,355
Admin, Exams, LA, Transport	£38,179	
Other Activities	£0	
Grants	-£58,119	
Other Income	-£8,515	£0
Contribution to/(from) reserves	-£10,396	-£10,396
	£286,544	£52,656
<u>Croeserw Primary 2019/20</u>		
	Delegated	Non-Delegate
Teachers Salaries	£491,737	£8,383
Non-Teaching Salaries	£271,882	
Wages inc Catering and Cleaning	£0	
Other Employee Expenses	£2,800	£27,728
Other Direct Costs	£0	£137,228
Premises inc Contracts	£57,145	
Capitation	£8,755	
Capital Financing	£0	£28,376
Admin, Exams, LA, Transport	£89,943	
Other Activities	£27,950	
Grants	-£171,171	
Other Income	-£38,436	£0
Contribution to/(from) reserves	£38,692	£38,692
	£779,297	£240,407

Resolutions passed at last meeting

There were no resolutions passed at the last meeting.

Summary of Changes to the School Prospectus since publication

The School prospectus is personalised for each of the primary schools along with Federated sections to show the work of the Federated Primary Schools of the Upper Afan Valley. The prospectus can be viewed via each school website.

Provision

Collaborative working continues in the primary schools. Schools continue to work together to provide consistent teaching and learning and excellent transition.

Leadership

- The Leadership Structure consists of a Head-Teacher overseeing the 4 primaries with one Lead Learner in each of the primary schools.
- A School Improvement Group has been set up to develop Federated policies and practice
- Staff have visited schools within our 'family' to identify and share good practice. This is now extended to the cluster we have recently joined – the Ysgol Cwm Brombil cluster. Visits were put on hold between March and the end of the academic year due to Welsh Government Guidelines during the Covid-19 epidemic.

PROVISION OF TOILET FACILITIES

Toilet facilities in all schools are cleaned daily. Toilet paper and hand soap are checked daily and replenished when needed. Sanitary bins are replenished every six weeks by PHS.

Pupils have access to toilet facilities all day; each phase has its own toilet area.

School Term and Holiday Dates for the coming year 2020/21

		Mid Term Holiday			
Term	Term Begins	Begins	Ends	Term Ends	Days
Autumn 2020	Tuesday 1 st September	Monday 26 th October	Friday 30 th October	Tuesday 22 nd December	76
Spring 2021	Monday 4 th January	Monday 15 th February	Friday 19 th February	Friday 26 th March	55
Summer 2021	Monday 12 th April	Monday 31 st May	Friday 4 th June	Friday 16 th July	64
Total					195

Schools will be closed to pupils for INSET/STAFF Preparation on six days between Tuesday 1st September 2020 and Friday 16th July 2021

Tuesday 1st September 2020

Wednesday 2nd September 2020

The two dates above were set to safeguard staff and pupils upon the return to school during the Covid-19 Corona Virus pandemic. Rooms were cleansed and set out to ensure social distancing measures were in place along with safe bubble areas and hand cleansing areas. All schools ordered in the appropriate PPE for each school site.

INSET DAYS 2020-2021

INSET Days are:

Monday 21st December 2020

Tuesday 22nd December 2020

Monday 4th January 2021

Monday 12th April 2021

Allowing for one more inset day to be set

Bank Holidays

- Good Friday, Friday 2nd April 2021
- Easter Monday, Monday 5th April 2021
- May Bank Holiday, Monday 3rd May 2021
- Spring Bank Holiday, Monday 31st May 2021

School Provision, Extra Curricular and Community Links

The schools have access to a trained counsellor who attends school once a week when required. Unfortunately funding only extends this support to pupils who require it in Year 6, despite the fact that certain pupils lower down the school would benefit from working with the counsellor.

PC Dan Garlick, School Community Police Officer visits all 4 schools to deliver workshops on issues such as safety in the community, alcohol and drug abuse, and bullying. PC Garlick is also active in assisting with safeguarding and pupil issues when necessary.

Transition work continues in the primaries. Year 5 and 6 pupils spent a week at Margam Park last academic year, however the residential trip may not be able to go ahead this new academic year due to the Covid -19 Corona Virus pandemic restrictions. Pupils' work on character building activities which we cannot provide in school as well as working together on team building and educational activities. The week promotes independence in pupils with them having to make their own bed as the first task of the week. These transition weeks have been running for a number of years and are hugely beneficial for pupils. Pupils thoroughly enjoy this invaluable experience and we are grateful to the staff who give their own time to ensure our pupils are adequately supervised. We hope that the children will benefit from this activity in future years.

Special Educational Needs (SEN) / Disabled Pupils

The School's Special Educational Needs Policy is designed to provide access for all pupils to the whole curriculum. This involves providing specialist teaching in small teaching groups with, where available and appropriate, additional classroom support. In this way pupils with specific learning needs and disabilities receive specialist support and equal curriculum opportunities to enable them to achieve their potential for further career progression after school.

The federation policy has proved successful in identifying pupils with additional learning needs in consultation with specialist LEA staff and the internal stage referral process. Each school ALNCo is actively involved in the early identification of ALN pupils in each of the Primary schools. A full copy of the School's Special Educational Needs and the Accessibility policies are available on request.

Federation Improvement Plan

The Governing Body discussed and approved the Federation Improvement Plan (FIP) for the primary schools, which outlines and provides a framework for school improvement over the next year. These plans are reviewed during the year by the Head teacher, external agencies and educational advisors and appropriate reports presented and discussed by the Governing Body and its Sub Committees.

Following the inspection process in January 2020, the federation's FIP is a Post Inspection Action Plan (PIAP) based upon Estyn's findings.

Headings for this year's FIP (PIAP) are:

R1 Improve teaching and learning so that all pupils make the progress of which they are capable

R2 Improve provision to develop pupils' literacy skills, particularly in reading

R3 Develop pupils' independent learning skills, including their capacity to reason, solve problems and improve their own work

R4 Strengthen the contributions of leaders at all levels, across the federation, particularly to evaluation and improvement work

R5 Improve attendance and punctuality

National Curriculum (NC) Statutory Assessment Results & National (All Wales) Comparative Data

Due to the Corona Virus Covid -19 Pandemic there were no National Tests taken last academic year.

Curriculum

From Nursery to the end of KS2, pupils are taught following 'Cornerstones' themes which give pupils opportunities to apply the skills they have acquired from more formal language and maths lessons in a real context. Pupils carry out open-ended investigations and are given opportunities to lead their own learning by deciding as a class what they would like to find out about their topic. Due to the split year groups in most classes, Cornerstones topics follow a two year cycle and time is spent in planning meetings throughout the year to ensure that the order of these topics complement each other. We continue to have a particular focus on hands-on and experiential learning, with the children in FP working outdoors as much as possible and all classes benefitting from many trips through the year to enhance their learning.

The curriculum offered at the school fulfils the current requirements of the National Curriculum and provides the pupils with the choice and opportunity to specialise according to their individual needs and abilities. We are also preparing to implement the new curriculum.

Progress on sporting aims and achievements

The expertise of the teaching staff continues to be used to develop the pupils' sporting ability, as well as taking advantage of our links with local sports clubs. We normally take advantage of the facilities we have by holding regular fixtures between the schools in football and cricket for boys and girls. The previous academic year however, as is the case with this academic year's activities, will depend on regulations as set out by the Welsh Government due to the Covid-19 restrictions in place.

Safeguarding – GDPR

All staff have completed GDPR training online throughout September and October 2020. This is an area of great concern and importance with staff needing to protect identities and sensitive information regarding pupils. Child Protection training is provided on the first Inset day each September.

Attendance

Year 2020/21	Pen Afan Primary	Croeserw Primary	Glyncorrwg Primary	Cymer Afan Primary
<i>Sept 20 to present</i>	85.10	90.33	95.38	89.46
<i>Sept 19 to 20</i>	93.39	92.21	95.87	96.51
<i>2018/2019</i>	92.04	92.54	95.99	96.80
<i>2017/2018</i>	93.99	94.23	96.38	96.11

Due to the Covid-19 pandemic, attendance figures are much lower than would normally be expected. School Clerks continue to ensure first response calls are made and enquire whether the child has any of the covid symptoms. Parents are then advised if need be, to ring 119 for direction. Letters are not currently sent out due to the situation we find ourselves in. The EWO is made aware of any pupils refusing to attend school or parents refusing to send their child but pupil and parent wellbeing is highly considered.

Attendance continues to be a priority though due to the pandemic, attendance is understandably being affected. However, attendance is still being monitored in the usual ways which are:

- 1st day response telephone calls made to parents /carers.
- Parents are contacted by the EWO to discuss attendance and to check on the well-being of pupils and parents/carers.
- The EWO will also carry out home visits when appropriate within Government Guidelines.
- Numerous assemblies (within class bubbles) on attendance including weekly reward assemblies are held in each of the primary schools

Destination of School Leavers (Last Year's Y6 Cohort) - Whole Federation and Per School

Comprehensive School	Whole Fed	Cymer	Croeserw	Glyncorrwg	Pen Afan
Cefn Saeson	2	2			
Cwmtawe	1		1		
Ysgol Bae Baglan	1		1		
Ysgol Cwm Brombil	42	6	15	8	13
Ysgol Hendrefelin	6		6		
Out of County (Maesteg?)	16	3	8		5
Total	68	11	31	8	18

Appendix 2

Reference Sheet – Meanings of Abbreviations

ABBREVIATION	MEANING
ACV	Autumn Core Visit
ALN	Additional Learning Needs
CAC	Cymer Afan Comprehensive
CAP	Cymer Afan Primary
CIF	Common Inspection Framework
CPD	Continual Professional Development
CPS	Croeserw Primary School (<i>also referred to as CEP</i>)
CSI	Core Subject Indicator
EPD	Early Professional Development
FIP	Federated Improvement Plan
FLT	Federated Leadership Team
FP	Foundation Phase
FSM	Free School Meal
GPS	Glyncorrwg Primary School (<i>also referred to as GCRP</i>)
IBP	Individual Behaviour Plan
IEP	Individual Education Plan
KS1	Key Stage 1 (Year 1&2)
KS2	Key Stage 2 (Years 3-6)
KS3	Key Stage 3 (Years 7-9)
KS4	Key Stage 4 (Years 10&11)
LAC	Looked After Child
LEA	Local Education Authority
LNF	Literacy and Numeracy Framework
LSA	Learning Support Assistant
MAT	More Able and Talented
MSP	Monitoring School Performance
NQT	Newly Qualified Teacher
PAP	Pen Afan Primary
PDG	Pupil Deprivation Grant
PIAP	Post Inspection Action Plan
PPA	Planning, Preparation and Assessment
SDP	School Development Plan
SEF	School Effectiveness Framework
SEG	School Effectiveness Grant
SEN	Special Educational Needs
SER	School Effectiveness Review
SIP	School Improvement Plan
SLT	Senior Leadership Team
SSE	School Self Evaluation
TA	Teaching Assistant
TAF	Team Around the Family
WG	Welsh Government
WEG	Welsh Education Grant

NB/ This list is not exhaustive and not all will be referred to throughout the report.