

Cilffriw Primary Governors' Annual Report to Parents Academic Year September 2017 – July 2018

Introduction

This report outlines the work of the Governing Body from September 2017 to July 2018. All information was gathered from Governing Body meetings and the Headteacher, who gave detailed reports on all school matters in each of the school terms.

Composition of the Governing Body

Category	Governor
Chair of Governors	Councillor Mrs. Doreen Jones
Vice Chair of Governors	Mr. Andrew Richards
Clerk to the Governors	Mrs. Jackie Matthews
Governors Appointed by the LEA	Mrs. Arlene Harvey
Parent Governors	Mrs. Caroline Lewis Mrs. Jayne Cox Mr. Simon Thomas Mrs. Hayley Walker
Teacher governor	Mr. Richard Pearce
Staff Governor	Mrs. Julie Cook
Community Governors	Mr. Nick Walters Mrs. Claire James Councillor Mr. Lee Bromham- Nichols
Headteacher	Mr. Mark Quin
Deputy Headteacher (non-voting)	Mrs. Natalie Lambert-Jones

Governing Body

The governors have general responsibility for the management of the school and the Headteacher makes the day to day decisions about the running of the school. The term of office of each governor is 4 years from the date of appointment. The Governors are responsible for:

1. The admission and welfare of the pupils.
2. The appointment and welfare of teaching and non-teaching staff.

3. The provision, maintenance and upkeep of the school buildings and grounds.
4. The curriculum and provision of learning resources, including those for pupils with additional learning needs.
5. Planning and monitoring the school budget.
6. The conduct and discipline of pupils.
7. School improvement and target setting together with the headteacher.
8. Review of school policies.

The Chair of Governors, Clerk to the Governors and all governors can be contacted at the school.

Full governing body meetings were held on 28.9.17, 16.11.17, 21.3.18 and 12.7.18.

Minutes of all Governing Body meetings are available at the school.

Your Right to Request a Meeting with the Governing Body

The Schools Standards and Organisation Act of 2013 removed the requirement for school governing bodies to hold an annual meeting with parents. Instead, new arrangements were introduced to enable parents to request up to 3 meetings in any school year with a governing body, on matters that are of concern to them. If parents wish to use their right to hold a meeting, there are 4 conditions that must be satisfied:

1. Parents will need to raise a petition in support of holding a meeting.

The parents of at least 10% of registered pupils will need to sign the petition. If it is a paper petition, then a written signature must be given as well as the name and class of each child who is a registered pupil at the school. If the petition is in electronic format, then the typed name and email address of each parent is required, along with the name and class of each child who is a registered pupil at the school. The number of registered pupils can be obtained from the school office at any time.

2. The meeting must be called to discuss matters that affect the school.

The petition should contain brief details of the matter(s) to be discussed, and the reasons for calling the meeting. This information should be clearly

displayed at the top of the petition. The meeting cannot be called to discuss matters pertaining to the progress of individual pupils or to make a complaint against a member of school staff or the Governing Body.

3. A maximum of three meetings can be held during the year.

4. There must be at least 25 school days left in the school year.

There must be at least 25 school days left in the year to allow time for the meeting to be organised and for governors to arrange to attend the meeting. A school day means a day when the school is open to pupils, and does not include weekends, school holidays, INSET days or public holidays.

The address for service of a petition requesting a meeting with this school's Governing Body is: The Chairperson, The Governing Body of Cilffriw Primary School, Pencynor, Neath, SA10 8LW.

Email address: cilffriwprimary@npted.org

Further advice is available on the Welsh Government's website at: <http://wales.gov.uk/topics/educationandskills/publications/guidance/parents-meetingsstatutory-guidance/?lang=en>

School Prospectus

The School Prospectus is a very useful guidebook for parents. New parents find it a very helpful source of information that gives detailed information on all aspects of school life in Cilffriw Primary. The prospectus is reviewed annually and is available to any parent on request. It is also available to be viewed or downloaded from the school website.

School Policies

School policies are reviewed by the Governing Body and necessary amendments are adopted. Policies are available on request from the school office.

Number of Pupils on Role in July 2018

Numbers on nursery roll

Boys: 21	Girls: 17	Total: 38
----------	-----------	-----------

Numbers on main roll

	R	Y1	Y2	Y3	Y4	Y5	Y6	CL7	CL8	Totals
Boys	10	15	12	16	18	15	15	9	5	115
Girls	15	12	14	15	14	13	17	2	2	104
Totals	25	27	26	31	32	28	32	11	7	219

Attendance

The table below shows the total percentage of authorised and unauthorised absences during the academic year 2017/18.

Year Group	Authorised Absences	Unauthorised Absences	% Attendance
Year 1	5.0%	2.0%	92.9%
Year 2	3.3%	2.5%	94.3%
Year 3	4.3%	2.3%	93.4%
Year 4	3.8%	1.9%	94.3%
Year 5	3.7%	2.4%	93.5%
Year 6	5.6%	1.5%	92.9%
Whole School	4.3%	2.1%	93.5%

Attendance Targets are set for the school in conjunction with the Local Authority Education Welfare Officer. Our whole school annual attendance target is 95%. The following table shows our whole school attendance figures for the last 5 years.

Academic Year	Target	Total	Difference
2013-2014	95%	93.43%	1.57%
2014-2015	95%	93.62%	1.38%
2015-2016	95%	94.60%	0.4%
2016-2017	95%	94.85%	0.15%
2017-2018	95%	93.55%	1.45%

Action to Improve Attendance

We continue to monitor and improve attendance with the following strategies:

- colour coded attendance letters once a term to all parents
- first day response system and follow up
- weekly attendance assemblies
- Fantastic Attendance Cup
- fortnightly meetings with the Education Welfare Officer to monitor persistent poor attendance
- headteacher phone calls, meetings and Stage 1 and Stage 2 letters to parents of pupils with below 90% attendance (where appropriate)
- attendance rewards

Personnel

Cilffriw Primary School is fortunate to have a team of extremely dedicated and enthusiastic teachers and non-teaching staff who work closely together to provide the best possible education for all our pupils. The staff continue to deliver a broad and balanced curriculum, attending extensive in-service training courses organised by Neath Port Talbot Local Authority and outside agencies covering curriculum subjects, additional learning needs, curriculum change and school improvement. Staff members also attend weekly staff meetings and key stage meetings, as well as school based training on safeguarding and curriculum development, to further develop their professional skills.

The Governing Body wishes to thank everyone involved in the running of the school for their hard work and dedication to the school.

Staffing Structure	
Teaching Staff	
Mr. M. Quin	Headteacher
Mrs. N. Lambert-Jones	Deputy Headteacher/Year 2
Mrs. A. Barnes	Year 6
Mr. R. Pearce	Year 5
Miss L. Matthews	Year 4
Mr. S. Tay	Year 3
Mrs. H. Aubrey-Williams	Year 1
Mrs. B. Goss	Reception

Mrs. L. Singh	Nursery Class
Mrs. C. Davies	Nursery Class
Mrs. V. Richards	Speech and Language Unit Class 7/ALNCo
Mrs. A. Williams	Speech and Language Unit Class 8
Non-teaching Staff	
Mrs. N. Nicholson	Teaching Assistant - juniors
Mrs. A. Lewis	Teaching Assistant - juniors
Mrs. J. Beynon	Teaching Assistant - juniors
Mrs. C. Howells	Teaching Assistant - juniors
Mrs. J. Cook	Teaching Assistant – ELSA, Wellbeing
Mrs. S. Cosker	Teaching Assistant – Upper S&L Unit
Miss A. Jones	Teaching Assistant – Lower S&L Unit
Mrs. R. Jones	Teaching Assistant – Year 2
Miss. S. Thorburn	Teaching Assistant – Year 1
Mrs. R. Colwill	Teaching Assistant - Reception
Miss G. Evans	Teaching Assistant - Reception
Mrs. A. Gough	Teaching Assistant - Nursery
Miss. T. Rees	Teaching Assistant - Nursery
Mrs. J. Matthews	School Administrator
Mr. K. Copp	Caretaker
Mrs. M. Jones	Cook
Mrs. J. Thomas	Dinner Supervisor
Mrs. J. Thomas	Kitchen Staff
Mrs. C. Owens	Cleaner
Mrs. A. Godding	Cleaner

Peripatetic Teaching Staff

Mrs. Caroline Nicholas is our peripatetic music specialist. Mrs. Nicholas works with our junior pupils every Wednesday, teaching guitar, violin, cello and double bass. Mrs. Nicholas also teaches singing to the string group.

Mr. Paul Bewen-Chappell teaches wind and brass instruments to all Year 6 pupils every Thursday morning.

Mrs. Alison Streefland, Athrawes Fro, provides termly Welsh coordinator meetings which are attended by Mr. S. Tay, our Welsh coordinator. Mrs. Streefland advises on current updates to the curriculum, exemplar lessons, moderation of pupils' work, and the development of the school's Welsh scheme of work.

Teaching Strategies

Pupils are taught as a class, in groups and individually to satisfy the requirements as specified in the National Curriculum. Teaching strategies are continually reviewed and improved to meet the changing needs of our pupils and the curriculum content is differentiated to cater for every pupil's individual needs.

Assessment

Teacher Assessments

Pupils throughout the school are assessed continuously, not just at the end of a Key Stage. This information is monitored and updated regularly on Incerts, and is used to inform next steps in teachers' planning. Staff also use the data collated to identify pupils in need of additional support/differentiation and to ensure individual pupil progress.

Termly Assessments

	Autumn	Spring	Summer
Nursery	INCERTS Welcomm FPP on entry	INCERTS Welcomm FPP on entry	INCERTS Welcomm FPP on entry
Reception	INCERTS FPP Language and Speech Link	INCERTS Language and Speech Link	INCERTS Language and Speech Link
Y1	INCERTS MIST	INCERTS MIST follow up Where appropriate:- Salford Reading Schonell Spelling Hodder Maths Screening	INCERTS MIST Follow up Where appropriate:- Salford Reading Schonell Spelling Hodder Maths Screening
Y1-Y6	INCERTS Salford Reading Schonell Spelling Hodder Maths Screening	INCERTS Salford Reading Schonell Spelling Hodder Maths Screening	INCERTS Salford Reading Schonell Spelling Hodder Maths Screening

Foundation Phase Profile (FPP)

The Foundation Phase Profile is a summative assessment that takes place in Reception Class, Year 1 and Year 2. This is used to assess pupils' abilities in the following 4 areas:

- Personal and Social Development
- Language, Literacy and Communication,
- Mathematical Development
- Physical Development

The Foundation Phase Profile takes the form of observations and formative assessments. It allows the school to support the early identification of possible developmental delays or additional learning needs.

Foundation Phase Profile – Reception September 2017

Foundation Phase Profile on Entry to Reception Class September 2017		
Subject	Cilffriw Primary	NPT Average
LCE 1+	96.00%	79.90%
LCE 2+	84.00%	46.32%
LCE 3+	4.00%	5.31%
MDT 1+	100.00%	79.88%
MDT 2+	76.00%	45.12%
MDT 3+	0.00%	4.81%
PSD 1+	100.00%	81.94%
PSD 2+	96.00%	56.80%
PSD 3+	24.00%	14.29%
PDT 1+	96.00%	85.23%
PDT 2+	52.00%	59.00%
PDT 3+	4.00%	13.05%

National Literacy and Numeracy Tests

All pupils from Year 2 to Year 6 take part in the National Tests at the beginning of May. The results of these tests are sent to the Welsh Government for analysis and the school is provided with the standardised scores for all pupils at the end of the summer term. The National Test data is analysed by teachers and is used to inform planning and teaching to support/enhance pupil progress.

End of Foundation Phase/Key Stage 2 Teacher Assessments

At the end of Year 2 and Year 6 teachers carefully assess children's achievement against the curriculum outcomes and objectives. This information is collected by the Local Authority.

Foundation Phase Teacher Assessments May 2018

	Year 2		
Subject	Including S&L Unit	Excluding S&L Unit	NPT Average
FPI	48.15%	50.00%	69.32%
LCE 5+	70.37%	73.08%	70.15%
LCE 6+	14.81%	15.38%	19.23%
MDT 5+	51.85%	53.85%	75.34%
MDT 6+	11.11%	11.54%	19.94%
PSD 5+	92.59%	96.15%	86.58%
PSD 6+	37.04%	38.46%	39.69%

Key Stage 2 Teacher Assessments May 2018

	Year 6		
Subject	Including S&L Unit	Excluding S&L Unit	NPT Average
CSI	91.43%	100.00%	85.74%
English 4+	91.43%	100.00%	87.26%
English 5+	28.57%	31.25%	33.93%
Maths 4+	91.43%	100.00%	89.11%
Maths 5+	34.29%	37.50%	38.09%
Science 4+	91.43%	100.00%	88.32%
Science 5+	37.14%	40.63%	33.47%

Intervention Programmes

The school runs the following intervention programmes:

- Rapid Phonics
- Rapid Reading
- Rapid Writing
- Rapid Mathematics
- Numicon (mathematics)

- ELSA (Emotional Support)
- Nurture
- Bereavement Support – “Butterflies”
- Lego Therapy
- Button Therapy
- Smart Moves

Pupils access these programmes if they are in need of further support in literacy and numeracy; in need of support in developing social communication skills; in need of emotional support.

Additional Learning Needs

Provision for Additional Learning Needs is made in accordance with recommendations made by the Local Authority. This includes the provision for pupils who hold a Statement for Special Educational Needs. In Cilffriw Primary there is a specialist teaching facility for 18 pupils who have been statemented for speech and language difficulties. In July 2018 there were 97 pupils on the Additional Learning Needs register, including 20 pupils with statements. In our mainstream classes every pupil identified as having additional learning needs is assessed and supported by appropriate intervention. Full details of Additional Learning Needs support is recorded on a school provision map.

INSET

In accordance with Welsh Assembly legislation, the school has been closed for staff development on 5 INSET days as follows:

4.9.17 – Child Protection/Health and Safety Training

11.9.17 – Team Teach Positive Behaviour Management Training

8.1.18 – Recognising and Supporting Children with Attachment Training

23.7.18 – Curriculum Development

24.7.18 – Preparing for the New Curriculum “Successful Futures”

Residential Course

In Year 5, pupils attended a 5 day residential visit to Margam Park. Pupils participated in a wide range of activities including map reading, investigating different animal habitats and designing/building shelters. The behaviour of the pupils was excellent and a credit to their parents and the school. Pupils thoroughly enjoyed the week, and we would like to thank Mr. Richard Pearce, Mrs. Anne Lewis and Mrs. Sally Cosker for their time and commitment to enable pupils to gain these experiences.

Toilet Facilities

Toilets are provided for all pupils. Nursery pupils have appropriate toileting facilities in the nursery. Throughout the rest of the school there are 4 sets of pupil toilets with separate toilets provided for boys and girls in both the Foundation Phase and Junior Classes. In addition to this there are toilets near the main office for staff and visitors.

Healthy Eating

Healthy eating is promoted throughout the school. A selection of fresh fruit is available for all pupils at break time. Pupils are encouraged to drink water throughout the day and are allowed to bring their own water bottles to school. Pupils learn about making healthy food choices through their class topic work and through Healthy Eating Assemblies every year.

Sporting Activities and Achievements

Physical Development is an integral part of both the Foundation Phase and Key Stage 2 Curriculum. In addition, the school recognises the importance of exercise to the wellbeing of healthy children. We ensure that there is a range of competitive and non-competitive sporting activities to suit all children. Football, rugby, netball and athletics meetings among partner schools often take the form of a festival where concentration is placed upon promoting the skills needed for excellence. However, we have very successful teams that represent the school in cricket, football, rugby and netball.

In the academic year 2017/18 children were involved in many sporting events as listed below:

- Llandarcy Academy of Sports – Neath College students programme of teaching rugby and football skills to junior children
- Chance to Shine cricket coaching with Sean Evans
- PASS coaching for nursery pupils and parents/carers with Claire Woolf and Jenna Howells
- Year 2 rugby skills training with Kelsey Jones
- Neath Athletic Coaches rugby skills training in Year 2 and Year 3
- Ospreys’ Festival of Tag Rugby
- John Harris Cup
- Local and regional netball finals for boys’ and girls’ cricket teams
- National finals in Cardiff for girls’ cricket team
- Liberty Stadium visit and Match-day experience with Ospreys in the Community
- Neath Port Talbot PASS beach football festival
- Neath Port Talbot PASS beach rugby festival

We place a very high priority on school PE and school sport and after school sports clubs are thriving at Cilffriw on Mondays and Wednesdays. Four members of staff work with our juniors (Years 3 – 6). After school clubs, each day except Fridays, also provide outdoor play and games if the weather permits.

It is our policy to take classes in Year 5 and Year 6 to Dyfed Road Baths in Neath to ensure that all children learn to swim.

All pupils are expected to bring a change of clothes into school for PE lessons and are not allowed to participate in the clothing they wear to school.

Welsh

Cilffriw Primary is an English medium school where lessons are primarily taught through the English language. Welsh is taught as a second language and is also used daily throughout the school. Welsh is taught as a minimum of one hour per week, with an additional daily ‘slot drillio.’ Mrs Alison Streefland is our peripatetic teacher and she visits the school to support the Welsh coordinator in the delivery of the Welsh curriculum. Teachers also develop the Curriculum Cymraeg throughout their choice of topics,

ensuring that children learn about Welsh history, geography, music and culture.

An annual Eisteddfod was held to celebrate St David's Day, giving pupils the opportunity to use the Welsh language and share their Welsh cultural experiences.

Parental Consultation Evenings

All parents receive an annual report during the summer term on their pupil's progress and achievements. There are also two official parental consultation sessions, the first in the autumn term and the second in the spring term. The school practices an open door policy and parents are invited to come in at any time, preferably at the end of the day, to discuss any concerns with the class teacher. (It is helpful if an appointment is made). Staff are always available at the main entrances and in class between 8:30 am 8:50 am to address any concerns.

Destination of School Leavers

Cilffriw Primary is the largest of the eight primary schools in the Llangatwg cluster. The other cluster primary schools are Catwg Primary, Cwmnedd Primary, Crynant Primary, Ynysfach Primary, Maesmarchog Primary, Blaengwrach Primary and Blaendulais Primary. Throughout Year 6, pupils from all eight primaries are involved in a highly effective transition programme with Llangatwg Comprehensive, meeting for sporting events and transition days so that the children are well prepared for the move from Year 6 to Year 7.

Pupils from Cilffriw Primary also transition to other comprehensive schools. This table shows the destination of our 2018 Year 6 leavers:

Comprehensive School	Number of Pupils
Llangatwg Comprehensive School	31
Dwr Y Felin Comprehensive School	2
Bae Baglan Comprehensive School	1
Ysgol Hendre Comprehensive School	1

Community Links

At Cilffriw Primary School, our community is very important to us and we are continually working to maintain and build our links with our local community.

We have strong links with our local churches. We celebrate Christmas with a carol service in St. Catwg's Church, and hold Harvest and Easter Assemblies in Pisgah Chapel. "Captain Andy" from the Church Army of Wales visits regularly to take assemblies.

Our Local Police School Liaison Officer, PC Richard Norris, works with the pupils to administer a series of lessons from the All-Wales School Liaison Core Programme.

We link with Neath College in supporting students through placement in the school, and junior pupils take part in a programme of sports skills training in the Llandarcy Academy of Sports campus.

This year we have linked with Catwg Primary and the Friends of Craig Gwladys to develop the woodland park as a resource for our teachers, and our junior pupils enjoy a nature-spotting ramble through the park on regular occasions. We also link closely with our other catchment schools, including Llangatwg Comprehensive, in sports tournaments.

Members of the local community are welcomed as volunteers in the school, subject to the necessary safeguarding checks and induction procedures, and take on a variety of roles from hearing readers to running clubs.

Financial Statement

Budget Heading	
Teaching Salaries	£557,872.87
Payroll Costs	£352,689.09
Other Payments	£1,841.35
Administration	£11,424.17
Local Authority Costs	£65,468.54
Contracts	£3,841.04
Premises	£51,215.35
TOTAL EXPENDITURE	£1,073,963.66
Income	£161,156.68
NET EXPENDITURE	£912,806.98
Formula Allocation	£898,144.00
Shortfall/Surplus	-£14,662.98
Reserves as at 1/4/17	£71,596.00
Estimated Reserves as @ 31/3/18	£56,933.02

School Funds

The school holds its own bank account. Monies are collected from termly donations, after school club, concerts, etc. Monies that are raised are used to provide invaluable resources for the school. The school fund stood at £5435 at the end of July 2018. The school fund is audited by two non-signatories.

Term dates

2018/2019 Academic Year					
Term	Term Begins	Mid Term Holiday		Term Ends	Days
		Begins	Ends		
Autumn 2018	Monday 3rd September	Monday 29th October	Friday 2nd November	Friday 21st December	75
Spring 2019	Monday 7th January	Monday 25th February	Friday 1st March	Friday 12th April	65
Summer 2019	Monday 29th April	Monday 27th May	Friday 31st May	Monday 22nd July	55
Total:					195