



CATWG PRIMARY SCHOOL

ANNUAL REPORT OF THE GOVERNING BODY



1. *Governing Body*

This report covers the work of the Governing Body from September 2019 to July 2020. The composition of the Governing Body is in accordance with the Neath and Port Talbot County Borough Council's Instruments of Government for primary schools. The names of the Governors are as follows:-

		<u>Termination of Office</u>
<u>LEA Appointed</u>	Mrs R Lee (Chair)	31.08.2024
	Mrs S Davies	31.12.2023
	Mrs G Murphy	31.12.2022
<u>Community Minor Authority Gov</u>	Cllr T Lewis	20.10.2023
<u>Elected Parent Governors</u>	Mrs J Battle	18.06.2022
	Mrs L Broom	09.07.2023
	Mrs C McKay	12.06.2022
	Dr D Smith	09.07.2023
<u>Community Governors</u>	Mr B John	31.10.2024
	Mr P Hunter	31.08.2024
	Mr R Mort	30.06.2023
<u>Teacher Governor</u>	Mr I Walker	15.10.2022
<u>Staff Governor</u>	Mrs G Hopkins	31.10.2024
<u>Headteacher</u>	Mrs C Bassett	(ex officio)

*** the next election for parent governor will take place in summer 2022**

The Chairperson of the Governing Body is Mrs R Lee and the Clerk to the Governors is Mrs S. Horrell. If necessary, they may be contacted via the school.

Governors are volunteers, people who care about teaching, learning and children. They represent people in the local community and staff of the school. They are part of a team which accepts responsibility for everything a school does and have time to commit to attending termly meetings and other occasions when required. Governors are willing to learn and to attend regular governor training sessions held by the Local Education Authority but are still able to cast a critical eye upon how the school works and the standards it achieves.

Governors act as a link between parents, the local community and the school.

Governors meet as a minimum requirement termly and discuss matters relating to the school, which include its management, day to day running, premises, the curriculum, the Headteacher's termly report and other such matters that may be brought to their attention.

The Headteacher's report is a comprehensive termly report including details of children on roll, deployment of teaching and

non-teaching staff, the curriculum, progress on the School Improvement Plan, educational visits, visitors to the school, premises and general management issues.

The Governing Body fully supports the implementation of the School Improvement Plan and sets Performance Management targets for the Headteacher. These targets are in line with the Headteacher's continuing professional development and complement the School Improvement Plan. The Governing Body carries out school policy and strategy reviews, making amendments where necessary eg to comply with changes in legislation.

A number of Committees of the Governing Body have been established to deal with specific business. The Committees are:-

- Headteacher/Deputy Headteacher Appointments Committee
- Other Staff Appointments Committee
- Curriculum Committee
- Finance/ Personnel Committee
- Health and Safety/Premises Committee
- Headteacher Performance Management Committee
- Complaints Committee
- Staff Disciplinary & Dismissal Committee
- Staff Disciplinary & Dismissal Appeals Committee
- Pupil Discipline & Exclusions Committee

Designated Governors have responsibility for specific areas –

- ALN/Safeguarding Mrs R Lee
- Health and Safety Mr B John
- Disability/Equalities Mrs R Lee
- Attendance Mr B John
- Data Mrs J Battle

Meetings have been held during the course of the year by:-

- Full Governing Body
- Finance/Personnel Committee
- Headteacher Performance Management Committee
- Health and Safety/Premises Committee

Governors have satisfied themselves that the financial resources provided by the LEA have been properly managed and accounted for in accordance with the Authority's regulations. Appendix 1 is a summary of the latest financial statement provided by the Local Authority indicating the expenditure on the school for 2019/2020.

In addition, the Governors have recorded their appreciation of gifts donated by the PTA and individual parents. These gifts have included the subsidy of educational visits and events. Governors have reviewed and approved the changes in the organisation and administration of the school proposed by the headteacher. The number of pupils on roll including nursery was 216 in September 2020 compared with 208 for the previous year. Arrangements for school holidays and staff training days have been agreed, details of which are contained in Appendix 4.

2. School Prospectus

The prospectus is a useful guide for new and prospective parents. The prospectus is reviewed annually with information updated as necessary eg school performance data. The prospectus is available to any member of the public on request, it can also be viewed on our school website:

3. The Curriculum

Catwg is an English medium school where pupils experience education through the medium of English. Welsh is taught as a second language at Foundation Phase and Key Stage 2. Every opportunity is taken to develop Welsh language throughout the school curriculum, and in social situations within school. Pupils are expected to transfer to an English medium secondary school, and will continue to learn through the medium of English. with Welsh being learned as a second language.

The curriculum offered to the pupils is in accordance with the requirements of the Foundation Phase and the National Curriculum. The emphasis is on skills development rather than the teaching of content. Subjects taught include Mathematics, English, Science, Technology, History, Geography, Welsh, Music, Art, Personal and Social Education, Physical Education and Religious Education. It should be noted that a cross-curricular or thematic approach, incorporating all these areas, is used throughout the school, but there is an emphasis upon discrete subject teaching in the core subjects of Mathematics, English and Science. Initiatives in all curricular areas continue to necessitate a considerable amount of teacher training and Governors have noted the staff development programme produced by the school. Curriculum policies are regularly reviewed and updated as necessary.

4. Assessment and Target Setting

Governors have discussed the results of teacher assessments for seven and eleven year olds, including the comparative information of other schools in the LEA, and Wales (see Appendix 3). Governors are kept informed of other statutory and standardised attainments that form part of our assessment processes.

Provisional targets for the percentage of pupils expected to achieve Level 4+ at the end of KS2 in the summer of 2021 have been set, and are as follows –

English	87%
Maths	87%
Science	87%

These have been submitted to the Local Authority.

5. School Improvement Plan

The plan sets out targets for improvement for the coming year, together with actions planned to meet those targets. Priorities for 2020/21 are –

- 1. To improve pupils' writing skills*
- 2. To continue to improve pupils' Welsh oracy skills*
- 3. To develop ethically informed citizens*
- 4. To prepare staff for ALN reform*

6. Additional Learning Needs

The school has a comprehensive Additional Learning Needs (ALN) policy which is based upon the Code of Practice (Wales) and details the steps taken to identify and support those pupils with additional needs. Referrals are made termly with the process being managed by the ALN co-ordinator. The school includes a learning support centre (LSC) for pupils with sensory needs, LSC pupils work in the LSC base and in mainstream classes according to their needs.

All pupils with additional needs receive individual education plans (IEPs) tailored to their needs and appropriate support is offered within budgetary constraints. IEPs are reviewed termly and those pupils who have a statement of educational needs have an annual review of their statement. The school is proud of its inclusive ethos and makes every effort to ensure that all pupils have access to all that school life has to offer.

7. Child Protection / Safeguarding

The school has an up to date Child Protection/Safeguarding Policy. This, and other relevant safeguarding policies, are available for parents on the school website or on request from the school. All staff have received relevant Safeguarding training. The Headteacher is the Designated Child Protection Officer.

8. Admission Arrangements for Disabled Pupils

Disabled pupils are given opportunities to access the full range of activities on offer at the school. The school building has facilities for disabled pupils and visitors, such as ramps and toilets. Disabled pupils generally gain admission to the school through the Local Authority SEN panel system.

8. Strategic Equality Plan

A Strategic Equality Plan is in place, this details the steps we take to ensure equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

9. School Sport

All pupils participate in physical education and the school seeks to promote participation in sport by offering a varied programme of activities designed to develop physical and games skills. Pupils have the opportunity to play netball, rugby, football, cricket, rounders and hockey both in lessons and in extra curricular clubs. Our sporting teams take part in tournaments and competitions with local schools. The Y6/7 transition programme includes sports competitions with our partner schools. Senior pupils have the opportunity to take part in sports sessions organised by the local authority. Our healthy schools programme also promotes the benefits of taking part in sport.

10. Health and Safety / Premises

Governors have monitored the condition and state of repair of the school buildings on a regular basis, and they have considered the safety of the children both within the school and with regard to the traffic problems outside the school. In relation to the latter, a school travel plan has been developed. School security is considered regularly and adopted measures have proved satisfactory to date. The health and safety committee regularly reviews the controlled access procedures and other issues pertaining to site management.

11. Toilet Facilities

Toilet facilities are suitable for the age range of the pupils in the school and sufficient toilets are available for the number of pupils on roll. The toilets are cleaned on a daily basis and pupils are encouraged to maintain high standards of hygiene at all times.

12. Community Involvement

The school continues to encourage and strengthen links with the community, e.g. our annual concert with our friends from Bryncoch choir, regular visits to St. Catwg's church, links with Craig Gwladus, links with Neath College and our involvement in South Wales Police Liaison Programme. Police Community Support Officers are regular visitors to the school and have offered help with a number of issues included the security marking of children's property. The letting of the school premises has been approved by the Governors. The school is used by an after-school club which operates daily for our pupils.

13. Attendance 2019/20

Attendance figures are detailed in Appendix 2.

A target for whole school attendance is set each year, progress towards this target is closely monitored throughout the year. Parents are regularly informed about the level of their child's attendance. Parents are asked to inform school when children are absent and the reason for this. Requests are made in advance when parents wish to take children on holiday during term time, parents are aware that such absence is unauthorised.

The school was closed to most pupils from March 20th 2020 because of Covid lockdown, therefore attendance reported is for the period September 2019 – March 2020.

14. Complaints Procedure

A copy of the school's Complaints Procedure is available on request from the school and is also available on the school website.

15. Annual Meeting

As a result of the School Standards and Organisation (Wales) Act 2013, which came into force on 4th May 2013, a school governing body is no longer required to hold an annual parents meeting. Parents are major stakeholders in the school community and have a clear and strong interest in their child's education. It is therefore important that the governing body actively engages with parents, and remain accountable, by providing them with information and opportunities to discuss and have an input into school. The School Standards and Organisation (Wales) Act 2013 now enables parents of registered pupils at the school to request up to three meetings per year with the governing body via a petition.

A brief summary is provided below.

The governing body must hold a meeting within 25 school days of receiving the petition, providing that:

1. the petition contains the signatures of the required minimum number of parents of registered pupils at the school, which is the lower of the following: (a) the parents of 10% of registered pupils, or (b) the parents of 30 registered pupils.
2. the meeting requested by parents must be to discuss a matter relating to the school.

3. there will be no more than three meetings held during the year in which the first petition is received. 4. there are sufficient school days left in the school year for the meeting to be held. The Governing Body would like to take this opportunity to congratulate all pupils on their achievements both in and out of the classroom. We would also like to thank the staff of Catwg Primary for their commitment to all pupils. We would like to thank you as parents for your continued support.

Regards

Mrs Reanne Lee
Chairperson
26 Tyn yr Heol
Bryncoch
Neath

Appendix 1

Neath and Port Talbot County Borough Council
Schools Financial Report
Statement of Actual Expenditure for the year ended 31st March 2020

Establishment: - Catwg Primary School

DELEGATED COSTS 2019/2020

Teaching Costs	576,629.26
Payroll Costs	241,570.12
Other Employee Expenses	250.35
Premises Costs	28,104.33
Transportation	4,782.81
Supplies and Services	29,752.88
Support Services	91,253.39
Transfers	5,804.63

Gross Expenditure	978,147.77
Income	131,474.77

Net Expenditure	<u>£846,673.00</u>
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Appendix 2

Attendance 2019/20

The chart below shows the percentage of authorised and unauthorised absences in the reporting year expressed as a % of the total number of possible attendances in that year. Unauthorised absences are those which have not been explained, or those which cannot be approved.

ATTENDANCE REPORTED IS FROM SEPTEMBER 3rd 2019 - FRIDAY 20TH MARCH 2020, DUE TO COVID LOCKDOWN.

Year group	Authorised absence	Unauthorised absence
Reception	5.3	4.6
Year 1	5.7	3.9
Year 2	3.9	3.3
Year 3	3.8	1.1
Year 4	2.2	2.2
Year 5	3.0	2.3
Year 6	4.0	3.6
Totals	4.0	2.9

Attendance target for 2018/19 95%

Actual attendance for 2018/19 93%

Appendix 3

COMPARATIVE REPORTS

Key Stage 2 Performance

Below is a comparison between the school's end of Key Stage 2 data (Year 6) for 2019 with the Local Authority and all Wales figures for 2018. Pupils are expected to achieve a Level 4 on leaving Key Stage 2. Performance at Level 5 shows the pupils who have achieved significantly above the expected level of achievement for a child leaving Key Stage 2.

DUE TO COVID LOCKDOWN, THERE IS NO DATA AVAILABLE FOR 2020.

SRV1

Catwg Primary School
Neath Port Talbot

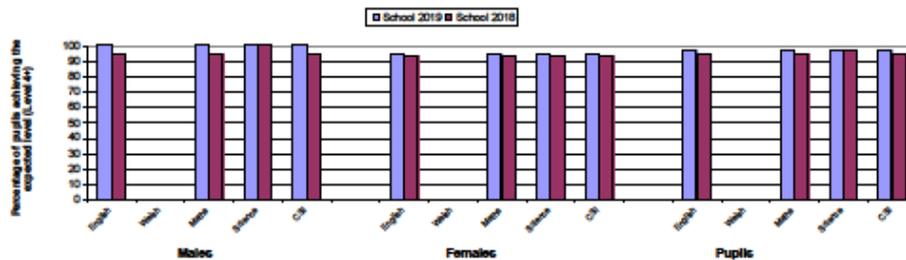
LA/School no: 671/2150

School validation report: National Curriculum Assessments 2019 Key Stage 2

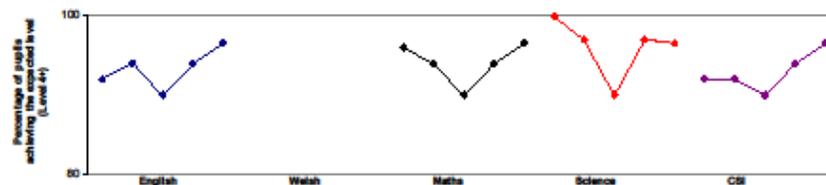
This summary data is produced from the NDC files that your school has just submitted. It's purpose is to help your school to validate the pupil level data in these files. You will be able to produce this report throughout the NDC validation period and for a short time afterwards.

Percentage of males, females, and pupils achieving at least the expected level (Level 4+):

	Males		Females		Pupils	
	School 2019	School 2018	School 2019	School 2018	School 2019	School 2018
English	100	94	94	93	97	94
Welsh	0	0	0	0	0	0
Maths	100	94	94	93	97	94
Science	100	100	94	93	97	97
CSI	100	94	94	93	97	94



School Performance over time (2015 - 2019)



Notes:

1. Figures for Welsh refer to attainment in Welsh first language only.
2. CSI = Core Subject Indicator. To achieve the CSI a pupil must achieve at least the expected level 4 in both Mathematics and Science and either English or Welsh first language.
3. If there were no pupils eligible for assessment in a subject for a particular year the graph will discontinue and show a gap for that year.

Foundation Phase Performance

Below is a comparison between the school's end of Foundation Phase data (Year 2) for 2019 with the Local Authority and all Wales figures for 2018. Pupils are expected to achieve an Outcome 5 on leaving the Foundation Phase. Performance at Outcome 6 shows the pupils who have achieved significantly above the expected level of achievement for a child leaving the Foundation Phase.

DUE TO COVID LOCKDOWN, THERE IS NO DATA AVAILABLE FOR 2020.

SVR1

Catwg Primary School
Neath Port Talbot

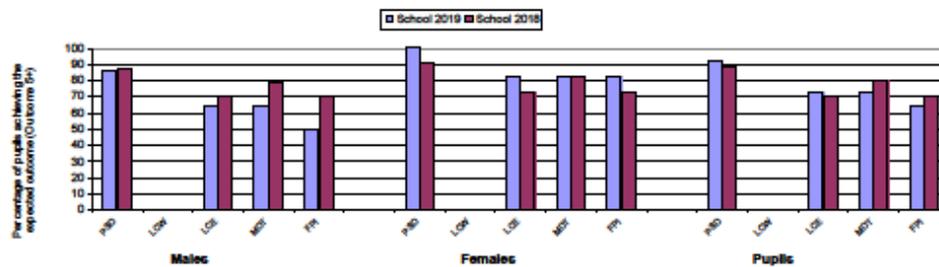
LA/School no: 671/2150

School validation report: Foundation Phase Outcomes 2019

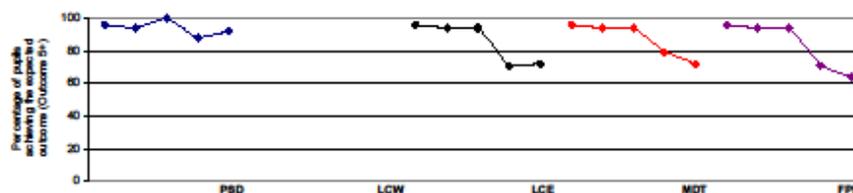
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Percentage of males, females, and pupils achieving at least the expected outcome (Outcome 5+):

	Males		Females		Pupils	
	School 2019	School 2018	School 2019	School 2018	School 2019	School 2018
PSD	86	87	100	91	92	88
LCW	0	0	0	0	0	0
LCE	64	70	82	73	72	71
MDT	64	78	82	82	72	79
FPI	50	70	82	73	64	71



School Performance over time (2015 - 2019)



Notes:

1. - = No historical data available

2. Areas of learning: PSD = Personal and social development, well-being and cultural diversity; LCW = Language, literacy and communication skills (in Welsh); LCE = Language, literacy and communication skills (in English); MDT = Mathematical development; FPI = Foundation Phase Indicator. To achieve the FPI, a pupil must achieve at least the expected outcome (Outcome 5+) in both PSD and MDT and either LCW or LCE.

3. If there were no pupils eligible for assessment in a subject for a particular year the graph will discontinue and show a gap for that year.

Appendix 4

School Terms and Holiday Dates 2020/20201 Academic Year

The Education Committee has approved the following school terms and holiday dates for the 2020/2021 academic year.

Term	Term Begins	Mid Term Holiday		Term Ends
		Begins	Ends	
Autumn 2020	Tues 1 st September (+2 nd – planning days))	Mon 26 th October	Fri 30 th October	Fri 18 th December
Spring 2021	Mon 4 th January (INSET)	Mon 15 th February	Fri 19 th February	Fri 26 th March
Summer 2021	Mon 12 th April (INSET)	Mon 31 st May	Fri 4 th June	Fri 16 th July

INSET Days

Monday 2nd November 2020
 Monday 21st December 2020
 Tuesday 22nd December 2020
 Monday 4th January 2021
 Monday 12th April 2021
 Monday 7th June 2021

Bank Holidays

New Year 1st January 2021
 Good Friday 2nd April 2021
 Easter Monday 5th April 2021
May Day Monday 3rd May 2021 – school is closed on this day
 Spring Bank Holiday 31st May 2021
 Summer Bank Holiday 30th August 2021

The School Day

Morning session - 8.50 am – 12 noon
 Afternoon session - 1pm – 3.20 pm

*Details contained in this document are correct at the time of printing