

Annual Report to Parents (2022 – 2023)



WELCOME FROM THE CHAIR OF THE GOVERNING BODY

Welcome to the annual report to parents of Penygarn Community Primary School. Croeso I chi! We the Governors, staff and pupils, all follow and promote the school's mission statement:

Nurturing the Hearts and Minds of the Future

"Magu'r galon a'r meddwl o'r dyfodol"

It has been another brilliant year for Penygarn Community Primary School with many positive changes implemented in 2022 – 2023 by the Senior Leadership Team, Governors and staff now being fully implemented and embedded. The results are really showing.

Attendance and lateness is showing signs of significant improvement. Once again this is a real team effort involving the extremely effective work of the Educational Family Support Worker, the Attendance Officer who uses first day response to contact parents when children are not in school and the School Support Officer publishing celebrations and key information via our online presence.

Our Deputy Headteacher, Mr Jones, continues to track progress of our pupils using a range of data and other information. This is reported back to Governors regularly and it is clear to see that the work Mr Jones, the teachers and LSAs are doing with tracking pupils' data is having a positive impact on learning. As a result, we continue to see an improvement in performance.

I would like to thank Mrs Smith and all of her team, who continue to work tirelessly to give our children the best start in life and prepare them for the journey into comprehensive school and beyond. I would also like to thank all you volunteers out there, who give of your time to support the school in many different ways. From the Friends of Penygarn who tirelessly raise money for those important extras, reading helpers or those who offer support in class and all the other volunteer role fulfilled with in the school– we could not do it without you all!

Best wishes from all on the Governing Body.

Sarah Hiron

Chair of Governors

Penygarn Community Primary School Governing Body (as at September 2022)

First Name	Surname
Sarah	Hirons
Nick	Wills
Karina	Davis
Kirsty	Davies
Melissa	Fitzgerald
Laura	Williams
Sadie	Jones
Emma	Jenkins
Joanie	Williams
Karensa	Arnold
Susan	Cox
Matthew	Ford

Chair of Governors: Matthew Ford
Penygarn Community Primary School
Penygarn Road
Pontypool
Torfaen
NP4 8JR

Clerk to Governors: EAS

Parent Governor Vacancies

When a vacancy arises on the governing body for a parent representative, the Local Authority will inform all parents of the vacancy and will make the necessary arrangements for the subsequent election. Every parent of a registered pupil at the school will be entitled to stand as a candidate and to vote at the election. Each parent will be provided with a letter via student post and a nomination form. The nomination form and personal statement must be returned to the school by the set date. Elections will be held by secret ballot. If you are interested, please contact the school office.

Annual Parents' Meeting

No petition for an annual parents' meeting was received during the year so no meeting was held under Section 94 of the School Standards and Organisation (Wales Act) 2013.

The Organisation of our Work

We are the body responsible for the education, welfare and well-being of everyone at Penygarn Community Primary School. This is achieved via the Headteacher and her staff, with whom we have regular, formal and informal discussions. We receive, for example, regular reports relating to the standards pupils are achieving, the quality of teaching and the health and safety aspects of school life. Members of staff present to us on curriculum updates and various other initiatives undertaken at the school. Each governor is associated with a different aspect of the school's work. Through this we are involved in the continued development of the curriculum. We support the school on informal and formal occasions in its calendar of events.

The full Governing Body meets twice a term and, as necessary, the following committees/panels hold their meetings:-

- Pay Review Panel (& Appeals Panel)
- Staff Appointments Panel
- Performance Management Review Panel (& Appeals Panel)
- Staff Grievance (& Appeals Panel)
- Staff Discipline and Dismissal Panel (& Appeals Panel)
- Complaints Panel (& Appeals Panel)
- Pupil Discipline and Exclusion Panel (& Appeals Panel)

The committees discuss the detail of matters pertinent to their purpose, and report back to the full Governing Body at the next available full meeting for ratification of proposals or recommendations. To assist us in our work we have the opportunity to participate in a specialised programme of governor training, organised by the Education Achievement Service (EAS). The support and advice we regularly receive is greatly appreciated.

Many aspects of the school are discussed, including national and local issues. During full Governing Body meetings, the Headteacher's Report is made on various activities of the school. The Headteacher also produces reports on matters of concern thought to be relevant.

In addition, the Local Authority produces background papers and reports which receive the necessary attention. These have included pay, safeguarding, performance management and disciplinary.

We can report that no governors claimed for travelling or subsistence expenses during the last year.

Review of Policies

The relevant committee considers and reviews major policy developments pertaining to the school. Policies are updated and redrafted regularly and, with Governing Body approval, formally adopted. They are open to inspection by parents by prior arrangement with the school and a list of what is available can be found on the school website.

The Governing Body follows a three year policy review timetable, unless a policy must be reviewed annually, to ensure policies are reviewed and updated where necessary.

Term Dates

For the academic year **2022/23** term dates for pupils will be as follows:-

Autumn term 2022/23

Term starts 2nd September 2022
Half term 31st October 2022 – 4th November 2022
Term ends 23rd December 2022

Spring term 2022/23

Term starts 9th January 2023
Half term 20th February 2023 – 24th February 2023
Term ends 31st March 2023

Summer term 2022/23

Term starts 17th April 2023
Half term 29th May 2023 – 2nd June 2023
Term ends 21st July 2023

Additional Bank Holiday – Monday 19th September 2023
May Day Bank Holiday – Monday 1st May 2023
Additional Bank Holiday – Monday 8th May 2023 (King's Coronation)

Five additional training days have been arranged and included in the school calendar which is circulated to parents before the start of the academic year. These are:

Friday 2nd September 2022

Monday 26th September 2022

Monday 7th November 2022

Friday 23rd December 2022

Monday 24th April 2023

Session Times

School commences at 9.05 am and ends at 3.20 pm
Lunch break is between 12.00 pm and 1.00 pm
A 15 minute break is taken each morning

Nursery a.m. commences at 9.05 am and ends at 11.35 am
Nursery p.m. commences at 12.45 pm and ends at 3.15 pm
Full time Nursery commences at 9.05 am and ends at 3.15 pm

Prospectus Changes

The School publishes a Prospectus annually. The Prospectus is reviewed each year and is published in the Summer/Autumn term. Parents are made aware that an updated Prospectus is available on request and that a copy can be found on the school website.

No changes, other than staffing, were made to the prospectus this year.

School Status

Penygarn Community Primary School is a Welsh Second Language medium school.

Welsh in School

Statement on the use of Welsh Language Welsh is effectively embedded throughout the school. Weekly lessons are supported by daily 15- minute sessions. An effective Criw Cymraeg promotes the use of incidental Welsh in all year groups. Welsh is taught as a second language to all pupils. The school does not have provision for pupils to

receive their education solely through the medium of Welsh. An effective Welsh Leader ensures that all teachers and TAs are well trained and able to deliver consistently high-quality learning opportunities.

Provision of toilet facilities and cleaning arrangements

There are adequate toilets for the number of pupils in each class

Extra-Curricular Activities

The following clubs have taken place during the year and have proven to be very successful, reflected in the consistently high attendance figures. Our thanks are extended to the teachers and support staff, who have prepared and run these clubs.

Minecraft x 2	Football x 2	Choir	Arts and Crafts
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Organisation of the Curriculum

Statutory delivery of the National Curriculum in Wales is delivered through a rolling programme to ensure appropriate provision for the wellbeing and learning needs of all learners. Children are taught in mixed ability classes with the exception of Read Write Inc. from Reception to the end of Y2. Staff plan in teams to develop consistency and progression within and across age phases and to develop literacy, numeracy and IT skills across the curriculum. Literacy, numeracy and IT skills are applied across the curriculum in rich themes, the content of which is often driven by learners' views.

Additional Learning Needs (ALN)

Aims

Penygarn Community Primary School is committed to providing an appropriate and high quality education to all our pupils. We believe that all pupils, including those identified as having ALN, have a common entitlement to a broad and balanced academic and social curriculum, which is accessible to them and to be fully included in all aspects of school life.

We believe that all children should be valued equally in school. We will strive to eliminate prejudice and discrimination and to develop an environment where all children can flourish and feel safe. This does not mean that we will treat all learners in the same way, but that we will respond to learners in ways which take account of their varied life experiences and needs.

At Penygarn Community Primary we aim to identify these needs as they arise and provide teaching and learning contexts which enable every pupil to achieve his or her full potential. Children's ALN are identified through:

- information from parents and previous schools;
- baseline information gathered on entrance to nursery or reception;
- information from a range of assessment tools including the Welsh Government literacy and numeracy tests and
- information from the educational psychology service and other agencies.
- medical information.

We are supported in school by the Local Authority (LA) Service for Students with Specific Learning Difficulties (SLD). We have worked with the LA Advisory Service to develop strategies to support children who have elements of dyslexia or Autistic Spectrum Disorder (ASD).

The School's ALN Policy is reviewed in consultation with the LA advisory service and our ALN Governor.

The progress of children with Statements of Special Educational Needs (SEN) is reviewed in line with the ALN Code of Practice for Wales. The fundamental principles of the SEN Code of Practice are undertaken in school. Not least of these is our approach that 'all teachers are teachers of ALN'. Information about the progress of pupils with ALN is shared at meetings between class teachers, phase leaders and the senior leadership team.

The school continues to implement changes to provision bringing us into line with the new ALN act. We are reviewing and adapting our ALN practices to reflect the new legislation ensuring our pupils are at the centre of the planning and decision making process, and working collaboratively with all agencies involved so that learner's needs are met.

School Improvement Plan (2022 – 2023)

Our School Improvement Plan (SDP) is a pivotal document in the life and activities of our school. It is directly linked to our Self Evaluation Report (SER) and focuses on the achievement and wellbeing of pupils through teaching and learning, leadership and management.

There are many strands to what we do. The Development Plan anchors those strands within a context – that of maintaining and consolidating what is good and successful and building upon it to generate further success. It provides a framework, identifying things that are necessary to do in the short term and those that can be planned for future years.

The SDP generates a sense of purpose and direction. Performance Management targets for all staff, including the Senior Leadership Team and Headteacher are linked to the SDP. Local targets set are rooted within this document.

All staff and members of the Governing Body are involved in its preparation. It is available for parents to read. All can share in the forward movement of the school, helping to create a climate for improvement and achievement.

Priority outcomes for academic year 2022-2023

- Raising standard for all learners with a focus on basic skills
- Wellbeing, equality and inclusion
- The school will effectively embed the new curriculum for Wales across all areas
- The school will continue to strengthen and develop leadership practices and capacity at all levels in order to lead high quality provision and outcomes for learners
- Further develop and strengthen effective self-evaluation and school evaluation and improvement processes in order to continue to improve the quality of learning, teaching and outcomes for learners

Estyn recommendations from 2015:

- R1 Improve pupils' extended writing and numeracy skills across the curriculum, particularly in key stage 2
- R2 Raise standards in ICT
- R3 Improve attendance
- R4 Improve the provision for developing pupils' understanding of the Welsh dimension
- R5 Ensure that teaching is consistently good in all classes

Community Links

School Health Nurse	Sports Tournaments - Various	Police/PCSO
Breakfast Club	Year 6 Taster Days – Abersychan/West Mon	Road Safety
Year 6 Climbing	Welsh Week	Pontypool Eisteddfodd
Year 5 Swimming	Environmental Grant	Design to Smile
John Muir	Fire Service	Fundraising - various

Annual Attendance and Absence Figures 2022 - 2023

- Of Statutory School Age: 89.05% (Target –94%)
- Unauthorised absences: 3.07% (Target - 1%)
- School Based Target (2022 – 2023) – 94.8%

We issue Fixed Penalty Notices (FPN) as part of our strategy to bring our attendance back in line with our pre-Covid figures. We have always been proud of our attendance figures. Now that we are back to normal with our school routines, we feel it is essential to continue to strive for excellence and employ as many strategies as we feel necessary to ensure learners are in classrooms each day. We will only issue an FPNs as a last resort. However, if we feel that there are no underlying reasons for school absence then the FPN process will be followed. Fixed Penalty Notices may be considered appropriate when:

- At least 10 sessions (5 school days) are lost due to unauthorised absence during the current academic year. These do not need to be consecutive;
- Unauthorised absences of at least 10 sessions (5 school days) due to holidays in term time or delayed return from extended holidays; or
- Persistent late arrival at school, i.e. after the register has closed, in the current term. “Persistent” means at least 10 sessions of late arrival;
- Truancy, where the pupil has come to the attention of the police or public during school hours for being absent from school, without an acceptable reason.

There is no appeal process for an FPN. Further information is available in the document, ‘Local Code of Conduct Education Fixed Penalty Notices’.

DB0450		Penygarth Primary School	Actual 2021/2022 £	Actual 2022/2023 £
B3UR - Usable Reserves				
9101	School Balances		(225,662.44)	(181,802.67)
		Usable Reserves	(225,662.44)	(181,802.67)
		Total for : Total Reserves	(225,662.44)	(181,802.67)
3AA - Employees				
0001	Salaries		1,624,277.65	1,830,409.14
0029	Sick Leave - Replacement		32,084.02	45,478.76
0030	Holidays - Replacement		668.93	116.54
0032	Other Replacement		68,690.44	47,498.13
0036	Additional Hours - recoverable from site		4,749.77	726.50
0050	Stat Maternity / Paternity/ Adoption Pay		14,139.72	6,682.06
0051	Stat Maternity Credit		(12,742.28)	(5,814.38)
0055	Overtime		4,758.95	7,218.56
0061	Holidays [inc Bank] & Other Leave		0.00	896.32
0065	Sick Pay		1,608.41	547.93
0075	Allowances		55.77	(0.81)
0096	School Grants - Salary Offset		(364,167.41)	(403,639.60)
0417	Payment In Lieu Of Notice		2,500.60	0.00
0438	Expenses		31.37	450.60
0439	Courses/Training		2,818.75	6,236.00
0485	First Aid Allowance		0.00	981.40
0489	Other School Employee Charges		0.00	0.00
0492	Adult Meals		0.00	24.00
6007	Recharge - Supply Cover Scheme		29,500.00	32,158.87
		Employees	1,408,974.69	1,569,970.02
3DD - Premises				
1000	Building Repair & Maintenance		142,152.18	44,515.69
1047	Glazing Repairs		0.00	0.00
1064	Statutory Testing/Duty of Care - Schools		4,050.60	4,450.17
1100	Grounds Maintenance		4,614.25	4,465.00
1152	Electricity		13,503.03	15,288.95
1153	Gas		7,911.80	10,193.66
1181	Hire Of Premises & Rooms Etc.		116.25	0.00
1190	NDR		20,597.50	20,597.50
1200	Water Services		4,339.17	4,125.47
1253	Building Security (Including CCTV)		1,315.36	5,668.01
1255	Fixtures & Fittings		2,430.71	3,999.98
1320	Building Cleaning		53,117.76	52,649.80
1322	Cleaning Equipment & Materials		4,094.71	4,025.22
1325	Refuse Collection		4,890.78	5,352.16
1327	Pest Control		370.00	480.00
		Premises	263,504.10	175,811.61
3FF - Transport				
2253	Hire Of Skips		1,100.00	420.00
2304	Travel/Casual User Car Allowance		0.00	103.95
		Transport	1,100.00	523.95
3HH - Supplies & Services				
3000	Equipment & Furniture Purchase		13,925.38	2,691.13
3050	Schools Capitation		38,470.40	73,547.18
3154	First Aid Supplies & Services		1,570.20	1,645.04
3217	Payments Under Contract - Catering		50,251.00	50,251.00
3220	Refreshments		10.54	110.33
3300	Protective Cloth/Uniforms/Person Safety		16.65	0.00
3350	Reprographics Printing		3,256.21	7,329.37

DB0450

Penygarth Primary School

		Actual 2021/2022 £	Actual 2022/2023 £
3HH - Supplies & Services			
3352	Printing - O/S Contractors	1,249.26	1,975.26
3353	Paper	2,307.93	1,957.40
3430	Members Travel Allowance	0.00	7.90
3462	Medical Fees	2,854.00	314.00
3476	Licences	1,415.54	900.57
3501	Postages	141.01	167.02
3510	Telephone - Call Charges & Rentals	1,859.00	1,545.00
3514	Mobile Telephones	60.00	108.00
3545	IT Hardware (inc Printers & Scanners)	28,915.47	20,708.19
3548	IT Software	0.00	0.00
3570	VOIP Phones & Software	158.00	0.00
7710	Salting / Gritting	195.00	262.50
Supplies & Services		146,655.59	163,519.89
3KK - Third Party Payments			
3812	School Music Service	0.00	0.00
Third Party Payments		0.00	0.00
3NN - Support Services			
6041	Swimming SLA	3,138.80	3,138.80
6042	Schools SLA	40,622.75	39,882.75
Support Services		43,761.55	43,021.55
3PP - Capital Related Costs			
7034	Capital - Acquisitions	0.00	0.00
Capital Related Costs		0.00	0.00
3YE - Other Budgets			
6051	Internal Loans	5,760.85	5,760.85
6052	From Other Departments	25.00	0.00
Other Budgets		5,785.85	5,760.85
Total for : Expenditure		1,869,781.78	1,958,607.87
3CS - School Funding			
8710	Budget Share	(1,553,543.00)	(1,639,848.00)
8714	Rising 3's	(23,535.00)	(19,355.00)
School Funding		(1,577,078.00)	(1,659,203.00)
3RR - Government Grants			
8000	Government Grants General	0.00	0.00
8050	Welsh Govt Grants to Schools via EAS	(8,976.00)	0.00
8074	Welsh Assembly Government	(123,071.39)	(64,303.73)
8349	COVID Reimbursements - SCHOOLS	(14,110.55)	0.00
Government Grants		(146,157.94)	(64,303.73)
3SS - Other Funding & Contributions			
8001	EAS - School to School Funding	(36,774.50)	(32,211.00)
8704	Contingency - ALN	(1,548.60)	0.00
8706	Contingency - General	(6,990.28)	(3,374.34)
8715	School Budget Share - Funding Adjustment	11,401.00	(7,895.00)
Other Funding & Contributions		(33,912.38)	(43,480.34)
3TT - Customer & Client Receipts			
8302	Donations, Gifts And Legacies	(100.00)	(67.00)
8312	Other Receipts Miscellaneous	(34,260.68)	(41,630.91)
8703	Supply Cover/SMP - Insurance Refund	(30,142.60)	(32,984.00)
8720	Supply of Teaching Staff (prov of Educ)	(4,270.41)	(2,500.00)

DB0450

Penygarn Primary School

	<i>Actual 2021/2022</i>	<i>Actual 2022/2023</i>
	<u>£</u>	<u>£</u>
Customer & Client Receipts	(68,773.69)	(77,181.91)
Total for : Income	<u>(1,825,922.01)</u>	<u>(1,844,168.98)</u>
Total for : Penygarn Primary School (surplus)/deficit	(181,802.67)	(67,363.78)