



**SUMMARY REPORT OF
THE GOVERNING
BODY CONCERNING
THE DISCHARGE OF
ITS DUTIES SINCE
JULY 2024**

**ARCHDIOCESE OF CARDIFF-
MENEVA**



**St. Joseph's Catholic Infant
School**

Water Street,

Port Talbot SA12 6LF

**ARCHDIOCESE OF CARDIFF-MENEVIA
ST. JOSEPH'S CATHOLIC INFANT SCHOOL
WATER STREET, PORT TALBOT SA12 6LF**

Report of the Governing Body concerning the discharge of its duties since July, 2024.

There is no longer a requirement for governors to hold an annual meeting with parents; instead the obligation has been reversed and the onus has been placed on parents to request a meeting. The purpose of that request must relate to whole school/class issues and not to discuss issues relating to individual pupils, staff or governors. Meetings need to be requested via a signed petition detailing the exact reason. The petition can be made in paper or electronic format, with no more than 3 meetings being requested during the academic year. Governors are at liberty to hold more than 3 meetings; however, this will be by their choice not parents. The number of signatures required on the petition in order for the request to be successful is either 10% of registered pupils at the school or 30 in number, whichever is the lower. Even if the minimum number of signatures is satisfied governors can reject the call for a meeting where it is not of a whole school/class issue. Parents not content with this decision can invoke the schools complaints procedures. Where the reason and minimum number of signatures is satisfied, the meeting must be held within 25 schools days of receipt of the petition and parents of all pupils at the school informed.

A full copy of this report is available from the school upon request.

St. Joseph's is a Catholic Infant School which caters for the Religious Educational needs of Catholic pupils aged 3-7.

The Governors of the school for the period July 2024– July 2025 were:

The Chair of Governors is:

DATE OFFICE ENDS

Miss T. Welsh
103 Pentyla,
Baglan Road,
PORT TALBOT

Foundation

Governor

25th July 2028



The Vice Chair is:

Monsignor J. Cefai,
The Presbytery,
Water Street,
PORT TALBOT

Foundation**Governor**10th November 2027**Resigned October 25**

Fr. K. Kucharski

Foundation Governor

October 2026

Mrs. M. Devenney

Foundation Governor

October 2029

Mrs. S. Harrington

Foundation Governor

October 2026

Mrs. B. O'Callaghan

Foundation Governor

October 2029

Mrs. D. Williams

Foundation Governor**Resigned June 25**

Mrs. C. Lloyd

Non-staff Governor

September 2028

Mrs. J. Lloyd-Evans

LEA Governor

September 2026

Mrs. B. Butler

Parent Governor

October 2028

Mrs. J. James

Teacher Governor

June 2027

Parent Governor

Mrs. Roz Butler

Foundation Governor

October 2029

Fr. E. Hanson

Foundation Governor

November 2025

Ms. J. Beaumont

Headteacher**Resigned July 25**

Mrs. B. Murphy

Headteacher

The Clerk to the Governors is:

Mrs. C. Jones, 46 St. Paul's Road
Port Talbot.

The Foundation Governors are appointed by the Trustees of the Archdiocese of Cardiff-Menevia. The Full Governing Body met on the following occasions 26th November 2024, 26th March 2025, 25th June 2025, in addition to other sub-committee TEAMS meetings and face-to-face meetings held throughout the year.



THE RELIGIOUS AND SPIRITUAL LIFE OF THE SCHOOL

During the year our school has provided a full range of liturgical opportunities which have helped our children grow in Faith. Reception, Year 1 and Year 2 play an integral role in Parish Mass on a weekly basis at St. Joseph's Church. Teachers prepare the Mass and children lead the ministries. Family Masses are well supported and take place monthly. Pupils from the Infant, Junior and Comprehensive schools play a leading role. The Headteachers from the three schools together with Monsignor Joseph and members of the Parish meet to prepare and plan for these Celebrations.

Children play a leading role in Mass and Monsignor Joseph often invites the whole school to join him on the altar for the recessional hymn. The May Procession and Service were celebrated by both the Infant and Junior Schools. Pupils played a vital role in this celebration and hymns were sung beautifully.

TEACHING AND LEARNING

RELIGIOUS EDUCATION

To maintain and build on good standards achieved by pupils the school has continued to develop closer relationship between home, school and parish. The school now follow the RED Scheme as directed by the Bishops of England and Wales. The Religious Education Curriculum Directory (3-19) for Catholic Schools and Colleges is designed to provide guidance for the RE classroom curriculum in Catholic schools. To Know You More Clearly is the new Religious Education Directory, which is to be used from 2025.

RE lessons now include quiet times where pupils are encouraged to use their mind's eye to further develop their relationship with God. Interactive Prayer Corners form a key focus in every classroom. The school continued to support in a range of charitable activities and during the last academic year they have prayed for and helped many people in need including CAFOD, British Legion Poppy Appeal, Bishop



Giovanni's Mission in Peru and Shoebox Appeal. The Governors thank the children and parents for their generosity.

As a Voluntary Aided Catholic School, the basic religious ethos and the Catholic virtues are to be found across the whole Curriculum and permeates through every aspect of school life. The overall aim of the school is the Christian growth of the children, not simply growth in their own faith, but a growing awareness of the world as a Christian.

St Joseph's Catholic Infant School is a caring and effective learning community. In their time at the school, most pupils develop their skills and understanding successfully. They enjoy interesting and positive learning experiences with staff who understand them well. Leaders understand the needs of pupils well. They support staff effectively and ensure that all have meaningful training that allows them to engage pupils skilfully. Leaders work well with parents and foster effective partnerships with other schools and the local community. This contributes beneficially to pupils' wellbeing. Teachers plan engaging learning activities, using the schools indoor and outdoor environments purposefully. Staff ensure that pupils have worthwhile opportunities to learn through adult-led and independent play activities. As a result, pupils are happy and polite, and they enjoy school.

In St. Joseph Infant School the Catholic Faith is taught and this provides a religious formation which will consolidate Christian values and beliefs and provide the basis for the culture of the school and framework within which all subjects are taught.

CURRICULUM

Estyn inspected the school during 2019 and found:

<u>Inspection area</u>	<u>Judgement</u>
Standards	Good



Wellbeing and attitudes to learning	Good
Care, support and guidance	Good
Leadership and management	Good

USE OF WELSH LANGUAGE

The school has taken great strides in establishing a visual Welsh ethos. The enthusiastic 'Cryw Cymraeg' has played an instrumental part in working towards the bronze award language charter. The school is following a scheme devised by the Authority. This scheme places a great deal of emphasis on the spoken word, using colourful charts, books and computer programmes to help hold the child's attention, to help concentration and to aid vocabulary development. The Cryw is present in all school assemblies and all pupils take part enthusiastically in the collective worship making good use of Welsh hymns and prayers. All the teaching staff have attended Welsh courses. KS1 children take turns daily as Helpwr Heddiw. The use of incidental Welsh is encouraged throughout the school day.

Curriculum for Wales

The whole school now plan their programmes of learning according to the to six areas of learning for the new Welsh Curriculum.

FAMILY ENGAGEMENT

The school has worked hard to engage parents in their children's learning and the Headteacher has liaised with a number of Family Learning Groups. Early Years Pupil Deprivation Grant funding is used strategically to facilitate Stay and Play Group, which now runs on a weekly basis. This focuses on developing parent and pupil understanding of phonics and number, whilst also building child resilience and embedding pupil and parental wellbeing through embedding connections.

TARGETS

Class teachers set targets for every child to ensure that they make progress. Target setting is bespoke to the individual child and reflects their starting



point. Individual phonics targets are set on a six weekly basis. Speech and Language targets are identified in the Nursery and Receptions years.

ADDITIONAL LEARNING NEEDS

The ALNET Bill is in existence at St. Joseph's RC Infant School.

The purpose of the bill is to help the school, and the LEA obtain the best value from financial resources and expertise for children with ALN, from those needing a little extra help to those with more serious learning difficulties. All those to whom the Code applies (School, LEA, Health Service, Social Services) have a statutory duty to have regard to it.

Nine pupils received Additional Learning Provision. This provision includes Speech and language development support. throughout the year. All pupils who have been identified as having ALN are fully integrated within the school. Termly reviews of those pupils on ALN Register have taken place between parents, staff and ALNCO. The Link Governor met with the ALNCO to discuss the reviews.

DISABLED PUPILS

The Infant School can cater for disabled pupils. There are ramped entrances to each of the buildings and a toilet for the disabled is situated in the main building. All pupils follow the same programme of study, within the National Curriculum, as required by 'The Special Educational Needs and Disability Act 2001'.

TOILET FACILITIES

Toilet facilities at the school are adequate. They are cleaned daily with any emergency spills dealt with immediately. Liquid soap and toilet tissue in dispensers are frequently checked and refilled when necessary. Hand-driers are provided for pupils use. The Governors have during the year reviewed and updated the following policies:



POLICIES REVIEWED AND ADOPTED

Admissions Policy. RE, RSE. Performance Management, Teachers' Pay, Child Protection & Safeguarding, Redundancy/Redeployment Policy.

ATTENDANCE

Attendance for 2024/25 was 93%

At St. Joseph's high levels of attendance are praised – in newsletters and individually with prizes, Golden Time and Certificates for pupils who achieved 100% attendance.

The school has been very proactive in working together with Educational Welfare Officer (EWO), parents and staff to improve attendance. First day response is in action. Following NPT Attendance Policy Individual letters (1 & 2) are sent to parents regularly which reinforced the importance of good attendance and highlighted the detrimental impact of poor attendance on learning. Headteacher meets regularly with EWO to monitor individual attendance. Actions taken in response to poor attendance include parental contact from EWO by phone call, letter and/ or home visit. School rewards good attendance through certificates during a Special Attendance Assembly.

LINKS WITH HOME

Being informed is vital to wellbeing. Keeping parents and children informed is very important to us. A range of systems are used to update on pupil events and school progress. School Website, Seesaw, Teacher 2 Parent texting, parental newsletters (which are uploaded to the website) and pupil and parental voice questionnaires serve to inform parents about school life.

The Headteacher and staff meet with most parents daily to inform and be informed. Breakfast Club helps parents with morning routines and it is hoped that this will have a positive impact on pupil attendance and attainment.

Parents were welcome to visit the school at any time throughout the year for discussion on their child's progress after prior arrangement. Parents and community



are encouraged to help in After school clubs, PTA and whole school initiatives such as Family engagement sessions.

SPORT

In the Infant School we aim to lay good foundations and engender an enthusiasm for participation in various sports. This is done by teaching the relevant basic skills necessary for games such as soccer, rugby, tennis and cricket. Children are encouraged to be active during playtime. When children have achieved trophies in sporting activities outside the school, these are acknowledged and applauded in School Achievement assemblies.



School Terms and Holiday Dates 2025-26

Year					
Term	Term Begins	Mid Term Holiday		Term Ends	Days
		Begins	Ends		
Autumn 2025	Monday 1st September	Monday 27th October	Friday 31st October	Friday 19th December	75
Spring 2026	Monday 5th January	Monday 16th February	Friday 20th February	Friday 27th March	55
Summer 2026	Monday 13 th April	Monday 25th May	Friday 29th May	Monday 20th July	65
Total:					195

1. Schools will close to pupils for INSET/Staff Preparation on six days between Monday 1st September 2025 and Monday 20th July 2026. The dates to be determined by schools.
2. Good Friday, 3rd April 2026 3.
- Easter Monday, 6th April 2026
4. May Day, 6th May 2026 5.
- Spring Bank Holiday, 25th May 2026

INSET DAYS 1st September 25, 3rd November 25, 8th December 25, 23rd February 25,
2^{6th} June 25, 20th July 26

