

Cilffriw Primary Governors' Annual Report to Parents Academic Year September 2021 – July 2022

Introduction

This report outlines the work of the Governing Body from September 2021 to July 2022. 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. Sue Horrell
Governors Appointed by the LEA	Mrs. Arlene Harvey
Parent Governors	Mrs. Ceri Brown Mr. Craig Storey Mr. Simon Thomas Mrs. Lisa Zammit-Haber
Teacher governor	Mrs. Laura Lloyd
Staff Governor	Mrs. Catherine Howells
Community Governors	Mr. Nick Walters Mr. Ryan Lewis Mrs. Julie Cook
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 09.12.21, 04.04.22 and 07.07.22. 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, Penscynor, 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 2022

Numbers on nursery roll

Boys: 12	Girls: 14	Total: 26
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Numbers on main roll

	N	R	Y1	Y2	Y3	Y4	Y5	Y6	Totals
Boys	14	4	10	11	15	13	21	16	104
Girls	15	10	9	15	14	17	16	18	114
Totals	29	14	19	26	29	30	37	34	218

Attendance

Our whole school annual attendance target is 95%. Due to the Covid-19 pandemic and school closures, we have had to relax this target and we are currently not expecting to achieve 95%. Attendance Targets are set for the school in conjunction with the Local Authority Education Welfare Officer. The following table shows our whole school attendance figures for the last 5 years.

Academic Year	Target	Total	Difference
2017-2018	95%	93.55%	1.45%
2018-2019	95%	93.97%	1.03%
2019-2020	95%	94.91%	0.09%
2020-2021	Covid	91.14%	n/a
2021-2022	Covid	85.53%	n/a

Action to Improve Attendance

During the year 2021-2022, we continued to monitor attendance with the following strategies:

- first day response system and follow up
- fortnightly meetings with the Education Welfare Officer to monitor persistent poor attendance or concerning attendance

Under normal circumstances we would also expect to use the following strategies:

- colour coded attendance letters once a term to all parents

- weekly attendance assemblies
- Fantastic Attendance Cup
- headteacher phone calls, meetings and Stage 1 and Stage 2 letters to parents of pupils with below 90% attendance (where appropriate)
- attendance rewards
- penalty notices in circumstances where poor attendance does not improve sufficiently

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. S. Tay	Year 5
Miss L. Lloyd	Year 4
Mrs. C. Davies	Year 3
Mrs. H. Aubrey-Williams	Year 1
Mrs. B. Goss	Early Years – nursery and reception
Mrs. N. Williams	Speech and Language Unit Class 7/ALNCo
Mrs. A. Williams	Speech and Language Unit Class 8
Non-teaching Staff	
Mrs. S. Cosker	Teaching Assistant - juniors
Mrs. C. Howells	Teaching Assistant - juniors
Mrs. N. Nicholson	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 – Early Years
Miss. T. Rees	Teaching Assistant – Early Years
Mrs. J. Beynon	Teaching Assistant – Early Years
Mrs. V. Uzzell	School Administrator
Mr. R. Jones	Temporary Caretaker
Mrs. J. Sutcliffe	Cook
Mrs. M. Saunders	Dinner Supervisor
Mrs. J. Thomas	Kitchen Staff
Mrs. C. Owens	Cleaner
Mrs. A. Godding	Cleaner
Mrs. L. Ashford	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.

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.

Throughout the 2021 – 2022 academic year, the school worked very closely with the Local Authority in preparing for the New Curriculum for Wales. Teachers worked on improving pupils higher order thinking skills, particularly in analysing. Staff also prepared to teach concepts across the whole school that help pupils to link their learning across different subject

areas. Substantial training and curriculum development took place in preparing to teach pupils to meet the four purposes of the new curriculum and to develop their integral skills and cross-curricular skills.

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 Foundation Phase Profile on entry	INCERTS Welcomm FPP on entry	INCERTS Welcomm FPP on entry
Reception	INCERTS Foundation Phase Profile 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	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.

National Literacy and Numeracy Tests

In May, all pupils from Year 2 to Year 6 took part in the online personalised assessments in literacy and numeracy. These tests are mandatory assessments that are set directly by the Welsh Assembly. The Welsh Government has access to the results of the tests for analysis and the school is provided with the standardised scores. 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 recorded on Incerts and the school's assessment system, and is passed on to each child's next teacher as part of our transition processes at the end of the summer term.

End of Year Assessment - July 2022 Data Collection

Due to the Covid-19 pandemic, the Welsh Government made the decision not to collect the information from end of year assessments for both Foundation Phase and Key Stage 2.

Intervention Programmes

The school runs the following intervention programmes:

- Rapid Phonics
- Rapid Reading
- Rapid Writing
- Rapid Mathematics
- Numicon (mathematics)
- ELSA (Emotional Support)
- Nurture
- Lego Therapy
- Smart Moves
- Social Stories

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 2022 there were 78 pupils on the Additional Learning Needs register, including 24 pupils with statements of special educational need. 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:

02.09.21 – Child Protection, Health and Safety, Zones of Regulation positive behaviour management, Epipen training for pupils with severe allergies

04.01.22 and 05.01.22 – Planning for the implementation of the New Curriculum for Wales

28.01.23 – Areas of Learning Experience – using progression steps to inform planning.

25.04.22 – Developing the higher order thinking skills of evaluating and creating; teaching mathematics to include mastery of skills – White Rose mathematics

22.07.22 – Information exchange; White Rose mathematics development; long term planning for teaching concepts

Residential Courses

Due to the Covid-19 pandemic, we were not able to run any residential courses during the academic year 2021 – 2022.

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. Pupils may bring fresh fruit to eat 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 2021 – 2022, sporting events started up again after a long period where pupils had to self-isolate during the pandemic. We were able to hold our annual sports day again in June, and invite our families to enjoy the event with us. In the spring and summer terms, children were involved in many sporting events as listed below:

- Class 7 and Class 8 sports tournament in Llandarcy Academy of Sports
- Chance to Shine cricket coaching with Sean Evans
- PASS multi-sports after school club
- Ynysgerwyn Cricket Tournament
- Friendly inter-school netball tournament in Cilffriw Primary
- Girls and mixed rugby tournament in Cwm Tawe Comprehensive
- Year 5 and Year 6 hockey tournament in Bae Baglan Comprehensive
- Liberty Stadium visit and Match-day experience with Ospreys in the Community
- Inter-school netball and rugby tournaments in Glynneath
- Welsh Rugby Union coaching with Year 3, Year 4, Year 5 and Year 6 pupils
- John Harries Cup – rugby tournament

It is also our policy to take classes in Year 5 and Year 6 to Dyfed Road Baths in Neath for a two week block of swimming lessons each year, 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.

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. This year we used an online platform to arrange parents meetings that were Covid-safe. 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 2022 Year 6 leavers:

Comprehensive School	Number of Pupils
Llangatwg Comprehensive School	28
Dwr Y Felin Comprehensive School	1
Bae Baglan Comprehensive School	6
Cefn Saeson 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. Under normal circumstances, 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 works with the pupils to administer a series of lessons from the All-Wales School Liaison Core Programme.

We link with Neath College and Swansea University 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.

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

Cilffriw Primary School	
<u>DELEGATED COSTS 2021/22</u>	
	<i>YTD-Actual</i>
TEACHERS SALARIES	622,454.81
SALARIES	265,255.19
WAGES	
OTHER EMPLOYEE EXPENSES	250.30
PREMISES	29,778.30
TRANSPORTATION	0.00
SUPPLIES AND SERVICES	37,817.58
THIRD PARTY PAYMENTS	
SUPPORT SERVICES	95,269.85
GOVERNMENT GRANTS & CONTRIBUTIONS	-8,228.56
SALES	-599.53
FEES AND CHARGES INCOME	-1,541.75
RENTS	-70.00
INTERNAL RECHARGES	-230,432.97
INTEREST RECEIVED	
TRANSFERS	100,131.78
TOTAL	910,085.00

<u>NON-DELEGATED COSTS 2021/22</u>	
	<i>YTD-Actual</i>
TEACHERS SALARIES	
OTHER EMPLOYEES	
OTHER DIRECT COSTS	
MISC INCOME	
CAPITAL CHARGES	54,966.90
CONTRIBUTION TO/FROM RESERVES	100,131.78
TOTAL	155,098.68

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 £3036 at the end of July 2022. The school fund is audited by two non-signatories.

Term dates for the Academic Year 2022 - 2023

Autumn Term 1	Monday, 5 September to Friday, 28 October
Autumn Half Term	Monday, 31 October to Friday, 4 November
Autumn Term 2	Monday, 7 November to Friday, 23 December
Christmas Holiday	Monday, 26 December to Friday, 6 January
Spring Term 1	Monday, 9 January to Friday, 17 February
Spring Half Term	Monday, 20 February to Friday, 24 February
Spring Term 2	Monday, 27 February to Friday, 31 March
Easter Holiday	Monday, 3 April to Friday, 14 April
Summer Term 1	Monday, 17 April to Friday, 26 May
Summer Half Term	Monday, 29 May to Friday, 2 June
Summer Term 2	Monday, 5 June to Monday, 24 July

Schools will be closed to pupils for INSET/Staff Preparation on five days between Monday, 5 September 2022 and Monday, 24 July 2023.