

# Catwg Primary School

## Annual Report to Parents 2023/24



Mr G Phillips, Headteacher  
Catwg Primary School  
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## **Governors Annual Report to Parents**

All parents/carers of pupils registered at the school are eligible to attend. The purpose of the meeting is to provide the opportunity for raising questions with reference to the report.

If you wish this meeting to be held, please inform the school in writing.

A full copy of the report will be available from the school upon request:

### **Chair of Governors:**

c/o Catwg Primary School

Main Road

Cadoxton

### **Clerk to Governors:**

c/o Catwg Primary School

Main Road

Cadoxton

They may both also be contacted via the school.

**The purpose of the meeting is to receive the Governors' annual report and to discuss any issues wish parents wish to raise.**

**Agenda:****To receive apologies****To receive the annual governors' report to parents****To receive any questions or resolutions**

It is the duty of the Governing Body to make decisions about how the school is run. Governors have legal duties, powers and responsibilities as a body but cannot act individually.

The Governing Body believes the aims of the school, as set out in the School Prospectus, should continue to be pursued. Underpinning these aims is Catwg Primary School's philosophy, that all our pupils are entitled to the very best education possible, which the school endeavours to provide, in close partnership with parents.

Each term the following sub-committees meet and report back to the main Governing Body meeting:

- \* Finance
- \* Buildings, Premises and Health & Safety (as and when necessary)
- \* Curriculum & Standards

Other issues relating to the budget, pupil activities, school performance, the curriculum and Additional Learning Needs are discussed. This meeting is viewed as an opportunity to celebrate our success as well as plan for the future.

**Catwg Primary School**  
**THE SCHOOL BOARD OF GOVERNORS**

The Governing Body members serve for a period of four years.

| NAME                           | GOVERNOR CATEGORY         |
|--------------------------------|---------------------------|
| Mrs. Reanne Lee – Chair        | LA Appointed              |
| Mrs. Julie Battle – Vice Chair | Community Governor        |
| Mrs. Sue Davies                | LA Appointed              |
| Cllr Philips Rogers            | LA Appointed              |
| Cllr Trevor Lewis              | Community Minor Authority |
| Dr Jess Webb                   | Elected Parent Governor   |
| Mr. David John                 | Elected Parent Governor   |
| Ms. Kiera Lee                  | Elected Parent Governor   |
| Mr. Bryn John                  | Community Governor        |
| Mr Peter Hunter                | Community Governor        |
| Mrs. Kerensa Stephens          | Teacher Governor          |
| Mr. Gareth Phillips            | Headteacher               |
| Vacancy                        | Non-Teaching Governor     |

**Catwg Primary School Staff**

**HEADTEACHER:**

Mr Gareth Phillips

**DEPUTY HEADTEACHER:**

Mr Steve Parvin

**TEACHING STAFF:**

Mrs R Thomas

Miss M O’Leary

Mrs B Maunder

Mrs K Stephens

Mrs G Brown

Mrs H James

Mrs L Broom – Covered by Mrs K Chapple

Mrs L Mellor  
 Mr S Parvin  
 Mrs S Herdman  
 Ms K Roderick

#### **NON-TEACHING STAFF:**

|                |                               |
|----------------|-------------------------------|
| Mrs V Uzzell   | - Administrative Officer      |
| Mrs L Warlow   | - Teaching Assistant          |
| Mrs G Hopkins  | - Teaching Assistant          |
| Mrs L Kethro   | - Teaching Assistant          |
| Ms R Mayne     | - Teaching Assistant (Supply) |
| Mrs N Lewis    | - Teaching Assistant          |
| Mrs N Broad    | - Teaching Assistant          |
| Ms J Jenkins   | - Teaching Assistant          |
| Mr H Rees      | - Caretaker                   |
| Mrs L Phillips | - Cook                        |

#### **Resolutions Passed at Last Meeting**

There were no resolutions passed at the last meeting.

#### **Election of Parent Governors**

At the current time, there are no Parent Governor vacancies.

#### **Financial Statement**

There were no payments to Governing Body members for travel or subsistence expenses.

#### **School Development Priorities for 2023 - 2024**

1. To ensure pupils make effective progress in line with the expectations of Curriculum for Wales.
2. To further strengthen pupils' literacy skills.
3. To further develop pupils' number skills.

#### **Attendance**

As you are aware, regular attendance and punctuality play a vital part in a child's education. It is essential that pupils attend regularly if they are to take full advantage of the educational opportunities available to them. The Educational Welfare Officer works closely with the Headteacher to promote good attendance and to support families with difficulties.

School liaises closely with the Local Authority to monitor attendance and punctuality. We have close contact with the Education Welfare Officer whereby home visits, telephone calls and follow up visits are carried out to reduce absences in named pupils / families. All families are urged to contact the school on the first day of a pupil's absence and every day thereafter.

### **Exclusions**

There have been no permanent exclusions in the school over the past 3 years.

### **Links with the Community**

Our school enjoys the increasing support of an extremely active Catwg Parents' Association who regularly hold events. The association is open to everyone in the school community who wishes to help to raise funds and support school activities.

We welcome and provide placements for students at school, to enable them to gain valuable experiences to equip them for the world of work.

The school values its links with local religious groups and regularly welcomes Captain Andy from the Centre of Mission, Neath and Annette and Reverend Andrew Meredith from St. Catwg's Church.

In addition visits are made from community dentists, the fire service, the health visitor etc.

### **Sport**

All pupils take part in weekly physical education and games lessons as part of the Curriculum for Wales. In addition, junior pupils have access to swimming lessons in block sessions at Neath Swimming Pool.

Multiple after-school clubs are available for pupils on a weekly basis.

Older pupils continue to participate in competitions and festivals. Sports include rugby, football and netball.

### **Healthy School**

Pupils are encouraged to bring healthy packed lunches. All pupils have access to water throughout the day.

### **Session Times**

Morning session begins at 8.50am and ends at 12.00pm.

Afternoon sessions begins at 1:00pm and ends at 3.20pm.

### **School Leavers**

Year 6 pupils who left the school at the end of the academic Year 2022/23 transferred to Llangatwg Community Comprehensive School, Dwr y Felin Comprehensive School and Ysgol Bae Baglan.

### **2023/2024 ACADEMIC YEAR**

The Education Committee has approved the following school terms and holiday dates for the 2023/2024 academic year.

| Period            | Dates                                      |
|-------------------|--|
| Autumn Term 1     | Friday, 1 September to Friday, 27 October  |
| Autumn Half Term  | Monday, 30 October to Friday, 3 November   |
| Autumn Term 2     | Monday, 6 November to Friday, 22 December  |
| Christmas Holiday | Monday, 25 December to Friday, 5 January   |
| Spring Term 1     | Monday, 8 January to Friday, 9 February    |
| Spring Half Term  | Monday, 12 February to Friday, 16 February |
| Spring Term 2     | Monday, 19 February to Friday, 22 March    |
| Easter Holiday    | Monday, 25 March to Friday, 5 April        |
| Summer Term 1     | Monday, 8 April to Friday, 24 May          |
| Summer Half Term  | Monday, 27 May to Friday, 31 May           |
| Summer Term 2     | Monday, 3 June to Friday, 19 July          |

Schools will be closed to pupils for INSET/Staff Preparation on six days between Friday 1<sup>st</sup> September 2023 and Friday 19th July 2024.

### **School Prospectus**

The school prospectus has been reviewed and amended since the last meeting. Amendments to the Prospectus include:

- Academic Dates
- Staffing Changes

A copy of the School Prospectus is issued to all new starters to school and a copy can be found on the school website.

## **Disability / Equality Policy**

The School has a comprehensive Policy for Equal Opportunities which has been adopted by the school's Governing Body. The Governing Body, Head Teacher and all staff, seek to promote equal opportunities and good relations between persons of different racial groups, able bodied and disabled persons and between males and females. Equal opportunity is promoted for everyone and throughout all aspects of school life at Catwg Primary School. Governors also follow legal requirements in making appointments and receive advice from the Local Authority's Human Resource Department.

At Catwg Primary School, we are committed to ensuring equality of education and opportunity for all pupils, staff and all those receiving services from the school. We aim to develop a culture of inclusion and diversity in which people feel free to close their disability and to participate fully in school life.

## **The Curriculum, Teaching Methods and Organisation at School**

The new Curriculum for Wales was introduced from September 2022. Please click [here](#) for further information.

Teaching time during a normal school week comprises of:

- Early Years – 22 hours 5 minutes
- Year 1/2 – 22 hours 55 minutes
- Key Stage 2 – 24 hours 10 minutes

Pupils in all years (Year 3 – Year 6) are tested annually in various aspects of Mathematics and English. The results of these tests help us to set school targets and more importantly to check that pupils are making expected progress in their learning.

As from May 2013, all pupils from Years 2 – 6 sit a National Test in Literacy (Reading) and two tests in Numeracy – one Procedural Number and the other in Reasoning. Results of these are reported to parents in the Summer term.

Any complaints about the curriculum should be made in the same way as general complaints detailed further in this booklet.

## **Teaching Methods**

Throughout the school, a variety of teaching methods are employed in various lessons. Whole class teaching takes place as well as group, paired and individual work. Work is also differentiated to suit the needs of individual pupils.



Teaching assistants are employed in the school and work with individuals and groups of children under the direction of the class teacher.

### **Organisation**

The organisation of classes throughout the school is governed by pupil numbers and staffing restrictions. At the present time, there are 10 classes.

### **Classes consist of:**

|                  |          |  |
|------------------|----------|--|
| <b>Nursery</b>   | <b>-</b> | <b>13 pupils (awaiting 2023/24 intake)</b> |
| <b>Reception</b> | <b>-</b> | <b>15 pupils</b>                           |
| <b>HI LSC 1</b>  | <b>-</b> | <b>3 pupils</b>                            |
| <b>Year 1</b>    | <b>-</b> | <b>27 pupils</b>                           |
| <b>Year 2</b>    | <b>-</b> | <b>22 pupils</b>                           |
| <b>Year 3</b>    | <b>-</b> | <b>30 pupils</b>                           |
| <b>Year 4</b>    | <b>-</b> | <b>28 pupils</b>                           |
| <b>Year 5</b>    | <b>-</b> | <b>30 pupils</b>                           |
| <b>Year 6</b>    | <b>-</b> | <b>28 pupils</b>                           |
| <b>HI LSC 2</b>  | <b>-</b> | <b>4 pupils</b>                            |
| <b>Total</b>     | <b>-</b> | <b>200 pupils</b>                          |

### **Curriculum Arrangements for Pupils with Additional Learning Needs**

The school enters into regular consultation with representatives of the LA in order to support pupils with additional learning needs.

We want all pupils to feel equally valued at Catwg Primary School and so pupils with additional educational needs are integrated into mainstream classes. Reverse integration takes place as and when it is deemed appropriate. When necessary, pupils may be withdrawn from class to work in a small group or on an individual basis with a teaching assistant.

The school also makes use of LA support staff to provide additional, specialised, teaching resources and advice.

Staff are in regular receipt of up-to-date training which is appropriate to the needs of pupils in our school.

The LA has a policy for inclusion of all pupils including disabled pupils, which the school has adopted. The Additional Learning Needs Policy and The Code of Practice is adhered to stringently. The school's policy for Additional Learning Needs can be viewed at school.

The school's ALN Governor is: Mrs Reanne Lee. Mrs Lee visits the school's ALN Coordinator every half term to discuss provision and arrangements for pupils with ALN.

At the present time we have a total of 54 pupils on the ALN register (5 of whom are statemented/IDP) across the whole school, with a variety of additional needs. A range of appropriate intervention strategies and support is given to these pupils on a daily basis.

### **Language Category**

Catwg Primary is an English Medium School.

### **Welsh Second Language**

Welsh is introduced as a second language in short, mainly oral lessons from the time the child enters school. Enjoyment in learning the language is incorporated in a variety of situations: incidental, conversational, display and in singing. Welsh is used in most areas of the curriculum and is an integral part of classroom life.

As pupils progress, they develop reading and writing skills in Welsh in addition to oral skills.

We receive support and relevant teaching materials from peripatetic Welsh teacher visits, delivering lessons and providing support to all staff throughout the school.

We aim to promote bilingualism across the curriculum and aim to enable pupils to communicate effectively in English and Welsh at a level appropriate to their age and ability. Bilingual development is on-going within the school and is often apparent in most areas of the curriculum.

Our 'Cynefin' is important to our pupils' development and understanding of their Welsh heritage and is reflected throughout the year in arrange of activities.

### **Security Arrangements**

The condition and state of repair of the buildings have been monitored by the Governing Body. All external doors are fitted with turn-buckle locks. Day time security locks are in use from 9.00 a.m. All children or visitors who arrive after this time must use

the main entrance, and access is controlled by an electronic system and intercom. All security locks can be opened from inside the building. Exterior regulation fire doors have been fitted to all classrooms and hall entrances. All visitors to the school are asked to sign in via the 'Sign In' App and wear visitor badges so they can be easily identified.

There are 5 qualified first aiders in school.

### **Toilet Facilities**

There are separate and adequate toilet facilities for boys and girls in all parts of the school building. All toilets are cleaned daily. The school also has a unisex disabled toilet in both the Foundation Phase building and Key Stage 2 building.

**Neath Port Talbot CBC**  
**Period: April 22 - March 23**

| Catwg Primary                                |                   |
|--|-------------------|
| <i>DELEGATED COSTS 2022/23</i>               |                   |
|  | <i>YTD-Actual</i> |
| <b>TEACHERS SALARIES</b>                     | 773,720.49        |
| <b>SALARIES</b>                              | 298,163.21        |
| <b>WAGES</b>                                 |                   |
| <b>OTHER EMPLOYEE EXPENSES</b>               |                   |
| <b>PREMISES</b>                              | 31,046.24         |
| <b>TRANSPORTATION</b>                        | 2,105.00          |
| <b>SUPPLIES AND SERVICES</b>                 | 65,363.40         |
| <b>TRANSFER PAYMENTS</b>                     |                   |
| <b>SUPPORT SERVICES</b>                      | 113,987.96        |
| <b>GOVERNMENT GRANTS &amp; CONTRIBUTIONS</b> | -173,906.45       |
| <b>SALES</b>                                 | -3,004.27         |
| <b>FEES AND CHARGES INCOME</b>               | -9,765.00         |
| <b>RENTS</b>                                 |                   |
| <b>INTEREST RECEIVED</b>                     | -5,648.77         |
| <b>INTERNAL RECHARGES</b>                    | -19,778.75        |
| <b>TRANSFERS</b>                             | -84,839.06        |
| <b>TOTAL</b>                                 | 987,444.00        |

| <i>NON-DELEGATED COSTS 2022/23</i>   |                   |
|--------------------------------------|-------------------|
|                                      | <i>YTD-Actual</i> |
| <b>TEACHERS SALARIES</b>             |                   |
| <b>OTHER EMPLOYEES</b>               |                   |
| <b>OTHER DIRECT COSTS</b>            |                   |
| <b>MISC INCOME</b>                   |                   |
| <b>CAPITAL CHARGES</b>               | 38,320.00         |
| <b>CONTRIBUTION TO/FROM RESERVES</b> | -84,839.00        |
| <b>TOTAL</b>                         | -46,519.00        |

