



Governing Body's Annual Report to Parents – Autumn Term 25/26

Mrs. S. Miller (Chair of Governors): office@melinprimary.npt.school

Mr L. Price (Clerk to Governing Body): l.price8@npt.gov.uk

Attendance

The school had an attendance rate of 91.52% for the 2024/2025 academic year. We have increased by 0.22% since last academic year 2023/2025. However, this is just below the Neath Port Talbot average of 91.97%. However, attendance is still below our target level of 93%

The number of children who are not brought to school persistently has decreased. We also have several children who are being brought to school late after registration has closed.

We want parents/carers and pupils to feel as happy and secure as possible in school and for pupils to attend every day. We will continue to work closely with our Education Welfare Officer, Nicola Bryant to support pupils and families in their education.

Welsh Government have instructed local authorities to implement Penalty Notices under the (Penalty Notice) Regulations 2013 for pupils who persistently are absent from school.

A welcome from the Chair of Governors, Mrs.. Sandra Miller

Dear Parents and Carers

In my role as Chair of Governors it gives me great pleasure this year to thank you for your support in being part of your children's education. We have moved on from Covid (however we still need to be vigilant), but we have new challenges in the changes in the curriculum which I believe we will take forward in partnership.

To effectively learn your child/children need to be in school, from our early learners through to our very important year sixes. Please do your bit in listening to your child read, support them in other elements of homework such as learning words for spelling they will appreciate it. Our teaching staff and support staff will give you the guidance you need to take this forward if in doubt please ask. I have been involved in Melin schools for nearly 40 years and enjoy every minute of it. My commitment to our children is to be able to assist them through their education and the joys of school life and I will do so for as long as I can.

Delegated School Budget

Teaching Costs	£742,830
Payroll Costs	£526,040
Administration Costs	£19,835
Premises Cost	£130,309
Local Authority Costs	£105,903
Transport	£0
Contract Costs	£22,613
Capitation	£26,700
Total Costs	£1,359,613

Formula Allowance	£1,246,992
Other Income	£293,546
Net Expenditure	£1,312,315

Physical Education and Sporting Aims

We develop positive attitudes to sport and a healthy, active lifestyle whilst promoting an enjoyment of the challenge and physical demands of activities. This is achieved through regular PE and 'games' lessons, use of experts from outside agencies and usually a range of after-school clubs. We have a carefully planned PE scheme called Get Set 4 Education which develops different skills. The sports ambassadors worked with our PE lead to plan the schemes of work for the Infant and Junior children. Our annual Sports Day returned with blue house winning the skill-based event.

The children from Year 2 to Year 6 have had the opportunity to take part in the SHEP Food and Fun Programme. Junior pupils have also taken part in a range of outside sports activities including a rugby tournament, PASS activities and multi-skills event.



At Melin Primary School we believe that the emotional wellbeing of the child, developed through a curriculum based on activity and experience is at the heart of learning. We have high expectations that encourage good habits, promote ambition and positive attitudes to learning. This will enable the children to grow to be literate, numerate, digitally competent and independent life-long learners. They will be happy, healthy, safe and contribute creatively and ethically to their community, Wales and the world.

School Organisation

We are an English medium primary school which caters for children between the ages of three and eleven. Pupils use Welsh through Welsh lessons and encouraged to use Welsh as a language within their time in school. Currently, there are two part time nursery classes and seven full time classes. We have ten teaching and XX support staff. There are at present XX full time pupils on roll, and XX part time nursery pupils. Children are organized into mixed ability classes and taught by their class-teacher. Classes may contain one year group or be a mixture of two-year groups. All pupils are taught according to their own individual ability.

School Prospectus

The school prospectus has been prepared by the school and has been published. An electronic copy of the prospectus can be found on the school website.

Infant Site		Junior Site	
Class	Teacher	Class	Teacher
Nursery/Reception	Mrs. L. Jeremy (Acting Deputy Headteacher)	Year 3	Miss. O. Watkins
Reception	Miss E. Cochrane	Year 4	Mrs. R. Davies (0.6) and Mrs. E. Dye (0.4)
Year 1	Mrs. A. Lewis	Year 5	Mrs. S. Cooke
Year 2	Mrs. A. Cameron (0.6) and Mrs. N. Davies (0.4)	Year 6	Mrs. D. Beet

Community Links

It has been lovely to welcome parents and carers into school for events throughout the year such as book looks, Christmas concerts, sports day and our Year six leavers' concerts. We have also run several successful adult learning courses in our Family Room and undertaken school workshops linked to the Curriculum for Wales. We have recently had a store room refurbished to a community hub. It has been named 'Cwtch Cynefin'. Members of the Police, Health and NPTCBC Road Safety Team have attended to develop links and deliver key safety and life-skill messages. We have also had visitors into school from Bumbles of Honeywood and Urdd to supplement teaching. The school has taken part in SHEP Food and Fun to provide a summer holiday club. The school continues to work with local schools on the National Professional Enquiry Project (NPEP), Community Focused Schools and 'Ready Steady School' to help with the transition into Nursery.

School Policies

The staff and Governors have prepared and approved a series of policies. These policies have followed the national/local guidance in many cases.

Copies of relevant policies and information can be found on the school website or by request form the school office.

Policies are monitored, reviewed and, if necessary, adapted at set timescales (usually over a one- or three-year period) or when updated guidance becomes available.

Information relating to school improvement plan targets set by Governors

The school sets targets for improvement each year as part of our school improvement plan. This is informed by our Self Evaluation Report which highlights what we do well as a school, and what we need to improve on.

The targets set for the academic year 2024/2025 and improvements made were as follows:

Target 1: To improve literacy skills, in particular word and sentence structure to impact on pupils; writing skills

Staff have received training on improving early writing skills. The learning environments have been adapted to provide scaffolding support to assist pupils in developing their writing skills. However, pupils' writing skills are not at the level we would expect.

Target 2: To develop a concrete, visual, abstract (CVA) approach to teaching so that pupils gain a deeper understanding of mathematical concept in number.

All staff have engaged in CVA training to implement into classroom teaching. Staff have participated in one-to-one coaching as well as in class coaching with a teacher development officer. Resources have been purchased to supplement the teaching of number using concrete equipment.

Target 3: To develop and successfully implement a shared understanding of progression in line with the Curriculum for Wales.

Staff have participated in research and professional discussions on our shared understanding of progression. Staff have completed self-evaluation activities focusing on progression within the lesson to support learners. Staff have completed professional learning on progression.

Target 4: To improve systems and procedures in place to improve pupils' attendance

School leaders have worked closely with our Education Welfare Officer to monitor attendance and support pupils who have poor attendance. Pupils have participated in an attendance committee to promote the importance of good attendance. The committee has created an Attendance mascot, Mr. Broga and a slogan 'attend today and achieve tomorrow'. The Attendance committee have planned, written and recorded an Attendance News report to promote the importance of attendance. This has been shared with pupils, staff, Governors and parents/carers.

Contact the Governing Body: **Mrs. M. Winter, Clerk to Governors**

Melin Primary School, Mile End Row, Melin, Neath, SA11 2ED or m.winter@npt.gov.uk

Contact the Chair of Governors: **Mrs. S. Miller, Chair of Governors**

Melin Primary School, Mile End Row, Melin, Neath, SA11 2ED

Estyn Inspection Update – June 2025

As many of you know, our school was recently visited by Estyn inspectors in June. During their time with us, they carried out learning walks, spoke with staff and pupils, and reviewed pupils' work to gain a full picture of life at our school.

We're proud that the inspectors recognised many strengths across our school. However, the overall outcome of the inspection is that we require **significant improvement**. As part of this process, we've been given **four key priorities** to focus on moving forward. The recommendations are:

R1. Improve the accuracy and effectiveness of self-evaluation and improvement planning

R2. Improve the quality of teaching and assessment for older pupils to ensure that they make the progress they should in learning

R3. Strengthen the curriculum to provide authentic, purposeful learning activities that enable older pupils to build on their skills progressively

R4. Improve attendance

While this result may feel disappointing, we see it as a valuable opportunity to grow and strengthen our school. We'll be working closely with the local authority to make sure we're making meaningful progress. We will create a post inspection action plan (PIAP) which will be submitted to Estyn.

This is an exciting time for us to reflect on our curriculum, enhance teaching and learning, and ensure our pupils are at the heart of everything we do. Over the coming year, you'll notice some changes in school – all designed to benefit our pupils and improve their learning experience. We'll keep you updated through regular newsletters so you can stay informed and involved.

Thank you for your continued support.

ESTYN REPORT

<https://estyn.gov.wales/app/uploads/2025/08/Parents-and-carers-Inspection-report-Melin-Primary-School-2025.pdf>



2025-2026 Academic Year Dates

Autumn term 2025

- Monday, 1 September - Friday, 24 October
- Half-term holiday: Monday, 27 - Friday, 31 October
- Monday, 3 November - Friday, 19 December
- Christmas holiday: Monday, 22 December - Friday, 2 January

Spring term 2026

- Monday, 5 January - Friday, 13 February
- Half-term holiday: Monday, 16 - Friday, 20 February
- Monday, 23 February - Friday, 27 March
- Easter holiday: Monday, 30 March - Friday, 10 April

Summer term 2026

- Monday, 13 April - Friday, 22 May
- Half-term holiday: Monday, 25 - Friday, 29 May
- Monday, 1 June - Monday, 20 July
- Summer holiday: Tuesday, 21 July - Monday, 31 August

School Toilets

Our Junior site has four sets of toilets. These are cleaned daily. There are staff toilets and a disabled toilet on this site. Our Infant site has three sets of toilets. The toilets are cleaned daily with the Nursery/Reception toilets being cleaned more frequently.

We have also had a hygiene room on our Infant site. This now consists of a disabled toilet and a changing bed.

All toilets in the school now have push taps to save water and electric hand driers.

Additional Learning Needs (ALN)

Children and young people with ALN need extra support to learn. This would be because they either find it harder to learn than other children of the same age or have a disability that means they cannot use, or find it difficult to use, facilities for learning in our school. Some children and young people who need extra help in school do not have an ALN. This may be children who just need some help catching up. The extra support given to children with ALN to help them learn is called additional learning provision (sometimes called ALP). This must be written into a support plan called an individual development plan (IDP). Additional learning provision for a person aged three or over is education that is additional to, or different from, what is made available to most children of the same age. This means, that additional learning provision support that is made available in our school, but most children or young people of the same age do not need to use this support to make progress. Additional learning provision can be delivered by teachers or teaching assistants. It can also be delivered by specialist services like a speech and language therapist or teachers of the deaf.

The ALN system emphasizes increased collaboration, and we will work with you, your child and other professionals following the person-centered approach to decide how best to meet your child's needs. Our school will move children to the ALN system after giving you an IDP notice. An IDP notice means we have decided that a child has ALN and an IDP will be made for the child. A no IDP notice means we have decided that the child does not have ALN and an IDP will not be made for the child. For example, children may be given a no IDP notice because their needs have changed, and they no longer need additional support to learn.

Sometimes, disagreements can arise. Most of the time, disagreements can be resolved by discussing the problem with us. If you are unhappy with anything, you should make your views known as soon as possible. Always speak to the school's additional learning needs coordinator (ALNCo) as soon as you have worries or concerns so that that can be resolved at an early stage. If you are still unhappy, then you can talk to the local authority to seek further advice.

Governing Body Membership

Local and Minor Authority Governors	Mrs. S. Miller (Chair) Cllr. W. Carpenter Cllr. M. Protheroe Cllr. D. Thomas
Parent Governors	Ms. J. Blackwell Ms. J. Lester Ms. N. Robinson Vacancy
Staff Governors	Mrs. D. Harris (Acting Headteacher) Miss O. Watkins (teaching Governor) Mrs. L. Porter (Non teaching representative)
Community Governors	Mrs. R. Reed Miss. S. Worth (Vice Chair) Mr. S. Evans

Parent Governor Vacancy

We have one vacancy for a parent governor on the Governing Body for the school.

Further information will be sent out to parents from Mr. Price, out Clerk to Governors, regarding any election that is required.

Our Healthy School

As always, we continue to promote an active lifestyle both in school time, after school and during the summer holidays through activities that allow children to develop their physical skills and their awareness of healthy eating.

We do this through formal lessons, visitors from external agencies and through after school or holiday clubs which promote exercise for fun and healthy eating. We also continue to make good use of our school garden and nearby Eaglesbush valley. All children in Year 4 take part in Forest school activities in groups throughout the year. All pupils on the Infant site have access to Coed Melin regularly.

The school continues to engage in the Healthy Schools Scheme. All our classes learn about being healthy through their curriculum topics, with pupils having the opportunity to benefit from visitors such as the School Nurse, Fire Service, NSPCC, CAMHs and PCSOs to learn more about keeping their bodies and minds as safe and healthy as possible. The school has also completed the Whole School Approach to Emotional and Mental Wellbeing survey in order to ensure that the school focuses on the wellbeing of pupils and all stakeholders.

All children from Year 2 to Year 6 are able to sign up to our Summer Holiday Enrichment Programme (SHEP) which aims to give children 'food and fun' throughout the first three weeks of the Summer holidays. Children have sports, arts and healthy lifestyle teaching along with great food and fun to keep them active and busy through the holidays.

Meeting with Parents under Section 94 of the School Standards Organisation (Wales) Act 2013

There has not been a meeting with parents to report back on to you in this report. No meeting has been requested by parents.



Melin Primary School 2025 - 2026



Our vision at Melin: we have high expectations that encourage good habits, promote ambition and positive attitudes to learning. This will enable the children to grow to be literate, numerate, digitally competent and independent life-long learners. They will be happy, healthy, safe and contribute creatively and ethically to their community, Wales and the world.

Strong features of our school

School ethos – is a welcoming, inclusive school where pupils feel safe and supported. Most pupils behave well and show positive attitudes to learning.

Pupils’ wellbeing – Teachers manage pupils’ emotional needs effectively and provide support to promote their well-being.

Growth Mindset – we encourage our learners to have a growth mindset, learning from mistakes and showing resilience in their learning

Partnership working– We work with our school community creating a community focused school. We work closely with our cluster schools to ensure our pupils receive a broad and balanced curriculum through knowledge, skills and experiences.

Professional learning – We encourage enquiry learning and support professional learning within our school e.g. NPEP

Our School Priorities 2025-2026

Priority 1. Improve the accuracy and effectiveness of self-evaluation and improvement planning

How are we going to address this? *Through working with the local authority, cluster and in house to evaluate and review what is working well and implement areas of development. Through listening to learners, teacher input, monitoring planning, learning walks and book looks we will gain a deeper understanding of where we are as a school and how to improve.*

Who is going to lead this? *Mrs Harris.*

Priority 2. Improve the quality of teaching and assessment for older pupils to ensure that they make the progress they should in learning

How are we going to address this? *Through a robust assessment cycle, tracking pupils skill development, monitoring and analysing data, improving formative and summative assessments that focus on individual pupils’ needs, through staff training to deepen understanding on the importance of assessment and progression*

Who is going to lead this? *Mrs Beer*

Priority 3. Strengthen the curriculum to provide authentic, purposeful learning activities that enable older pupils to build on their skills progressively

How are we going to address this? *Through staff training on developing authentic curriculum, planning a variety of experiences across the curriculum at an appropriate level to ensure progression, to listen to pupil in put on what and how they would like to learn through our concept and inquiry approach.*

Who is going to lead this? *Mrs Jeremy*

Priority 4. Improve attendance

How are we going to address this? *Regular attendance reviews and a graduated response, working with families, assemblies, rewards including certificates, attendance tags with an attendance reward termly, attendance committee promoting the importance of attendance and making it visible in school, reporting attendance in our weekly newsletter.*

Who is going to lead this? *Mrs Harris and Mrs Bryant (EWO)*

Curriculum Design: Self-Evaluation Activities e.g. Learning Walks, Listening to Learners, Book Looks, Staff Professional Development Review