



***Governor's Annual Report
September 2019***

***Adroddiad Blynyddol y
Llywodraethwr***

**ANNUAL REPORT OF THE GOVERNING BODY OF
CRAIGFELEN PRIMARY SCHOOL – GROUP S20**

The Governing Body of Craigfelen Primary School will consist of 14 members whose role is to represent the interests of the School and the Community. This Annual Report to Parents has been produced by the school's Governing Body. The school's governors are:

<u>Governors appointed by the LEA:</u>		<u>Date term of office ends</u>	<u>Position</u>
Mr. Rhys Jones	LEA	19/02/2020	OTH
Mr. Greg Jones	LEA	18/03/2020	OTH
VACANCY	LEA		

Governors appointed by Parents:

Mrs Sally Sullivan	PAR	11/12/2020	OTH
Mrs. Amanda Foster	PAR	03/03/2023	OTH
Mr. Darran Roper	PAR	11/12/2020	OTH
VACANCY			

Community (Co-opted) Governors

Mrs. Sue Feathers	CO	16/06/2021	OTH
Mr. Ian Jenkins	CO	16/06/2021	OTH
Cllr. Paulette Smith	CO	11/03/2021	OTH
VACANCY	ACO		

Governors elected by Teaching Staff

Mr J Taylor	TEA	18/01/2021	OTH
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Governors appointed by Staff:

Miss Katie Davies	PAR	20/05/2023	OTH
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Head teacher

Mrs. Alison Williams	Head teacher		HT
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Clerk to the Governors

Mrs. Beverley Bennett	CLK		CLK
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Tenure of Office:	All Governors are appointed to serve for four years
Chairperson of Governors:	Mr. Ian Jenkins
Clerk to Governors:	Mrs. B. Bennett

All governors can be contacted via the school.

The Governing Body as a whole meets at least once a term to consider various items:-

- **Curriculum**
- **School Development Plan**
- **Health and Safety**
- **Staff and Governor Training**
- **Link with the community**
- **School Security**

At each meeting the Head teacher submits a report in areas such as:-

- **Staffing**
- **Home School Links**
- **School Activities**
- **Curriculum**
- **Building Repairs**
- **Pupil Achievement**

These sub committees have been established to link directly with the school's self-evaluation processes. Each committee will focus on a relevant priority from our school development plan. The following statutory committees are linked to the most relevant subcommittee.

The following committee's also meet at least once a term:-

Subcommittee 1: Standards and well being

- Inclusion
- Head teacher and deputy head selection panel
- Head teacher performance management appeals committee
- Teacher performance management appeal committee
- Staff grievance committee
- Staff capability committee
- Pupil Outcomes (including self-evaluation, achievement and attainment and development planning)
- Appointments committee

- **Subcommittee 2: Provision**

- Finance
- Creating a context for effective learning (including Premises and Health and Safety)
- Pupil Voice and Safeguarding
- Pupil Discipline and Exclusions committee
- Curriculum Planning
- Pay review appeals
- Pupil discipline and exclusions appeals committee

- **Subcommittee 3: Leadership and Management**

- Headteacher Performance Management and Appraisal
- Partnership Working
- Resource Management
- Governor training and development
- Pay review committee
- Complaints committee
- Staff grievance appeals committee
- capability appeals committee

At these meetings various issues are discussed including reviews of school policies and procedures. Any parent who wishes to raise an issue for discussion is welcome to do so and should contact Mrs. Bennett: Clerk to the Governing Body or alternatively issues can be raised with the Parent Governors.

Annual Governor Report to Parents 2018 - 2019

Dear Parent (s) / Guardians.

After a very successful year for our school, our school continues to make me feel extremely proud as Chair of Governors. Our school continues to be held as a 'sector leading' school in so many areas. Schools that are learning organisations have the capacity to adapt to changes and try out new approaches, so that they can improve learning and outcomes for all their pupils. Developing Welsh schools into learning organisations is important to Wales to support the ongoing implementation of the new curriculum. Currently, our school is leading the way in developing new systems and processes that reflect this model.

Our school continues to grow and numbers are looking very healthy for the next few years. The new play area and MUGA provide much needed creative space for our children and community. A huge thank you to Cllr Smith and Cllr Walker for their donation of support and to Mrs Williams for her successful bid to secure £10000 of National Lottery grant funding.

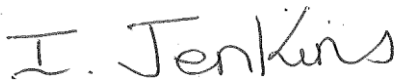
I would like to thank you all for your continued support. I truly believe that our school is like one very large family who support and care for one another.

As always, the staff and governors are always there for you. Please don't hesitate to contact the school if you have any issues or concerns.

I look forward to seeing you all at events planned for this term

A big thank you to everyone, and another super year for Craigfelen School.

Yours sincerely,



Ian Jenkins
Chairman of Governors

Annual Governor Report to Parents 2018 - 2019

Dear Parent(s) / Guardian(s).

After reading the letter I wrote last year for this report, it is so pleasing to reflect yet again on a wonderful year at our school.

Our governing body restructure continues to be very successful and this was reflected in our Estyn inspection report. Governors continue to work alongside our school council to ensure our priorities are met. We continue to develop and evolve the input of all committees and the impact continues to grow. One of these priorities has been to develop Welsh language skills. Thanks to your support and the hard work of staff and your children, results have been very pleasing and we are working well towards our only recommendation from our inspection which is to continue to develop standards and progress in Welsh as a second language. The whole school project focusing on bilingualism and celebrating being a school in Wales which we held during the Spring term was a huge success.

I feel very fortunate to work in such a caring community where successful partnerships are at the heart of everything we do. This continues to create a culture of increased self-confidence within staff and pupils, which ensures we continue on our journey of continuous improvement.

Our new extension to our junior classroom has provided a wonderful new learning environment for our pupils. School budgets are under increasing pressure across Wales. It is a reflection of the sound financial management that we are able to provide the best learning environments and provision for all our pupils.

It continues to be a pleasure to come to work every day to see our pupils' blossom! Leading a team of such dedicated professionals who are willing to dedicate themselves to ensuring every pupil achieves their best is a very privileged position.

As always, my door is always open to you. This will be my eighth year as head teacher and I feel I know you all very well! Together we can make prepare our children for the world that lies ahead of them.

I look forward to another successful 2018-19.



Mrs. Alison Williams
Head teacher

ATTENDANCE

Annual attendance and absence figures 2018-19

Period: 03/09/2018 to 31/08/2019

Pupils DOB Range: 01/09/2003 - 31/08/2014

Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
Reception	88.6	1.6	8.5	1.3	100.0	90.1
Year 1	89.7	1.9	6.3	2.1	100.0	91.5
Year 2	91.4	1.5	6.0	1.1	100.0	92.9
Y3/4	92.0	2.5	4.5	0.9	100.0	94.6
Y4/5	90.7	3.2	4.8	1.3	100.0	93.9
Y5/6	86.3	5.4	6.2	2.1	100.0	91.7
Totals	89.9	2.8	5.9	1.5	100.0	92.6

The school has set a target of 94% for 2019-20.

MOST RECENT SCHOOL COMPARATIVE REPORTS IN PERFORMANCE IN END OF KEY STAGE TEACHER ASSESSMENTS

The following table shows the percentage of pupils attaining each outcome.

Foundation Phase Outcomes 2019 SCHOOL & NATIONAL

The following table shows the percentage of pupils attaining each outcome.

		Z	S	G	N	D	W	1	2	3	4	5	6+	5+
Language, Literacy, and Communication Skills in English (LCE)	School	0	0	0	0	0	0	3	3	7	28	45	14	59
	National	-	-	-	0.1	0.3	0.7	0.4	0.9	3.1	10.5	50.5	33.5	84.0
Language, Literacy, and Communication Skills in Welsh (LCW)	School	0	0	0	0	0	0	0	0	0	0	0	0	0
	National	-	-	-	-	0.1	0.1	0.3	0.7	2.2	10.6	52.9	33.2	86.1
Mathematical Development (MDT)	School	0	0	0	0	0	0	3	3	0	24	69	0	69
	National	-	-	-	0.1	0.3	0.5	0.3	0.6	2.2	9.5	52.6	33.9	86.6
Personal and Social Development, Well-being and Cultural Diversity (PSD)	School	0	0	0	0	0	0	0	3	14	0	41	41	83
	National	-	-	-	0.1	0.3	0.5	0.3	0.5	1.2	3.8	34.0	59.4	93.4

There were 29 pupils in the group.

Foundation Phase Outcome Indicator	School	59
	National	82.6

D represents pupils who have been disapplied under sections 113 - 116 of the 2002 Education Act, or pupils for whom teachers were unable to provide an assessment.

N represents pupils not awarded an outcome for reasons other than disapplication.

W represents pupils who are 'working towards' outcome 1, but have not yet achieved the standards needed for outcome 1. National data for those pupils awarded Gold, Silver and Bronze are included here. Separate national values for these levels are not available.

The general expectation is that the majority of 7 year olds will attain outcome 5.

The Foundation Phase Indicator represents the percentage of pupils achieving outcome 5 or above in PSD, LCE/LCW and MDT in combination.

Annual Governor Report to Parents 2018 - 2019

Summary of National Curriculum Assessment results of pupils in the school (2019) and nationally (2018) at the end of Key Stage 2 as a percentage of those eligible for assessment

Summary of National Curriculum Assessment results of pupils in the school (2019) and nationally (2018) at the end of Key Stage 2 as a percentage of those eligible for assessment.

		N	D	NCO 1, 2, & 3	1	2	3	4	5	6+	4+
English	School	0	0	0	0	0	16	56	28	0	84
	National	0.2	0.3	-	0.5	1.2	6.5	45.1	44.2	1.7	91.1
Oracy	School	0	0	0	0	4	12	52	32	0	84
	National	0.2	0.3	-	0.4	1.1	6.3	45.0	44.6	1.8	91.5
Reading	School	0	0	0	0	0	16	52	32	0	84
	National	0.2	0.3	-	0.5	1.2	7.0	43.0	45.6	2.0	90.6
Writing	School	0	0	0	0	4	12	60	24	0	84
	National	0.2	0.3	-	0.5	1.6	10.5	49.5	35.6	1.5	86.7

Cymraeg	School	0	0	0	0	0	0	0	0	0	0
	National	0.1	0.2	-	0.5	1.7	7.9	49.3	39.0	1.3	89.7
Oracy	School	0	0	0	0	0	0	0	0	0	0
	National	0.1	0.2	-	0.5	1.5	7.0	48.3	41.1	1.5	90.8
Reading	School	0	0	0	0	0	0	0	0	0	0
	National	0.1	0.2	-	0.5	1.8	8.6	46.3	40.9	1.6	88.9
Writing	School	0	0	0	0	0	0	0	0	0	0
	National	0.1	0.2	-	0.6	1.9	12.4	53.3	30.4	1.2	84.9

Mathematics	School	0	0	0	0	8	8	52	32	0	84
	National	0.2	0.3	-	0.4	1.1	5.9	44.0	45.6	2.2	91.8

Science	School	0	0	0	0	4	8	56	32	0	88
	National	0.2	0.3	-	0.4	1.0	5.7	45.6	46.1	0.4	92.1

Core Subject Indicator	School	84
	National	89.5

D represents pupils who have been disapplied under sections 113 - 116 of the 2002 Education Act, or pupils for whom teachers were unable to provide an assessment.

N represents pupils not awarded a level for reasons other than disapplication. National Curriculum Outcomes 1, 2 and 3 describe achievements below level 1.

The general expectation is that the majority of 11 year olds will attain level 4.

The Core Subject Indicator represents the percentage of pupils achieving level 4 or above in English or Welsh (first language), mathematics and science in combination.

Annual Governor Report to Parents 2018 - 2019

% boys at each level

		N	D	NCO 1, 2, & 3	1	2	3	4	5	6+	4+
English	School	0	0	0	0	0	8	46	46	0	92
	National	0.3	0.4	-	0.7	1.7	8.3	48.9	38.2	1.3	88.3
Cymraeg	School	0	0	0	0	0	0	0	0	0	0
	National	0.1	0.2	-	0.8	2.2	10.2	53.2	32.3	0.8	86.4
Mathematics	School	0	0	0	0	0	8	46	46	0	92
	National	0.3	0.4	-	0.6	1.5	6.6	42.4	45.3	2.7	90.3
Science	School	0	0	0	0	0	8	46	46	0	92
	National	0.3	0.4	-	0.6	1.3	6.9	46.3	43.4	0.4	90.1

Core Subject Indicator	School	92
	National	87.0

% girls at each level

		N	D	NCO 1, 2, & 3	1	2	3	4	5	6+	4+
English	School	0	0	0	0	0	25	67	8	0	75
	National	0.1	0.2	-	0.2	0.8	4.6	41.2	50.6	2.2	94.0
Cymraeg	School	0	0	0	0	0	0	0	0	0	0
	National	0.1	0.1	-	0.3	1.1	5.6	45.4	45.6	1.8	92.9
Mathematics	School	0	0	0	0	17	8	58	17	0	75
	National	0.1	0.2	-	0.3	0.8	5.2	45.6	46.0	1.8	93.4
Science	School	0	0	0	0	8	8	67	17	0	83
	National	0.1	0.2	-	0.2	0.7	4.4	44.9	48.9	0.4	94.1

Core Subject Indicator	School	75
	National	92.1

D represents pupils who have been disapplied under sections 113 - 116 of the 2002 Education Act, or pupils for whom teachers were unable to provide an assessment.

N represents pupils not awarded a level for reasons other than disapplication. National Curriculum Outcomes 1, 2 and 3 describe achievements below level 1.

The general expectation is that the majority of 11 year olds will attain level 4.

The Core Subject Indicator represents the percentage of pupils achieving level 4 or above in English or Welsh (first language), mathematics and science in combination.

TARGET SETTING INFORMATION**Autumn 2019 Target Setting Summary Form**

All targets should be expressed as percentages. Please complete only rows relevant to your school.

Please re-name local targets to show what they refer to.

School Craigfelen Primary School

Key Stage	Target	2019-20	2020-21	2021-22
Foundation	<i>Foundation Phase Indicator</i>	75	65	66
	<i>English L4+</i>	83	71	81
	<i>Welsh First Language L4+</i>			
	<i>Mathematics L4+</i>	83	81	81
	<i>Science L4+</i>	87	81	88
Attendance	<i>Absence</i>	6%	5.9%	5.8%
Signatures				
Head Teacher	<i>Alison Williams</i>			
Chair of Governors	<i>Ian Jenkins</i>			
Challenge Adviser	S Loydon			

COMMUNITY LINKS INCLUDING LINKS WITH POLICE

The school has developed many successful links with the community. Regular visits from our PSCO ensure our school sits at the heart of our community. Lessons from our police liaison officer also ensure our children know how to keep themselves safe and be positive role models for our community. The 'mini police' group work closely with our PCSOs to ensure we keep our community safe



ARRANGEMENTS FOR PUPILS TO PARTICIPATE IN SPORT AND EXTRA CURRICULAR SPORTS ACTIVITIES

2018-19 was another successful year for sport in Craigfelen. We had record attendances for sporting clubs. Football club regularly exceeded 30 children. Here are some highlights of sporting performances this year:

Football- The school team had a very successful year. We entered two teams into the Swansea Valley Rotary Club Football Festival. One team reached the quarter finals of the plate competition whilst the other won the plate competition. We played regularly in festivals organised by the Swansea Schools Football association. Over 40 children represented the school in the various football festivals and matches. Our girls football team has gone from strength to strength playing regularly at festivals.



Rugby- School rugby has been very hard to organise this year with little support from the Ospreys or WRU. All matches or festivals we have attended have been organised by staff. The one festival organised by the Ospreys was Ospreys Beach Rugby Festival which was a fantastic day for all of the children. We also attended the first ever South Wales Police East Cluster festival at Bonymaen RFC.



Cricket- The only cricket festival of the year was cancelled due to poor weather. We are hoping to organise more inter school festivals next year.

Cross Country- Once again we entered the Swansea Schools Cross Country Championship. We took a boys and girls team to the heats where both teams performed well finishing 5th overall.



Dance- This year we had a very successful dance club, run by Mr Franks, 20 children attended this club every week and the club culminated in a dance performance to an audience of over 50 people.

Borfa Residential 2019- Once again we visited the Borfa Activity Centre to take part in a week long programme of outdoor/adventurous activities. The activities involved climbing, abseiling, rock hopping, orienteering, shelter and survival skills. The children had a super time and did not want to go home at the end of their stay.



ECO Update 2019

It has been another busy year with our ECO Squad. We are pleased to announce we have maintained our Platinum status and celebrated by attending the National ECO Schools Conference.

We continued to develop our Outdoor Learning programme and now each class gets extended time engaging with the outdoors during our sessions. Despite some vandalism of benches in the nature reserve, I am pleased to report the state of the school grounds is improving. I often find bags of collected rubbish left by our pupils who have done the collections in their own time.

We have also created a new garden for Year 1&2. This was a whole school project that not only benefits these classes but is also used by After School Club. Our grounds were enhanced with minimal expenditure. We re-homed plants and were given lots of donations so we didn't need to purchase as much as previous years. This is something we look to do more of every year, with the hope that our spending is as close to zero as possible. We must say a huge thank you to Mr. Roper for sourcing donated materials for our new stage as well!

It promises to be another exciting year this year so please keep up to date using the #cfpeco tag on Twitter.

DETAILS OF POLICY REVIEW OR STRATEGY ADOPTED BY GOVERNING BODY

Policy	Outcome
<p>Annually</p> <p>Child Protection Admissions policy Pay Policy Governors report to parents including action plan Performance management Register of business interests of HT and governors School development plan Self-Evaluation Report Safeguarding School Prospectus GDPR Safeguarding Staff Handbook Health and Safety Complaints</p> <p>3 yearly</p> <p>MAT</p> <p>Non-statutory School self-evaluation report</p> <p>All individual subject policies School toilet policy E safety policy</p>	<p>All approved and accepted</p>

OUR CURRICULUM

Staffs' skills have been audited and appropriate training has been provided in a range of areas to allow staff to deliver the necessary skills to pupils. Skills are taught to pupils through weekly IT lessons. Coverage is tracked by staff and is proactively cross-referenced with planning and pupils' work through monitoring by the coordinator. The coordinator has a comprehensive action plan, which is regularly reviewed. Progress in which is shared with governors. Governors triangulate this with their own findings from monitoring pupils' files and talking to pupils at termly governing body meetings.

Staff have audited the four purposes within the current provision. This has indicated the requirement for only minor amendments in preparation for the implementation of the new curriculum for Wales. A similar approach with the twelve pedagogical principles is pending. Prior to the end of the academic year a review with pupils of the school's teaching and learning policy is planned. Going forward, senior leaders plan to work to build on pupils' levels of independence and pupils' influence over what and how they learn.

WELSH LANGUAGE DEVELOPMENT IN SCHOOL

Welsh is taught as a second language and it is led by our fluent Welsh speaker, Mrs Dawn Arnold. Welsh Language development is a key priority for our school. We been very successful in achieving the Bronze Award in the Cymraeg Campus Siarter Iaith (Language Charter.) We proved that we provide a clear, focused framework which actively promotes and increases the use of Welsh in daily life. The Siarter promotes a sustained, strong ethos in school, and the assessors agreed that we achieve this to a very good standard We have an active Criw Cymraeg, with pupils ranging from Blwyddyn Dau to Blwyddyn Chwech who meet fortnightly and more when needed. Teaching staff are also actively involved as it formed part of our performance management. Key Stage 2 staff worked with Mrs Sian Wilson, our Welsh in Education Officer to address our ESTYN recommendation. Standards of Welsh are improving in the school, with more children leaving KS2 with Level 5.

SEN UPDATE

The focus for SEN this year continues to be the new Code of Practice, which has been issued in draft form. There have already been some amendments to the new code, and there is likely to be a delay in its implementation.

All staff have received training on the basic changes the new code wants to implement. Teachers have had additional training on developing Individual Development Plans, (IDPs) which will replace IEPs. Teacher liaison/discussion have reached a decision on those children who will require an IDP and those children whose needs will be met by a class provision map. All children with a Statement and at the former School Action Plus will have an IDP.

Miss Parcell and Mrs A Williams have attended presentations on the legal requirement on the New Code. Miss Parcell has also attended Person Centred Planning workshops, and will be attending the 'leads' training for this in late Autumn 2019. She has also attended a workshop on legal documentation referrals. Mr Taylor has also attended Person Centred

Review planning. Teaching Assistant Clare Davies has completed the 10 week ASD Ekklan course for communication difficulties.

School interventions include Rapid Phonics, Speech and language link, Pastoral care, Maths boost, literacy support, and a daily reading support group for Year 2.

HEALTHY SCHOOLS UPDATE

Craigfelen Primary School actively encourages a healthy lifestyle through a variety of strategies and approaches. The school is currently working towards the assessment for Phase 6 of Healthy schools. We are hoping to book the assessment in for the second half of this term. This will allow us to pursue the full assessment for the National Quality Award. Miss Nia Morgan is currently leading the school towards the assessment following the development of a whole school action plan which consists of seven elements. The seven elements include food and fitness, mental and emotional health and well being, personal development and relationships, substance misuse, environment, hygiene and safety.

TOILET FACILITIES AND ARRANGEMENTS FOR CLEANLINESS

The toilet facilities are accessible to all users within the school. Toilets are cleaned daily.

TERM DATES AND SESSION TIMES

School term and holiday dates 2019/2020

Term	Term begins	Term ends	Mid-term holiday		Term begins	Term ends	Total days
			Begins	Ends			
Autumn 2019	Monday	Friday	Monday	Friday	Monday	Friday	
	2 September	25 October	28 October	1 November	4 November	20 December	
	40				35		75
Spring 2020	Monday	Friday	Monday	Friday	Monday	Friday	
	6 January	14 February	17 February	21 February	24 February	3 April	
	30				30		60
Summer 2020	Monday	Friday	Monday	Friday	Monday	Monday	
	20 April	22 May	25 May	29 May	1 June	20 July	
	25				35		60
Total:							195

Bank holidays

10 April 2020 - Good Friday
 13 April 2020 - Easter Monday
 8 May 2020 - May Day
 25 May 2020 - Spring Bank Holiday

Please note that this calendar is subject to any changes that may arise as a result of Welsh Government issuing a Direction on term dates

FINANCIAL STATEMENT INCLUDING SUMMARY OF HOW BUDGET IS USED, ANY GIFTS AND THEIR USE AND TOTAL AMOUNTS PAID FOR TRAVEL AND SUBSISTENCE TO MEMBERS OF THE GOVERNING BODY

SCHOOL: Craigfelen Primary

STATEMENT OF ACTUAL EXPENDITURE 2018/19 FINANCIAL YEAR

	Delegated Expenditure £	Non-Delegated Expenditure £	Total Net Expenditure £
Teachers Salaries	387,525	0	387,525
Salaries	375,234	14,027	389,260
Other Employee Costs	41	236	276
Premises	58,319	0	58,319
Transport	1,231	0	1,231
Supplies & Services	141,942	0	141,942
Recharges	0	-93	-93
Gross Expenditure	964,291	14,170	978,460
Grant Income	-283,317	0	
Income	-48,131	0	-48,131
Gross Income	-331,448	0	-48,131
Net Expenditure	632,843	14,170	930,330

RESERVES:	£
FINAL FORMULA ALLOCATION:	632,947
TOTAL NET EXPENDITURE:	632,843
TRANSFER TO / (FROM) RESERVES:	104
OPENING BALANCE ON RESERVES 01/04/17	60,107
CLOSING BALANCE ON RESERVES: 31/03/18	60,211