

# Parc Lewis Primary School. Governor's Annual Report to Parents 2020- 2021



## **Dear Parents, Guardians & Carers,**

*This is a full report of the steps taken by the Governing Body in discharging its functions since the last report was published. This report covers the academic year September 2020 to July 2021. If you have any questions, please contact Mr. Mike Lewis, Chair of Governors via the school office.*

1.

Name	Category of Governor	Appointed By	Retirement Date
Vacancy	Community Member	Governing Body	
Mr Alun Davies	Community Member	Governing Body	26.11.2022
Mr Alan Minton	Community Member	Governing Body	21.11.2021
Mr Michael Lewis - Chair	Local Authority Member	LA Committee	15.01.2022
Mr Stephen Powderhill	Local Authority Member	LA Committee	04.01.2025
Mr Graham Jones	Local Authority Member	LA Committee	17.07.2022
Dr A Karasuwa	Parent Member	Parent Ballot	04.10.2024
Mrs K Adekola	Parent Member	Parent Ballot	22.11.2024
VACANCY	Parent Member	Parent Ballot	
Cllr L Tomkinson	Minor Authority	Town/Community Council	27.05.2025
Mrs Sian Perry	Member	Support Staff	22.09.2023
Mrs R Goddard	Member	Teaching Staff	17.10.2025
Mr A.W. Roberts	Headteacher		

2.

### **The Clerk to the Governing Body is:**

Jill Williams  
School Organisation & Governance Unit.  
Ty Trevithick, Abercynon, Mountain Ash.  
CF45 4UQ.  
Tel: 01443 744178

3.

### **Election of Parent Governors**

The next election is due to take place in September 2021. However, if any Parent Governor resigns before this date, arrangements will be made for an election to be held at the appropriate time.

### **4.The Chairperson of the Governing Body is:**

Mr. Mike Lewis – contactable through the school address.

5.

### **Resolutions**

As no meeting has been held or been called between parents and Governors in the past year, no resolutions have been passed.

## **6. Teaching Staff**

Senior Leadership Team (SLT)

Mr. A. Roberts – Headteacher

Mrs. C Hughes – Deputy Headteacher

Mrs R. Goddard – Senior Leader

Mrs K John – Senior Leader

Mrs L Long - Senior Leader

<b>Class</b>	<b>Teacher</b>	<b>Age Group Mix</b>
Early Years	Mrs L Long/Mrs S Perry	Nursery/Reception
Rec/Year 1	Mrs K Morris	Rec/Yr. 1
Year 1/Year 2	Miss L Jones	Yr.1/Yr.2
Year 2	Mrs M Henshaw	Yr. 2
Year 3	Mrs C Hughes	Yr. 3
Year 3/Year 4	Mrs R Goddard	Yr.3/Yr. 4
Year 4/5	Mrs B Gogherty	Yr. 4/Yr.5
Year 5/6	Mrs C Rourke	Yr. 5/Yr.6
Year 6	Mrs K John	Yr. 6

## **7. Parents Meetings**

Under the School Standards and Organisation (Wales) Act 2013 (the Act) the governing body is no longer required (as a matter of course) to hold, or offer to hold, a meeting for the purpose of discussing this report.

However, it does enable parents to meet with governors up to a maximum of three times a year, in order to discuss whole school matters (not just the report), should they wish to.

In line with the terms of the Act, such a meeting will be held if the following conditions are met;

- A petition (requesting that a meeting be held) is received by the governing body.
- The petition must contain the signatures of ten percent of the parents/carers of registered pupils at the school or the signatures of thirty parents/carers of registered pupils (whichever is the lower).
- The petition must state the reason for the calling of the meeting. It will be for the governing body to determine whether the reason is valid.
- The meeting must be for the purpose of discussing a matter relating to the school (not individuals).
- Parents/carers may request no more than three meetings during the school year in which the petition is received.
- There must be sufficient time remaining in the school year for the meeting to be held in line with the requirements of the Act.

Should a meeting be held it will be open to all parents/carers of registered pupils at the school, the Headteacher and other persons invited by the governing body.

In the event that a meeting is held and should you wish to raise any relevant business at the meeting the governors would be grateful if you would advise them in advance by telephone to the Headteacher (01443 486836) or email ([admin.parclewisprimary@rctcbc.gov.uk](mailto:admin.parclewisprimary@rctcbc.gov.uk)) in order that a reply may be given.

Should you have any queries on this matter please do not hesitate to contact Mr Mike Lewis, Chair of Governors.

### **8. Term Dates and Holidays 2021/2022 Academic Year**

Term	Begin	Half term		End	No. of School Days
		Begin	End		
Autumn 2021	Mon 6 Sept 2021	Monday 25 Oct 2021	Friday 29 Oct 2021	Friday 17 Dec 2021	71
Spring 2022	Tuesday 4 Jan 2022	Monday 21 Feb 2022	Friday 25 Feb 2022	Friday 8 Apr 2022	64
Summer 2022	Monday 25 April 2022	Monday 30 May 2022	Friday 3 Jun 2022	Friday 22 July 2022	59
				<b>TOTAL</b>	<b>194</b>

- i) **Friday 3<sup>rd</sup> September 2021** will be a designated INSET day for **all** LEA Maintained Schools. The remaining five INSET days to be taken will be at the discretion of each individual school following appropriate consultation with staff.

All schools will be closed on **Monday 2 May 2022** for the May Day Bank Holiday.

Significant dates:	Christmas	Saturday 25 December 2021
	Easter	Good Friday 15 April 2022 Easter Monday 18 April 2022
	May Bank Holidays	Monday 2 May 2022 Thursday 2 June 2022 Friday 3 June 2022

Any closure(s) for election purposes are to be balanced during the academic year.

### **Significant Dates:**

The Welsh Assembly Government may decide to allocate additional INSET days, schools will be informed of these at the appropriate time.

The School day is organised as follows;

**Morning -** 8.55 a.m. to 3.20pm

**Lunch break -** 12 to 1pm

## **9. Financial Statement**

Enclosed, as appendix A is a copy of the school's financial statement for the Financial Year 2020/21.

## **10. Attendance**

In line with the regulations, this information is not provided due to the COVID 19 pandemic restrictions.

The school will continue to follow LA guidelines for the monitoring of pupil attendance. The school brochure informs parents of the need to ensure that children attend school regularly in line with the school Attendance Policy.

Parents need to inform school on the first day of absence as to the reason for the absence or be recorded as 'unauthorised'. Holidays are recorded as unauthorised unless they fit into special criteria. Medical appointments need to be followed up with the appointment card.

## **11. School Performance Data**

In line with the regulations, this information is not provided due to the COVID 19 pandemic restrictions.

## **12. School Prospectus**

The School Prospectus is reviewed annually to include any changes required by the Welsh Government or other related bodies. A copy of the prospectus is generally issued to parents whose children are starting school for the first time or available on request from the school office.

## **13. Admission/Transition Arrangements**

The County Borough Council is the Admissions Authority for all schools (other than Church schools where the school's governing body is the admissions authority) within the Authority's boundary. Therefore, Parc Lewis' admission arrangements are operated in line with the Authority's policy on school admissions which is contained in the publication 'Starting School'. This book is made available to parents at the point of their application for their child's admission to school. The contents of this book can also be accessed online on the Authority's website.

Pupils usually remain in the school until they complete Yr6 & then transfer to secondary school. This school is a feeder school for Hawthorn High School; however, pupils may apply to attend any secondary school they choose subject to compliance with the Authority's admissions policy.

## **14. Additional Learning Needs**

The School's Policy for the Assessment of and Provision for, pupils with additional learning needs is summarised as follows:

The School's policy for the identification, assessment and provision for pupils with Additional Learning Needs is consistent with the requirements of the Special Educational Needs Code of Practice for Wales issued by the Welsh Assembly Government in January 2002.

The School's Additional Learning Needs Co-ordinator (ALnCO) works closely with all other members of staff to ensure that individual educational plans are developed and implemented to meet the needs of pupils, appropriate to those who require them.

The ALNCO also liaises with all members of staff, to ensure that the progress of all pupils is regularly monitored and assessed and to ensure that each pupil reaches his or her potential.

During the current academic year, on the date of the PLASC census:

39 pupils were on School Action/Early Years Action.

14 pupils were on School Action Plus/Early Action Plus (including those with Notes in Lieu).

2 pupils were undergoing Statutory Assessment.

1 pupil had statement of Special Educational Needs.

During the 2020-2021 financial year £ 30354.95 was allocated to meet the requirements of pupils with Additional Learning Needs. In addition, the Local Authority provided additional support for \_\_\_\_\_ pupils at the School Action Plus stage.

There were no changes to the policy during the 2020-2021 academic year.

## **15.School Development Plan**

Governors are responsible for drawing up (in conjunction with staff) the School Development Plan. The plan identifies the direction the school will take, over a three-year period, in delivering the curriculum. The plan is regularly monitored and revised to take account of progress made and any changes to curriculum requirements.

The School Development Plan for the 2020-2021 academic year was approved by Governors and was implemented by the staff. The targets set include short, medium and long-term aims and were regularly reviewed by the Governing Body, who took into account the COVID 19 pandemic.

School has been working toward the implementation of the new Curriculum for Wales in September 2022

The Headteacher provides governors with updates on the progress made against the targets at each termly meeting of the full governing body allowing governors to monitor & review the progress on the plan on a regular basis. Information on current targets & progress is available on request.

## **16.Post Inspection Action Plan**

Governors are responsible for drawing up the Action Plan to address any key issues raised by Inspectors during the (external) inspection of the School. Parents are provided with a copy of the summary report produced by the inspectors.

## **17. Target Setting**

In line with the regulations, this information is not provided due to the COVID 19 pandemic restrictions.

## **18. Review of School Policies**

The school has over 60 Policy documents covering both curriculum and non-subject areas including attendance, behaviour and complaints. Policies are reviewed on an annual basis and copies are available from the school office on request.

## **19. Access for Disabled Pupils**

The governing body is mindful of the requirements of the Disability Discrimination Act (DDA) 1995 and The Special Needs and Disability Act (SENDA) 2005 in drawing up the School Development Plan/Post Inspection Action Plan, and the day to day operation of the whole site.

The school is committed to ensuring that all pupils are able to participate in the school curriculum and (where they wish) in activities such as after school clubs, leisure/sporting events and educational visits. All aspects of accessibility, including access to written information are included in the planning process.

The Authority has in place an Accessibility Strategy and in line with this strategy has had an audit of the school site undertaken, as part of an Authority wide brief, to identify any potential barriers and (ultimately) improve access to the school.

## **21. Use of the Welsh Language**

This school is an English medium school, lessons and other school activities are communicated through the medium of English. Groups of children work with the other cluster schools to write a magazine for all pupils. This has proved extremely successful.

The use of the Welsh language is promoted by the use of incidental Welsh with all pupils throughout the school day. Welsh is also taught as a second language in each class on a daily basis.

At Foundation Phase age the children are expected to be able to communicate using simple Welsh sentences. In KS2 children will build on their earlier learning and be expected to also read and write basic welsh sentences.

School holds its own Eisteddfod every year and Y6 pupils attend a residential at the welsh language activity centre at Llangrannog during May.

Pupils for whom English is a second language are catered for according to their needs with input from appropriate personnel.

## **22. Fabric of the building**

Staff and governors keep a watchful eye on the school site to ensure that it is fit for purpose and safe for staff and pupils alike. The staff and governors' Health and Safety committees meet regularly to discuss and resolve any issues.

The toilet facilities at the school are of an appropriate number and size to meet the needs of the pupils, in line with a directive from the health sector. The school is cleaned daily by staff specifically employed for the purpose. Cleaning is subject to monitoring by the Local Authority to ensure a high standard of cleanliness is maintained.

Members of the School Council undertake a termly review of these facilities and provide the Headteacher with details of any concerns or requests for improvements.

All rooms are now fitted with energy efficient lighting and the KS2 library has been modernised. A new colourful, soft surface has been laid in the nursery outdoor classroom and static play equipment installed.

## **23. Healthy eating**

We encourage all children and staff at Parc Lewis to make healthy food choices throughout the school day. Our catering staff ensure that the menus provided at lunchtime are always nutritious and well-balanced. Our catering staff are experienced and receive regular training to keep up to date with regulations and innovations in providing healthy options that will appeal to pupils. Staff also cater for the various dietary requirements of individual pupils.

In the classrooms, we offer only fruit for snacks and milk or water to drink. The children are not offered fizzy or high calorie squashes, cake (except on special occasions) or biscuits during the school day. Our aim is to promote healthy eating for children to grow to become healthy eating adults. Please help us to achieve this by sending only healthy snacks and drinks to school.

Pupils are taught about the benefits of healthy eating through a variety of strategies including incorporating it into elements of learning such as, through the growing of produce in the school grounds. This produce is used by the pupils in their lessons.

In line with the RCT fitness focus, which is designed to help pupils to establish and maintain life-long active lifestyles and ensure that physical activity becomes a common thread of best practice through the curriculum, school environment and community links, pupils are given a variety of opportunities to put this into practice. This includes: swimming, rugby, basketball, athletics, tennis, and after school clubs.

## **24. Community Focused Schools**

A community-focused school is one that: 'provides a range of services and activities', often beyond the school day, to help meet the needs of its pupils, their families and the wider community. Across Wales many schools already provide some community services including adult education, study support, ICT facilities and community sports programmes.

The school offers many after school clubs including ICT for both parents and children. The School was recently awarded a prize for work completed by junior children on local history involving parental support. We regularly work with Tesco Superstore and they release staff to work in school. At Harvest, the school organised a donation of food to the Rhydyfelyn Foodbank from parents and children. Police Community Officers are regularly in school to carry out programmed lessons along with Arriva Trains and the Fire service.

Parc Lewis now offers a Breakfast Club for up to 50 children from 8.10 am. Doors close at 8.30am promptly. Our FOPS (Friends of Parc Lewis) work hard within the community organising events for our children including Summer and Christmas Fairs and end of term discos and parties for pupils.

## **25. Sporting Aims and Achievements**

The school takes part in numerous sporting activities throughout the year including football, rugby, athletics and netball. A number of students from the University of South Wales have supported school in helping with after school clubs. In the spring and summer terms P.E. is further enhanced with the visits from dance instructors, Cricket Wales, Tae Kwon Do and golf instructors. We also are keen to try new sports such as 'Dance Football' for girls.

PARC LEWIS PRIMARY SCHOOL

## PROVISIONAL FINANCIAL STATEMENT FOR 2020/2021

<u>EMPLOYEE COSTS</u>	<u>Total Spent</u>
TEACHERS (including Headteacher/Supply/Reading support)	566638
MANUAL WORKERS (Caretaker/Supervisory Assistants/Cleaners)	60482
A.P.T. + C (School Clerks/Nursery Nurses/School Aides)	168780
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<u>PREMISES RELATED</u>	
REPAIRS TO BUILDING/SITE, (INCLUDING GROUNDS MAINTENANCE/SECURITY)	20481
ENERGY	14347
RATES	12038
WATER	1081
CLEANING MATERIALS	5182
<u>SUPPLIES, SERVICES AND OTHER EXPENSES</u>	
SCHOOL EQUIPMENT AND FURNITURE	15401
POSTAGE	457
TELEPHONES	3948
INSURANCE	12331
CLERKING GOVERNING BODY/FINANCIAL ADMINISTRATION/PERSONNEL	8913
USE OF DISTRICT FACILITIES	3290
MISCELLANEOUS	70104
TOTAL:	<u>963473</u>
<u>INCOME</u>	
MISCELLANEOUS	
TOTAL	1009422