

**Pentyrch Primary School Governing Body Report to Parents  
School Academic Year 2015-2016**



***Learning and Growing Together***

**Annual Governors' Report 2015-2016**

*Our ultimate goal is for our school to be a happy, caring and supportive community where each child has the opportunity to realise their full learning potential. From these secure beginnings we hope our children will emerge as confident, responsible and constructive citizens.*

# **Pentyrch Primary School Governing Body Report to Parents School Academic Year 2015-2016**

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**This report covers the academic year 2015-2016** and has been compiled in accordance with the School Governors' Annual Reports (Wales) Regulations 2011

**Pentyrch Primary School is an English medium school.** Welsh is taught as a second language and the use of Welsh is integral to the school. It is used throughout the school by pupils of all age groups. There is a strong link between our school and the Welsh department of Radyr Comprehensive School through annual transition activities and regular meetings.

# Pentyrch Primary School Governing Body Report to Parents

## School Academic Year 2015-2016

### 1. Chair of Governors Introduction

Dear Parents and Carers,

Another year has passed and the Governing Body continues to work closely with the school to ensure that it is a happy and safe place for your children to learn.

I am delighted to present the Annual Report to Parents on behalf of the Governing Body of Pentyrch Primary School for the Academic Year 2015-2016. The report includes details of the Governing Body, performance data across the school, a financial report, and an update on activities within the school over the past academic year. The report is available on our website [www.pentyrchprm.co.uk](http://www.pentyrchprm.co.uk) or you can request a copy from the office. A glossary of the terms used in the report is shown below.

I would like to take this opportunity to thank the staff for their hard work as they strive to continue to improve the standards for the pupils in our school. I would also like to thank my fellow governors for their contributions to the school and the Friends of Pentyrch School Association for their support and financial contributions to the extras that enhance the life of the school and contribute to the community feel of the school

Miss Sarah Maunder (Chair of Governors)

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There is now no legal obligation to present this report at a formal meeting, however we will be holding a meeting with parents at the beginning of February 2017. Further details of this will follow in the new year. In the meantime, if there are any queries or suggestions you can contact the governors personally or via: [www.pentyrchprm.co.uk](http://www.pentyrchprm.co.uk) or [pentyrchgovernors@outlook.com](mailto:pentyrchgovernors@outlook.com)

Any suggestions, questions or queries will be discussed at the next governing body meeting and responses given. We hope this will improve opportunities for communications between parents and governors.

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### **Glossary of Terms**

- PSD = Personal and social development, well-being and cultural diversity
- LCW = Language, literacy, communication skills (Welsh)
- LCE = Language, literacy and communication skills (in English)
- MDT = Mathematical Development
- FPI = Foundation Phase Indicator - to achieve the FPI, a pupil must achieve at least the expected outcome (Outcome 5+) in PSD, MDT and LCE
- CSI = Core Subject Indicator - to achieve the CSI a pupil must achieve the expected Level 4 in both Mathematics and Science and either English or Welsh first language.

# Pentyrch Primary School Governing Body Report to Parents School Academic Year 2015-2016

## GOVERNING BODY DETAILS

### 2. Names and Status of Governing Body Members

**Chair:** Miss Sarah Maunder, Local Authority Governor ([smaunder@icloud.com](mailto:smaunder@icloud.com))

Term of Office: 23/10/15 to 22/10/19

**Vice Chair:** Miss Emma Phillips, Parent Governor

Term of Office: 1/6/15 to 31/5/19

#### **Other members of the Governing Body:**

TYPE OF GOVERNOR AND NAME	TERM OF OFFICE
<b>LEA representatives</b>	
Mr G Briffett	28/09/15 to 27/09/19
Mr John Lewis	27/03/15 to 26/03/19
<b>Parent Governors elected by the parents</b>	
Mr Gwyn Jones	21/12/12 to 20/12/16
Mr Steve Jones	11/03/16 to 10/03/20
VACANCY	
<b>Community Governors</b>	
Cllr John Harrison	21/05/13 to 20/05/17
Rev Michael John	03/09/13 to 02/09/17
Mr Wayne Morgan	07/03/16 to 06/02/20
VACANCY	
<b>Teacher Governor elected by teaching staff</b>	
Mrs Amanda Reynolds	31/08/14 to 31/08/18
<b>Non-teaching Staff Governor elected by the support staff</b>	
Mrs Jacki Hendry	20/09/13 to 19/09/17
<b>Head teacher</b>	
Mrs Kath Jones	Whilst in post

#### **Clerk to the Governors: Currently vacant**

The full Governing Body meets twice in the Autumn term, once in the Spring term and twice in the Summer term. Sub committees meet as and when appropriate.

### 3. Next Election of Parent Governors

When a vacancy exists for a parent governor on the Governing Body, all parents and guardians of pupils in the school are to be informed and they are able to nominate themselves. Should the number of nominations received exceed the number of vacancies a ballot will be held.

An election for Parent Governors' places on the Governing Body is currently being held. This is to fill a current vacancy and a vacancy that will occur from 21/12/16.

# Pentrych Primary School Governing Body Report to Parents

## School Academic Year 2015-2016

### 4. Financial Report 2015/2016

Financial Report for Pentrych Primary School 2015/2016		
DETAILS	Budget £ 2015/16	Actual £ 2015/16
<u>Employee Related Expenses</u>		
Teaching Staff	275,262	287,495
Support Staff	163,985	172,050
Other Staff Costs (incl Mutual Supply Fund)	22,523	26,770
<u>Premises Related Expenses</u>		
Repairs and Maintenance	14,029	19,163
Energy Costs	12,500	8,743
Water Charges	3,000	1,398
Cleaning Contract	3,305	3,615
<u>Supplies &amp; Services Expenses</u>		
Furniture, Music Tuition	3,000	2,968
Teaching Materials & Library Books	15,000	19,972
Games & School Activities	2,000	23
Breakfast Club & Meals to Duty Staff	9,326	1,453
Examination Fees	0	0
Office Expenses	7,820	6,589
Travel & Subsistence Expenses	0	365
Governors Expenses	900	931
School Meals	3,840	3,840
Service Units	16,635	32,924
<b>Gross Expenditure</b>	<b>553,125</b>	<b>588,300</b>
<u>Income</u>		
School Income	-4,300	-21,277
LEA Income	-45,467	-55,817
<b>Gross Income</b>	<b>-49,767</b>	<b>-77,094</b>
Unallocated	29,791	
Balance Carried Forward		21,943
<b>Net Expenditure Controllable By School</b>	<b>533,149</b>	<b>533,149</b>
Rates	9,890	9,890
<b>TOTAL NET EXPENDITURE</b>	<b>543,039</b>	<b>543,039</b>
<b>Balances held as at 31.3.2016</b>		<b>£</b>
Uninvested Balance	21,943	
Invested Balance	0	
<b>Total Balances held as at 31st March 2016</b>	<b>21,943</b>	

# **Pentyrch Primary School Governing Body Report to Parents**

## **School Academic Year 2015-2016**

### **SCHOOL ORGANISATION AND POLICIES**

#### **5. Our Shared Vision**

Our vision is to create an outstanding learning community in a safe, caring, inclusive environment where every individual's skills are developed and extended, talent is expressed and celebrated and potential is challenged so that we all achieve success as we aim for excellence in our lifelong journey in the 21st century.

#### **School Mission Statement**

Our learning goal is to ignite our curiosity, motivate, challenge and inspire so that together we reach for the stars.

#### **School Aims**

- ❖ We will be a happy, healthy and exciting place where children and staff feel secure and confident.
- ❖ We will constantly strive to raise standards of achievement.
- ❖ We will be a caring community, where every child and adult is accepted as an individual.
- ❖ We will be efficiently and sustainably managed, using our resources effectively and responsibly.
- ❖ We will be outward looking and forward thinking in this technological age, celebrating Welsh culture and global citizenship.
- ❖ We will develop partnerships with parents and the wider community.

#### **6. Curriculum and School Organisation**

##### **Foundation Phase**

Our curriculum in the Foundation Phase reflects the areas of learning identified in the Foundation Phase Framework for Wales, the revised curriculum, the Literacy and Numeracy Framework and provided for by the school's own curriculum including Read, Write, Inc., Big Writing, Big Maths, Abacus Maths, the Cornerstones Curriculum and 'Switched on Computing'.

Our children's learning experiences enable them to develop competency and skill across the learning areas. Each of the seven areas of development is developed over the year. In Foundation Phase a rolling plan of themes is in place. The content is adapted to suit the children's needs. All children will progress through the skills at their individual pace. Continuous provision is enhanced according to what the children need and want. Discussions with the children, and observations, inform the teachers and other adults within the classroom in developing the learning environment and in progressing the learning. The provision is flexible to cater for the children's levels of engagement and interaction. The skills are reinforced throughout the areas of learning at every opportunity and children are made aware of their whole class and individual targets.

# **Pentyrch Primary School Governing Body Report to Parents School Academic Year 2015-2016**

## **Key Stage 2**

We teach the key skills of literacy and numeracy using the Literacy and Numeracy Framework, the revised curriculum, together with ICT, thinking and problem solving through all curriculum areas implementing the school's own curriculum including Read, Write, Inc. Spelling, Big Writing, Big Maths, Abacus Maths, the Cornerstones Curriculum and 'Switched on Computing'.

Progression in key skills is at the heart of our curriculum planning. Pupils are given many opportunities to develop the application of these skills in as many different activities as possible. Progression in key skills forms part of the school's long-term curriculum plan. To develop key skills we have planned a whole school overview to ensure that the key skills are firmly embedded in the curriculum.

In order to take account of the mixed age groups and split year groups in Key Stage 2 a rolling plan of themes using the Cornerstones Curriculum is in place.

## **Developing the Welsh Language**

In Pentyrch Primary School, we are committed to providing our pupils with a learning environment where Welsh Second Language has a high profile. Incidental Welsh is used as widely as possible and Curriculum Cymreig has a specific focus as and when appropriate. Helpwr Heddiw and Tocyn Iath are used on a daily basis. A well resourced 'Cwtch Cymraeg' has been developed in the newly refurbished library and class reading corners include Welsh areas.

## **EAL English as an additional language**

Particular care is paid to pupils whose first language is not English. Teachers closely monitor their progress across the curriculum to ascertain whether any problems arise from uncertain command of the English language or from additional learning needs. Their proficiency in English is assessed before planning any additional support which may be required. Support guidance will be sought from EMAS (Ethnic Minority Achievement Service) when necessary.

## **Special Educational Needs /Additional Learning Needs (SEN/ALN)**

At Pentyrch Primary School we have adopted a whole-school approach to SEN/ALN policy and practice. Pupils identified as having SEN/ALN are, as far as is practicable, fully integrated into mainstream classes. Every effort is made to ensure that they have full access to the National Curriculum and are integrated into all aspects of the school.

The SEN Code of Practice 2002 makes it clear that all teachers are teachers of pupils with special/ additional needs. The school Special Needs Coordinator (SENco) is abreast of current developments in respect of SEN and disseminates current developments to all staff. All teachers are responsible for identifying pupils with SEN/ ALN and, in collaboration with the SENco, will ensure that those pupils requiring different or additional support are identified at an early stage.

Assessment is the process by which pupils with SEN/ ALN can be identified. Whether or not a pupil is making progress is seen as a significant factor in considering the need for SEN

# Pentyrch Primary School Governing Body Report to Parents

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provision. The school provision map outlines provision available, which is additional to or different from the differentiated curriculum provided to all pupils.

Children Registered with SEN on January 2016	Number
Early Years Action	0
Early Years Action Plus	0
School Action	9
School Action Plus	1
Statemented	3
<b>TOTAL</b>	<b>13</b>

Please see the school website for the SEN policy or ask at the school office for a copy.

### 7. School Improvement Priorities 2015/2016

**Priority 1: Literacy:** to raise standards, attainment and progress in literacy, especially in writing across all areas of the curriculum closing the FSM and gender gap and increasing attainment of higher levels of writing. To raise the standards in spelling and handwriting across the key phases

**Priority 2: Maths and Numeracy:** To improve standards in numerical reasoning

**Priority 3: Digital Learning:** To create an evolving digital learning culture, promoting collaboration, innovation and connection, and opportunities to take action in the wider community

**Priority 4: Improve Distributed Leadership:** to improve the impact of leadership in the Foundation Phase by improving the quality of monitoring of learning, teaching and the developmental feedback process focusing on Achievement in the higher outcomes and provision

### **Progress made on the School Improvement Priorities**

**Literacy** - continues to be a priority. The new cursive handwriting script is having impact. Pupil's presentation has improved. Read, Write, Inc Spelling has been taught for a school year and impact is starting to be seen in test results and in pupils' independent writing.

**Maths and Numeracy** – The introduction of Abacus Maths has proved very successful and has raised standards and challenged the able learners. Pupils enjoy the engaging lessons and actively complete the electronic homework tasks.

**Digital Learning**- As part of the digital learning curriculum E Safety has been embedded across all teaching. The 360 audits have ensured E-Safety is central. HWB is starting to be used effectively across the school.

**Distributed Leadership** – Staff are aware of their responsibilities within the school organisation. All staff lead their subjects effectively and have a good knowledge base to advise other staff members.



# **Pentyrch Primary School Governing Body Report to Parents**

## **School Academic Year 2015-2016**

### **8. School Prospectus 2015-2016**

The school prospectus is available on the school website [www.pentyrchprm.co.uk](http://www.pentyrchprm.co.uk) and hard copies can be ordered from the school office.

The prospectus is updated at least once a year and more often if there are significant changes which need to be recorded. It includes material on the school organisation, Governing Body, staffing, session times and holiday dates. More detailed information may be given in response to requests to the office.

### **9. School policies – Action Taken to Review**

There is an ongoing process of reviewing and/ or updating school policies as and when required. School policies are available on the school website

### **10. Community Links**

#### **The School Community**

The immediate school community continues to enjoy extremely positive support from its families with regular support provided in reading, learning and teaching sessions in the Foundation Phase and in Key Stage 2. Help is also provided with educational trips, displaying of pupils' work and in the school grounds, ensuring that the school environment is attractive.

This year Friends of Pentyrch School Association (FOPSA) raised £5,270.32 thanks to the dedicated hard work of its members and the support of the whole school community – parents and staff. A parent was successful in securing a grant of £5,687.56 for the school with her employers GE to be used to improve the school environment with a further £1,000 donated towards equipment for the Forest School Area.

#### **The Local Community**

The school continues to have close community links with local businesses providing invaluable support for our school events, including donations for raffles, attending functions and communicating effectively with the school. Our local vicar takes assemblies and arranges for our pupils to visit St Catwg's to participate in special celebrations.

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## School Academic Year 2015-2016

### 11. Term Dates and Session Times 2016 – 2017

#### Term Dates

Term	Term Begins	Half Term Begins	Half Term Ends	Term Ends
Autumn 2016	Thursday 01/09/16	Monday 24/10/16	Friday 28/10/16	Friday 16/12/16
Spring 2017	Tuesday 03/01/17	Monday 20/02/17	Friday 24/02/17	Friday 07/04/17
Summer 2017	Monday 24/04/17	Monday 29/05/17	Friday 02/02/17	Friday 21/07/17

All schools will be closed on **Monday 1<sup>st</sup> May 2017** for the May Day Bank Holiday

#### INSET days

Thursday 1st September 2016 was a designated INSET day for all LEA Maintained Schools

#### Other INSET days:

Friday 2<sup>nd</sup> September 2016

Friday 14<sup>th</sup> October 2016

Two further INSET days to be allocated

#### Session Times

	Mornings	Afternoons
Foundation Phase	9am to 12pm	1pm to 3.30pm
Key Stage 2	9am to 12pm	1pm to 3.35pm

### 12. School Council

Two year group representatives serve for the whole year to allow consistency and continuity. Meetings are held regularly. The children take part in activities such as organising fundraising events like Children in Need. The council was involved in leading discussions about the new playground equipment. This involved the children surveying the school community about what play equipment they would like to have.

### 13. School Sport and Extra-Curricular Activities

Pupils enjoy a variety of sports as part of the school curriculum. Pupils have participated in tennis lessons at the local tennis club. In addition the school runs after school sports clubs and a variety of extra-curricula activities each term for pupils of the Foundation Phase and Key Stage 2.

# Pentyrch Primary School Governing Body Report to Parents

## School Academic Year 2015-2016

### PERFORMANCE AND TARGET INFORMATION

#### 14. School's Performance at the end of Foundation Phase and Key Stage2

##### School comparative information: Foundation Phase Outcomes 2016

Foundation Phase – 2016		School %	Family %	LA %	CSC %	Wales %
FPI		89.47	93.56	88.93	88.56	86.98
Language, Literacy and Communication	O5+	89.47	93.56	89.56	89.44	87.97
Mathematical Development	O5+	89.47	93.56	91.31	91.14	89.91
PSWCD	O5+	94.74	97	94.76	94.94	94.96

Outcome 5 is the national expectation of pupils.

The data for 2016 shows that for the Foundation Phase Indicator (FPI) the school performed above the Local Authority average, the Central South Consortium area average and the national average. The school performed below the Welsh family of schools average

The Welsh family of schools is a group of eleven schools from across Wales that have very similar demographics, percentage of pupils entitled to free school meals, etc. thus providing a more specific group with which to compare our results.

Percentage for each pupil 5.3%                      Year 2 had 19 pupils - 6 boys and 13 girls.

##### School comparative information: Key Stage 2 Outcomes 2016

Key Stage 2 - 2016		School %	Family %	LA %	CSC %	Wales %
CSI		85.71	95.64	89.58	89.48	88.62
English	L4+	85.71	96.73	91.03	90.98	90.48
Maths	L4+	95.24	97.09	91.39	91.69	90.95
Science	L4+	85.71	97.45	91.66	92.09	91.73

Level 4 is the national expectation for pupils.

The data shows that for the Core Subject Indicator (CSI) the school performed below the Local Authority average, the central south consortium area average, the Welsh family of schools average and the national average.

Percentage for each pupil 4.76%                      Year 6 had 21 pupils - 11 boys and 10 girls

***Please Note: Percentage figures can be misleading when there are small groups of children and this makes it difficult to have direct comparisons with other schools as class sizes vary so much. For example, in a year group of 21 pupils if three fail to achieve the L4+ the school has 85.71%, whereas with a year group of 30 pupils if three fail to achieve the L4+ the school has 90% or with a year group of 60 pupils the percentage achieved is 95% .***

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### 15. Target Setting

#### Targets for the Foundation Phase for 2016/2017

Outcome 5 and Above	Target %
Personal and social development, well-being and cultural diversity	96.25%
Language, literacy and communication skills (in English)	96.25%
Mathematical development	96.25%
Foundation Phase Indicator (FPI) *	96.25%

\* (to achieve the FPI, a pupil must achieve at least the expected outcome (Outcome 5+) in PSD, LCE and MDT)

Percentage for each pupil 3.85%

#### Targets for Key Stage 2 for 2016/2017

Level 4 and Above	Target %
English	81.9%
Mathematics	91%
Science	81.9%
Core Subject Indicator (CSI) *	81.9%

\* (to achieve the CSI, a pupil must achieve at least the expected level (Level 4+) in English, Maths and Science)

Percentage for each pupil 9.1%

### 16. Attendance Data

The school continues to achieve excellent attendance throughout the year. The school has effective procedures for monitoring pupils' punctuality, attendance (including 'first day response'), behaviour and performance and has adopted the Radyr Cluster of schools Attendance Policy.

For the academic year 2015/2016 the data was as follows:

<b>Attendance Percentage</b>	<b>96.4%</b>
Authorised Absences	3.4%
Unauthorised Absences	1.5%

### **PUPIL WELFARE**

#### 17. School Security and Site Management

##### **Security**

School security ensures pupils enter the school building via the main door for breakfast club with parents leaving pupils at this point to be greeted by a staff member.

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## **School Academic Year 2015-2016**

Pupils can enter the school yard at 8.50am and line up independently with staff at 8.55am. Staff accompany pupils to their classrooms. During inclement weather pupils are greeted by staff at the main entrance and parents hand them over at this point without the need to enter the school premises.

The school gate is locked promptly once entry to breakfast club has closed at 8.30am and at 9am when the school is in session and reopened at 3.25pm for the collection of the children. The estates officer opens and locks the gates at these times.

### **Cleaning**

The School Estates Officer and cleaning staff undertakes morning and evening cleaning at the school.

### **Toilet Provision**

The Welsh Government requires governing bodies in the annual report to provide information on toilet facilities. The school meets the Health and Safety requirements for the number of toilets needed for the pupils on roll. The school also has disabled toilet facilities. The toilets are cleaned daily and checked throughout the day. The Governing Body asks parents to train their children to ensure they use all washroom facilities appropriately.

### **18. The School's Approach to Healthy Lifestyles**

We have an effective approach to the promotion of food and fitness as we are aware that diet and physical activity have positive effects on children's physical, mental and emotional well-being.

We believe we have a duty to encourage everyone in the community to lead active and healthy lifestyles by providing knowledge and skills to establish and maintain lifelong active lifestyles and healthy eating habits.

We ensure that food provided in school is healthy and promotes a healthy lifestyle plus we are committed to providing high quality PE lessons and health related exercise. The local authority catering service complies with the Welsh Government regulations and ensures all dinners are nutritionally balanced. Our kitchen has been rated as 5 star for cleanliness and hygiene.

We encourage parents to provide healthy sandwich boxes and snacks for their children when at school.

Currently the school adopts the following to promote a healthy lifestyle:

- Physical activity within the curriculum
- Swimming for upper Key Stage 2 pupils
- Extracurricular physical activity clubs
- Outdoor education
- School meals
- Food and nutrition in the curriculum

# Pentyrch Primary School Governing Body Report to Parents

## School Academic Year 2015-2016

- Healthy breakfast club
- Free school milk for Foundation Phase pupils

We will continue to build on this next year.

### 19. School Categorisation

The National School Categorisation System aims to give a clear and fair picture of a school's progress and provide information on how well a school is performing compared with others across Wales. There is a three step process to categorisation.

The **first step** looks at the performance of the school This is measured taking into account the end of Foundation Phase and end of Key Stage 2 results over the last three year and overall progress the school has made. It also considers the attendance rate at the school and the level of pupils 'eligible for free school meals' (over a three year average). These figures determine which 'Standards' group the school is placed in which ranges from 1 (highest) to 4 (lowest).

The **second step** is where the Consortia Challenge Adviser evaluates the school's capacity to improve further, taking account of evidence about the standards achieved and the quality of leadership and teaching and learning. Schools will be in one of four groups, A to D. Schools where the judgement is an A show the greatest capacity to improve along with the ability to support other schools. Those where the judgement is D need the most support.

The **third step** looks at the outcomes in step one and step two and these are combined to decide on the school's support category. The final categorisation is a colour code that shows the level of support a school needs – green, yellow, amber or red

In January 2016 the school was categorised as follows:

<b>Standards Group</b> <b>2</b>	<b>Improvement Capacity</b> <b>A</b>	<b>Support Category</b> <b>Yellow</b>
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