

# Annual Report to Parents (2017 – 2018)



WELCOME FROM THE CHAIR OF THE GOVERNING BODY

Welcome to the annual report to parents of Penygarn Community Primary School. Croeso I chi! We the Governors, staff and pupils, all follow and promote the school's mission statement:

## Nurturing the Hearts and Minds of the Future

"Magu'r galon a'r meddwl o'r dyfodol"

It has been another brilliant year for Penygarn Community Primary School with many positive changes implemented both in 2017 – 2018 and over the last few years by Miss Sellars, the Senior Leadership Team, Governors and staff now being fully implemented and embedded. The results are really showing.

We are very proud of our new mission statement and aims, which we developed over the course of the last year with everyone involved in our school community. They now truly reflect the culture and ethos of our school. It is also important to note how they embrace the four purposes of the new curriculum for Wales and the changing face of education.

At Penygarn we aim to **CHALLENGE** our pupils:

- **C** - Capable learners
- **H** – Health, both mentally and physically
- **A** - Being ambitious
- **L** - Leading and playing different roles in a team
- **L** - Learning to take risks
- **E** - Expressing ideas and emotions
- **N** - New thinking
- **G** - Grasping opportunities
- **E** - Enterprising and engaging citizens

Attendance and lateness dipped last year but is showing signs of significant improvement. Once again this is a real team effort involving the extremely effective work of the Educational Family Support Worker, the Attendance Officer who uses first day response to contact parents when children are not in school and the School Support Officer publishing celebrations and key information via our online presence. We are continuing to Strive for 95%+ attendance for all pupils and can report that overall school attendance is, indeed, above 95% for the first time.

Our Deputy Headteacher, Mr Jones, continues to track progress of our pupils using a range of data and other information. This is reported back to Governors regularly and it is clear to see that the work Mr Jones, the teachers and LSAs are doing with tracking pupils' data is having a positive impact on learning. As a result we continue to see an improvement in performance.

The school's extensive refurbishment is almost complete. Penygarn is looking superb both inside and out. The changes mean that we can now offer a fantastic, 21<sup>st</sup> Century learning environment, which enhances the quality of provision the team are able to offer. I would like to pay tribute to all of the staff, who did a fantastic job in teaching our children to the high standard we come to expect from them whilst the building work and disruption was going on around them. Thank-you also to all of you for your patience whilst the project was underway.

The Governing Body, would also like to wish Mrs Edmunds every success in her new secondment as head teacher in another primary school. Mrs Edmunds was with us for many years and was a massive asset to our school. She will be missed greatly. The newly structured Senior Leadership is now in place and I would like to congratulate Miss Williams and Miss Evans on their promotion to Assistant Headteacher (Acting) with responsibility for overseeing Wellbeing and Attitudes to Learning across the school. I would also like to congratulate Mrs Evans, who also joins the Senior Leadership Team having picked up the ALNCo element of Mrs Edmunds role.

This past year has also seen the school being awarded Lead Network 'Good' School statue by the EAS. The decision to award this to Penygarn reflects the hard work put in by the whole team and our school community in making Penygarn the success story it is today. The school is already involved in supporting schools within the region, who find themselves in need of significant improvement. This is an achievement we can all be very proud of.

I would like to thank Miss Sellars and all of her team, who continue to work tirelessly to give our children the best start in life and prepare them for the journey into comprehensive school and beyond. I would also like to thank all you volunteers out there, who give of your time to support the school in many different ways. From the Friends of Penygarn who tirelessly raise money for those important extras, reading helpers or those who offer support in class and all the other volunteer role fulfilled with in the school– we could not do it without you all!

Best wishes from all on the Governing Body.

Matthew Ford

**Chair of Governors**

## Penygarn Community Primary School Governing Body (as at November 2017)

First Name	Surname	Governor Type		Start Date	End Date
Rose	Matthews	Community Governor appointed by Community Council	Community & Parental Engagement	29.03.18	28.03.22
Jackie	Gwynne	Community Governor appointed by Governing Body	Humanities, Expressive Arts, Welsh Dimension (Ciw Cymraeg)	20.03.18	19.03.22
		Community Governor appointed by Governing Body	Association of School Governors		
Louisa	Sellars	Headteacher		07.02.14	
Kirsty	Davies	LA Appointed	ALN/MAT	06.06.17	06.05.21
Tara	Wills	LA Appointed	Safeguarding/Child Protection Attendance (Attendance Ambassadors)	26.08.16	25.08.20
Naomi	Richards	LA Appointed	Maths/Numeracy	26.08.16	25.08.20
Elizabeth	Stokes	Parent Representative	LLC, Welsh	28.11.16	27.11.20
Sarah	Hirons	Parent Representative	Health and Wellbeing (Healthy Helpers)	28.11.16	27.11.20
Claire	Badham	Parent Representative		11.07.17	10.07.21
Matthew	Ford	Parent Representative	Chair of Governors Governor Training Self-Evaluation Champion	21.11.17	20.11.21
Kelley	Graham	Staff Representative	Science & Tech (ECO Warriors & Digital Leaders)	18.06.18	17.06.22
Thomas	Carratt	Teacher Representative	Closing the Gap – LAC/FSM	01.09.17	31.08.21

**Chair of Governors:** Matthew Ford  
 Penygarn Community Primary School  
 Penygarn Road  
 Pontypool  
 Torfaen  
 NP4 8JR

**Clerk to Governors:** Amanda Evans  
 Penygarn Community Primary School  
 Penygarn Road  
 Pontypool  
 Torfaen  
 NP4 8JR

### Parent Governor Vacancies

When a vacancy arises on the governing body for a parent representative, the Local Authority will inform all parents of the vacancy and will make the necessary arrangements for the subsequent election. Every parent of a registered pupil at the school will be entitled to stand as a candidate and to vote at the election. Each parent will be provided with a letter via student post and a nomination form. The nomination form and personal statement must be returned to the school by the set date. Elections will be held by secret ballot. The next scheduled election of Parent Governors is 29<sup>th</sup> September 2019

### Annual Parents' Meeting

No petition for an annual parents' meeting was received during the year so no meeting was held under Section 94 of the School Standards and Organisation (Wales Act) 2013.

## **The Organisation of our Work**

We are the body responsible for the education, welfare and well-being of everyone at Penygarn Community Primary School. This is achieved via the Headteacher and her staff, with whom we have regular, formal and informal discussions. We receive, for example, regular reports relating to the standards pupils are achieving, the quality of teaching and the health and safety aspects of school life. Members of staff present to us on curriculum updates and various other initiatives undertaken at the school. Each governor is associated with a different aspect of the school's work. Through this we are involved in the continued development of the curriculum. We support the school on informal and formal occasions in its calendar of events.

The full Governing Body meets twice a term and, as necessary, the following committees/panels hold their meetings:-

- Pay Review Panel (& Appeals Panel)
- Staff Appointments Panel
- Performance Management Review Panel (& Appeals Panel)
- Staff Grievance (& Appeals Panel)
- Staff Discipline and Dismissal Panel (& Appeals Panel)
- Complaints Panel (& Appeals Panel)
- Pupil Discipline and Exclusion Panel (& Appeals Panel)

The committees discuss the detail of matters pertinent to their purpose, and report back to the full Governing Body at the next available full meeting for ratification of proposals or recommendations. To assist us in our work we have the opportunity to participate in a specialised programme of governor training, organised by the Education Achievement Service (EAS). The support and advice we regularly receive is greatly appreciated.

Many aspects of the school are discussed, including national and local issues. During full Governing Body meetings the Headteacher's Report is made on various activities of the school. The Headteacher also produces reports on matters of concern thought to be relevant.

In addition, the Local Authority produces background papers and reports which receive the necessary attention. These have included pay, safeguarding, performance management and disciplinary.

We can report that no governors claimed for travelling or subsistence expenses during the last year.

## **Review of Policies**

The relevant committee considers and reviews major policy developments pertaining to the school. Policies are updated and redrafted regularly and, with Governing Body approval, formally adopted. They are open to inspection by parents by prior arrangement with the school and a list of what is available can be found on the school website.

The Governing Body follows a three year policy review timetable, unless a policy must be reviewed annually, to ensure policies are reviewed and updated where necessary.

## Term Dates

For the academic year **2018/19** term dates for pupils will be as follows:-

### Autumn term 2018/19

Term starts 3<sup>rd</sup> September 2018  
Half term 29<sup>th</sup> October 2018 to 2<sup>nd</sup> November 2018  
Term ends 21<sup>st</sup> December 2018

### Spring term 2017/18

Term starts 7<sup>th</sup> January 2019  
Half term 25<sup>th</sup> February 2019 to 1<sup>st</sup> March 2019  
Term ends 12<sup>th</sup> April 2019

### Summer term 2016

Term starts 29<sup>th</sup> April 2019  
Half term 27<sup>th</sup> to 31<sup>st</sup> May 2019  
Term ends 22<sup>nd</sup> July 2019

May Day Bank Holiday – 6<sup>th</sup> May 2019

Five additional training days have been arranged and included in the school calendar which is circulated to parents before the start of the academic year. These are:

Monday 3<sup>rd</sup> September 2018

Monday 5<sup>th</sup> November 2018

Friday 12<sup>th</sup> April 2019

Friday 21<sup>st</sup> June 2019

Monday 22<sup>nd</sup> July 2019

## Session Times

School commences at 9.05 am and ends at 3.20 pm  
Lunch break is between 12.15 pm and 1.15 pm  
A 15 minute break is taken at 10.00 am

Nursery a.m. commences at 9.05 am and ends at 11.35 am  
Nursery p.m. commences at 12.45 pm and ends at 3.15 pm  
Full time Nursery commences at 9.05 am and ends at 3.15 pm

## Prospectus Changes

The School publishes a Prospectus annually. The Prospectus is reviewed each year and is published in the Summer/Autumn term. Parents are made aware that an updated Prospectus is available on request and that a copy can be found on the school website.

No changes were made to the prospectus this year.

## School Status

Penygarn Community Primary School is a Welsh Second Language medium school.

## Welsh in School

Welsh is taught as a second language to all pupils. The school does not have provision for pupils to receive their education solely through the medium of Welsh. We are currently reviewing the Cymraeg and Cwricwlwm Cymreig Policies which detail how the Welsh language, culture and history are supported across the school.

## Extra-Curricular Activities

The following clubs have taken place during the year and have proven to be very successful, reflected in the consistently high attendance figures. Our thanks are extended to the teachers and support staff, who have prepared and run these clubs.

Healthy Helpers	Football	KS2 Choir	Dancing
Eco Warriors	Rugby	Art & Craft	Criw Cymraeg
Country Dancing	Hockey	Torfaen Play	

## Organisation of the Curriculum

Statutory delivery of the National Curriculum in Wales is delivered through a rolling programme to ensure appropriate provision for the wellbeing and learning needs of all learners. Children are taught in mixed ability classes with the exception of Read Write Inc. from Reception to the end of Y2. Staff plan in teams to develop consistency and progression within and across age phases and to develop literacy, numeracy and IT skills across the curriculum. Literacy, numeracy and IT skills are applied across the curriculum in rich themes, the content of which is often driven by learners' views.

## Additional Learning Needs (ALN)

### Aims

Penygarn Community Primary School is committed to providing an appropriate and high quality education to all our pupils. We believe that all pupils, including those identified as having ALN, have a common entitlement to a broad and balanced academic and social curriculum, which is accessible to them and to be fully included in all aspects of school life.

We believe that all children should be valued equally in school. We will strive to eliminate prejudice and discrimination and to develop an environment where all children can flourish and feel safe. This does not mean that we will treat all learners in the same way, but that we will respond to learners in ways which take account of their varied life experiences and needs.

At Penygarn Community Primary we aim to identify these needs as they arise and provide teaching and learning contexts which enable every pupil to achieve his or her full potential. Children's ALN are identified through:

- information from parents and previous schools;
- baseline information gathered on entrance to nursery or reception;
- information from a range of assessment tools including the Welsh Government literacy and numeracy tests and
- information from the educational psychology service and other agencies.
- medical information.

We are supported in school by the Local Authority (LA) Service for Students with Specific Learning Difficulties (SLD). We have worked with the LA Advisory Service to develop strategies to support children who have elements of dyslexia or Autistic Spectrum Disorder (ASD).

The School's ALN Policy is reviewed in consultation with the LA advisory service and our ALN Governor.

The progress of children with Statements of Special Educational Needs (SEN) is reviewed in line with the ALN Code of Practice for Wales. The fundamental principles of the SEN Code of Practice are undertaken in school. Not least of these is our approach that 'all teachers are teachers of ALN'. Information about the progress of pupils with ALN is shared at meetings between class teachers, phase leaders and the senior leadership team.

The school is in the beginning stages of ALN consultation in preparation for the implementation of the new 'Additional Learning Needs and Education Tribunal Bill'. We are already paving the way in our ALN practices, through ensuring our pupils are at the centre of the planning and decision making process and working collaboratively with all agencies involved so that learner's needs are met.

## School Improvement Plan (2017 – 2018)

Our School Improvement Plan (SDP) is a pivotal document in the life and activities of our school. It is directly linked to our Self Evaluation Report (SER) and focuses on the achievement and wellbeing of pupils through teaching and learning, leadership and management.

There are many strands to what we do. The Development Plan anchors those strands within a context – that of maintaining and consolidating what is good and successful and building upon it to generate further success. It provides a framework, identifying things that are necessary to do in the short term and those that can be planned for future years.

The SDP generates a sense of purpose and direction. Performance Management targets for all staff, including the Senior Leadership Team and Headteacher are linked to the SDP. Local targets set are rooted within this document.

All staff and members of the Governing Body are involved in its preparation. It is available for parents to read. All can share in the forward movement of the school, helping to create a climate for improvement and achievement.

### Priority outcomes for academic year 2017-18

- Raise standards by ensuring:
  - school has at least met the challenging targets in all areas
  - teacher assessment is honest and accurate and
  - all children, including those in vulnerable groups, will have made at least good progress.
- Ensure school makes appropriate progress towards the realisation of a transformational curriculum for Wales by focusing on the four enabling objectives (National Mission):
  - R1 Improve pupils' extended writing and numeracy skills across the curriculum, particularly in key stage 2
  - R2 Raise standards in ICT
  - R3 Improve attendance
  - R4 Improve the provision for developing pupils' understanding of the Welsh dimension
  - R5 Ensure that teaching is consistently good in all classes

### Community Links

Walking Bus	Year 2 – Kerb Craft	Police/PCSO
Breakfast Club	Year 6 Taster Days – Abersychan/West Mon	Road Safety
Year 6 climbing	Laura Roynon - Assembly	Pontypool Eisteddfodd
Year 5 swimming	Environmental Grant	Pontypool Community Council Concert
Scholastic Book Fair	Fire Service	FaCE – Fun Friday
Fundraising - various	Welsh Week	Sports Tournaments - various
John Muir	School Health Nurse	Design to Smile

## FP Target Setting

	Outcome	Number in Cohort	School Target (%)	Number of FSM Pupils		FSM Target (%)	
				Ever 6	Current	Ever 6	Current
LLC English or Welsh	5+	40	73	17	12	71	67
	6	9	16	3	1	13	4
Mathematical Development	5+	43	78	19	14	79	78
	6	13	24	5	13	21	24
Personal and Social Development, Wellbeing and Cultural Diversity	5+	48	87	21	15	88	83
	6	31	56	13	31	54	56
Foundation Phase Indicator	5+	39	71	17	12	68	67

## KS2 Target Setting

	Level	Number in Cohort	School Target (%)	Number of FSM Pupils		FSM Target (%)	
				Ever 6	Current	Ever 6	Current
English	4+	39	83	30	17	88	94
	5+	14	30	11	4	32	22
Welsh (first or second)	4+	39	83	29	16	85	89



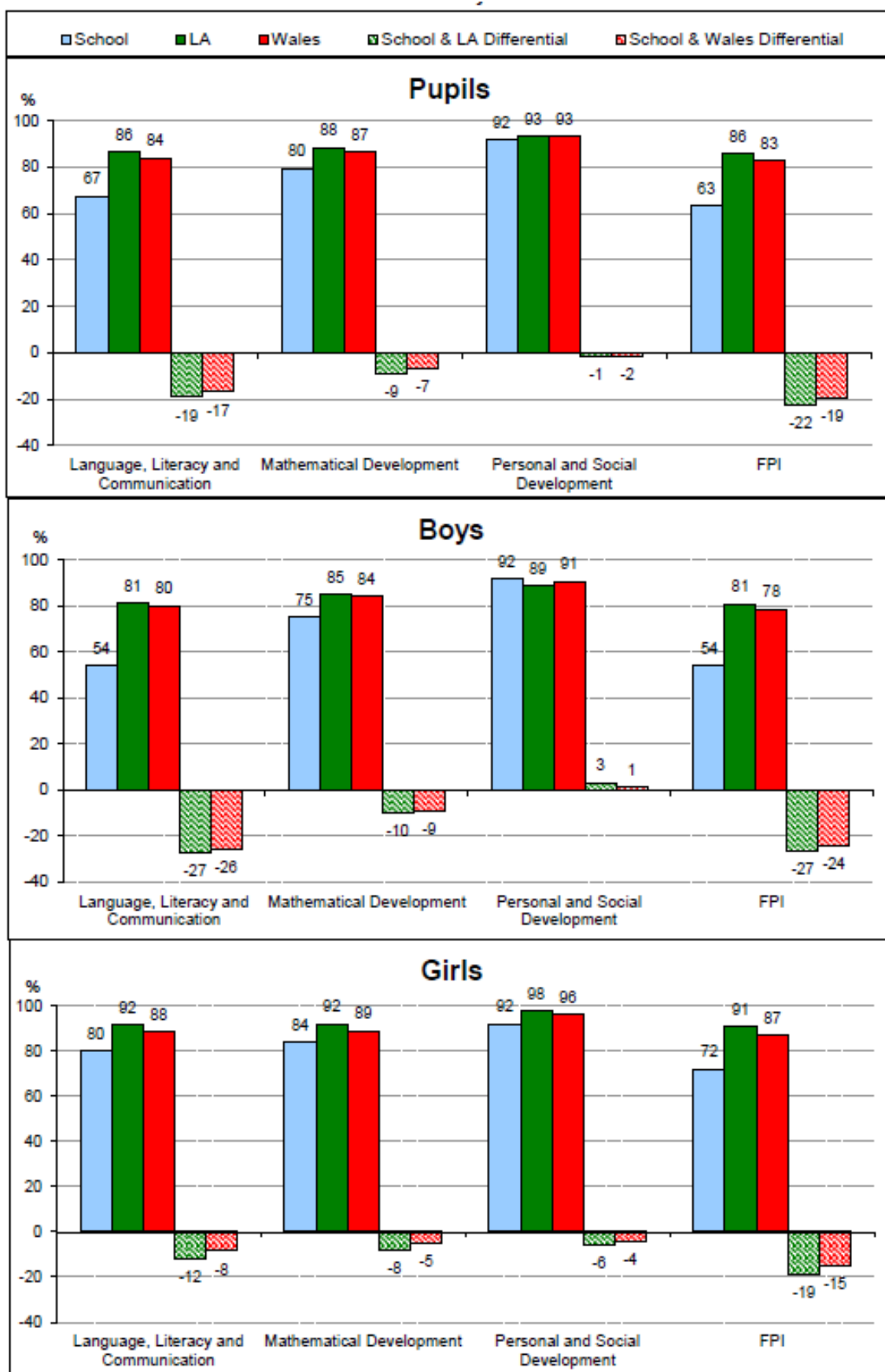
language)	5+	13	28	8	3	24	17
Mathematics	4+	40	85	32	16	94	89
	5+	15	32	9	5	26	28
Science	4+	40	85	31	17	91	94
	5+	15	32	10	5	29	28
Core Subject Indicator	4+	39	83	28	17	80	81

#### Annual Attendance and Absence Figures 2017 - 2018

- Year 1 to Year 6 (Statutory): 92.3% (Target –93.9%)
- Unauthorised absences: 1.60% (Target - 1%)
- Target (2018 – 2019) – 93.8%

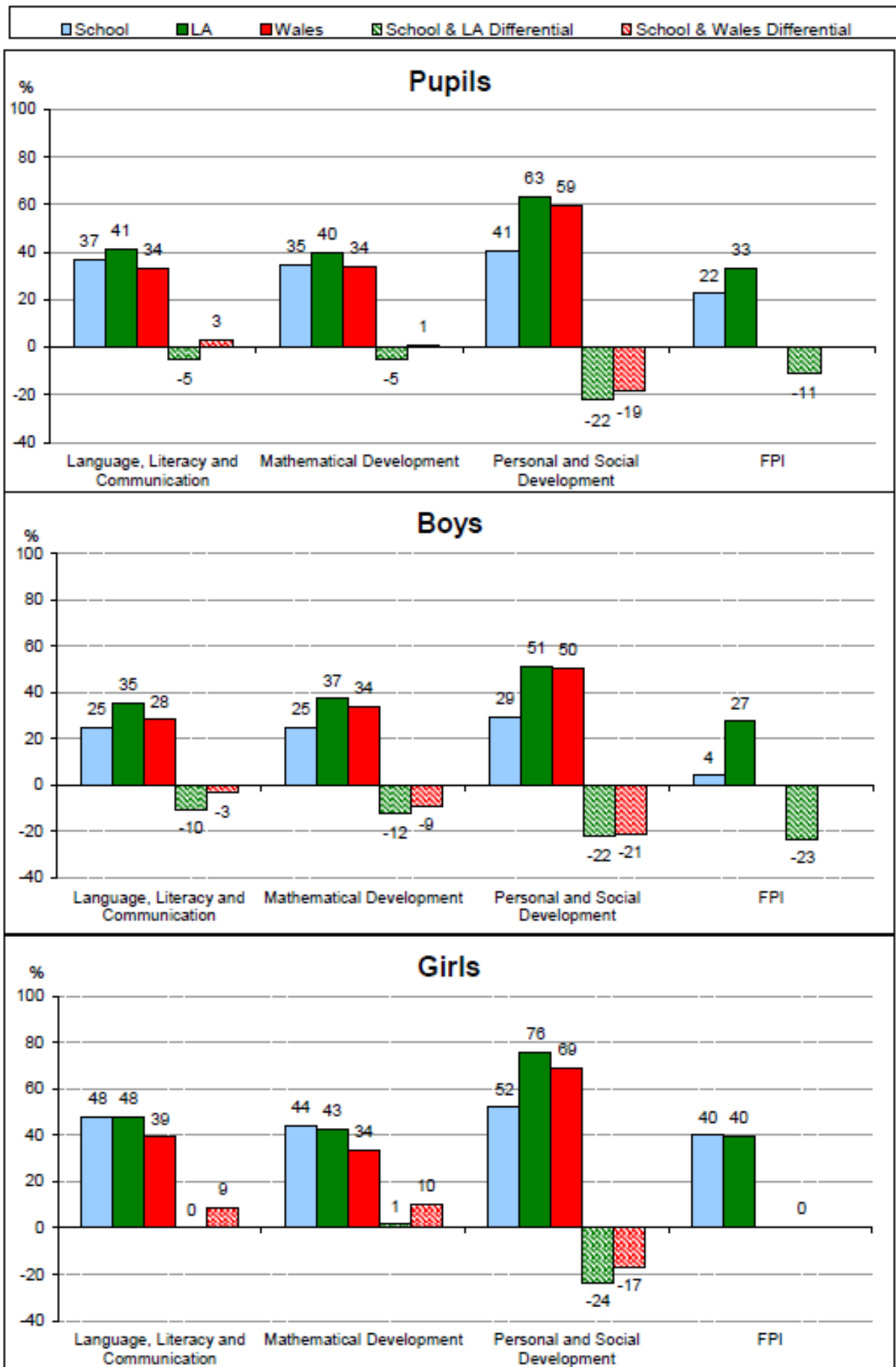
# Summary of School Performance Data 2017/18

## Foundation Phase Performance Data (%LO5+)



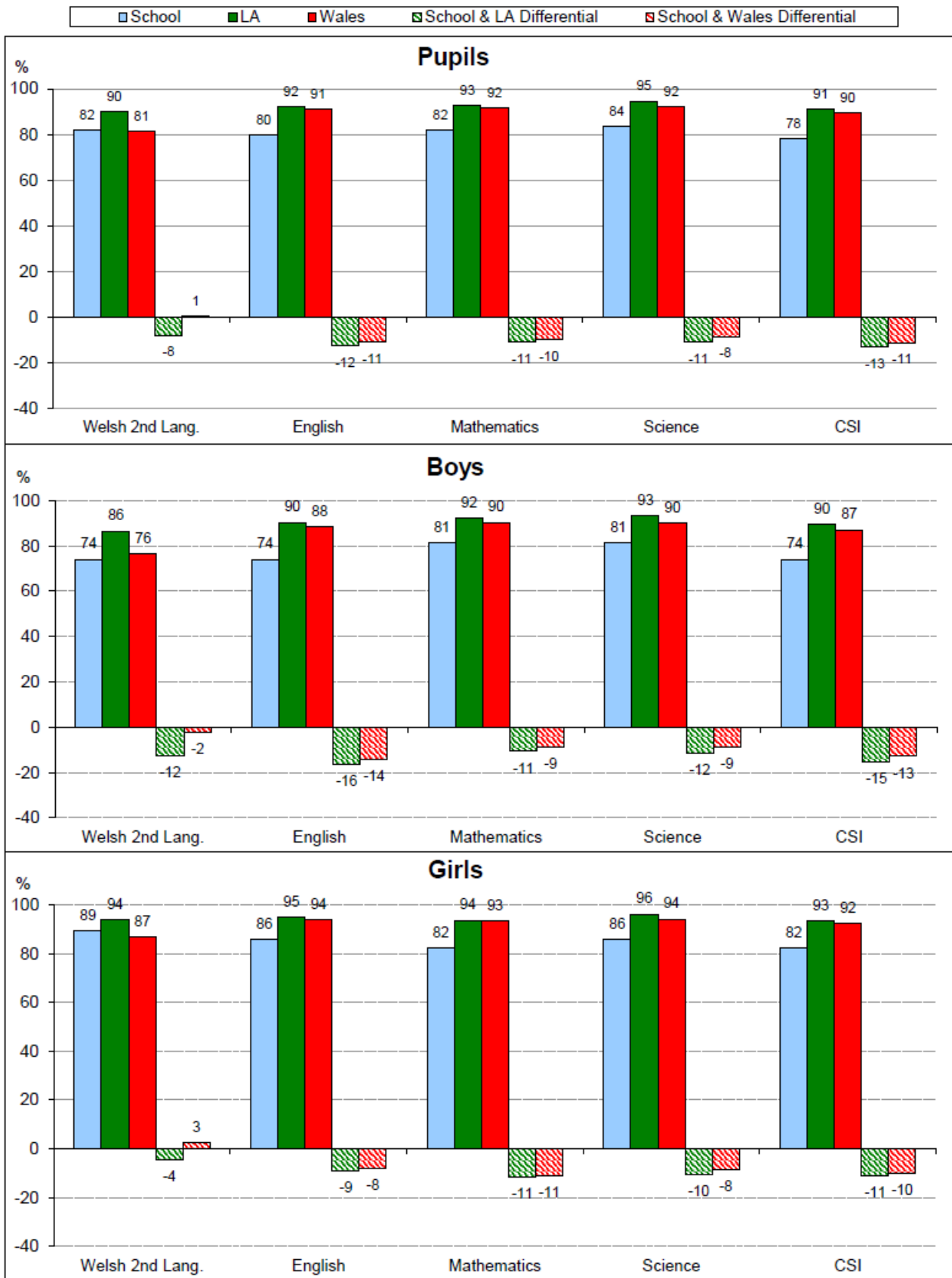
\* LLC in English for LA and Wales.

## Foundation Phase Performance Data (%LO6)

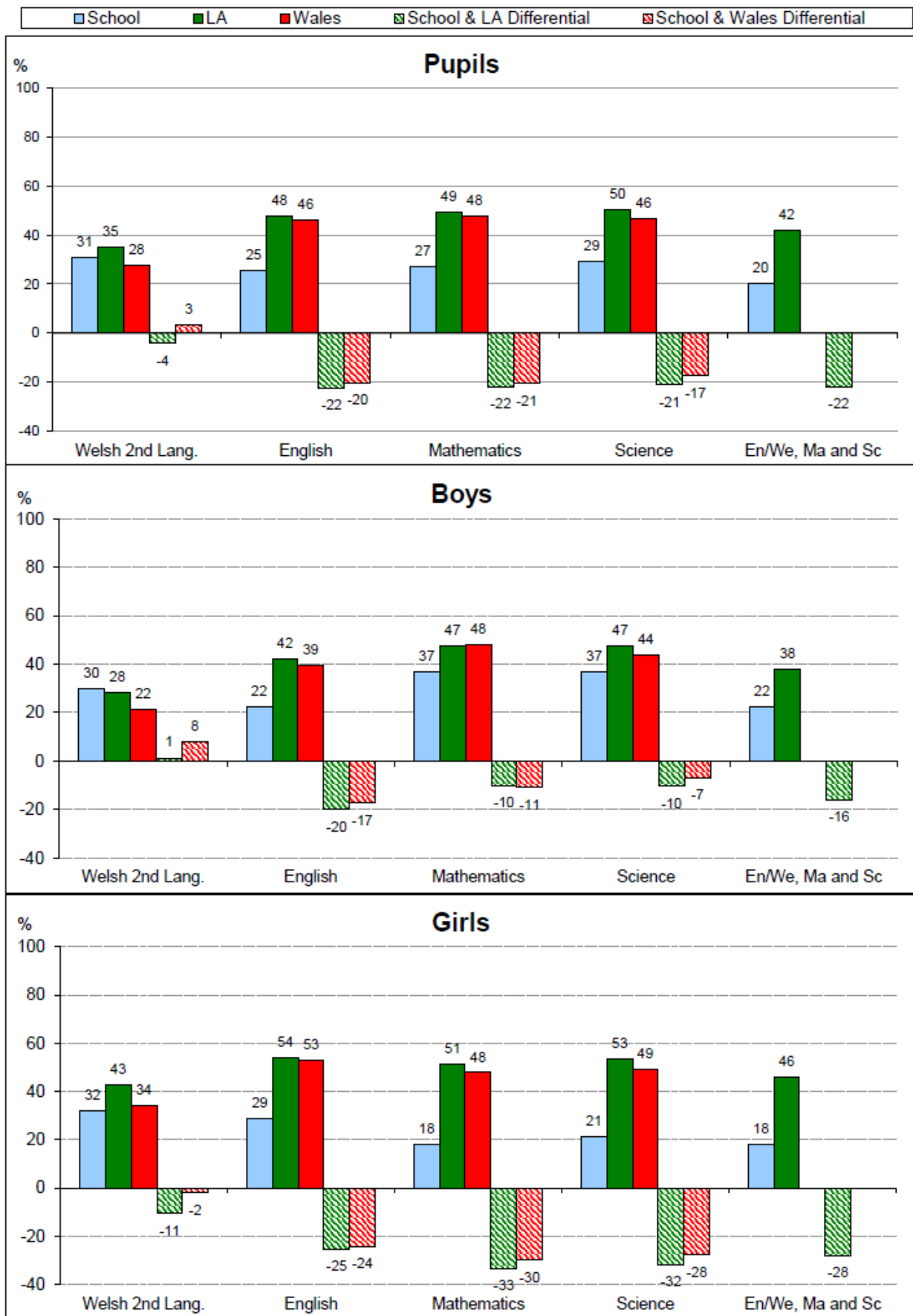


\* LLC in English for LA and Wales.

## Key Stage 2 Performance Data (%L4+)



## Key Stage 2 Performance Data (%L5)



\* En/We, Ma and Sc - Achieving level 5 or higher in each of English/Welsh First Language, mathematics and science

authorityfinancials - General Ledger	<b>Schools Outturn Statement 2017/2018</b>	 
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DB0450	Penygam Primary School	Actual 2016/2017 £	Actual 2017/18 £
<b>3AA - Employees</b>			
0001	Salaries	1,529,025.53	1,474,251.09
0006	Wages	(120.23)	0.00
0027	Maternity Leave - Replacement	10,214.81	3,862.59
0029	Sick Leave - Replacement	25,817.78	43,200.09
0030	Holidays - Replacement	408.55	494.61
0032	Other Replacement	30,828.01	39,574.18
0036	Additional Hours - recoverable from site	2,798.24	3,401.65
0049	Sundry Payment	693.53	752.60
0050	Stat Maternity / Paternity/ Adoption Pay	2,704.66	18,895.17
0051	Stat Maternity Credit	(2,183.02)	(15,733.63)
0055	Overtime	692.70	2,388.71
0065	Sick Pay	731.11	864.94
0067	Jury Service	(112.67)	0.00
0075	Allowances	3,110.04	2,148.43
0093	Salary Charge	(293,772.71)	(310,865.15)
0421	Gratuities/Honoraria	934.05	0.00
0438	Expenses	0.00	0.00
0439	Courses/Training	4,790.50	4,905.75
0489	Other School Employee Charges	2,351.00	2,301.00
0492	Adult Meals	98.00	200.00
5044	Long Service Award	137.79	125.63
6007	Recharge - Supply Cover Scheme	16,034.15	20,000.00
	<b>Employees</b>	1,335,175.82	1,290,767.66
<b>3DD - Premises</b>			
1000	Building Repair & Maintenance	16,278.38	12,571.11
1047	Glazing Repairs	0.00	0.00
1064	Statutory Testing/Duty of Care - Schools	2,992.45	5,809.78
1100	Grounds Maintenance	4,365.00	4,365.00
1152	Electricity	9,550.24	12,912.86
1153	Gas	6,659.32	11,288.78
1181	Hire Of Premises & Rooms Etc.	0.00	51.47
1190	NDR	16,420.26	19,211.50
1200	Water Services	4,568.23	5,440.44
1253	Building Security (Including CCTV)	6,467.11	7,739.14
1255	Fixtures & Fittings	381.48	255.53
1320	Building Cleaning	49,067.00	50,239.00
1322	Cleaning Equipment & Materials	1,978.73	1,985.82
1325	Refuse Collection	3,094.94	3,436.27
1327	Pest Control	185.00	155.00
	<b>Premises</b>	122,006.12	135,461.70
<b>3FF - Transport</b>			
2111	Fuel (Internal Recharge from Stores)	99.48	89.04
2250	Hire Of Vehicles	165.00	211.47
2253	Hire Of Skips	285.00	305.00
2304	Travel/Casual User Car Allowance	598.95	0.00
	<b>Transport</b>	1,148.43	605.51
<b>3HH - Supplies &amp; Services</b>			
3000	Equipment & Furniture Purchase	5,003.70	5,598.75
3050	Schools Capitation	61,677.73	28,766.68
3154	First Aid Supplies & Services	1,719.78	1,679.17
3162	Direct Materials	0.00	0.00
3217	Payments Under Contract - Catering	50,251.00	50,251.00
3220	Refreshments	119.73	15.55
3300	Protective Cloth/Uniforms/Person Safety	0.00	133.66
3350	Reprographics Printing	8,452.57	9,000.00

<b>3HH - Supplies &amp; Services</b>		-	-
3352	Printing - O/S Contractors	1,469.90	2,498.52
3353	Paper	2,168.60	2,483.80
3355	Photocopier Expenses	0.03	0.00
3462	Medical Fees	238.88	134.37
3476	Licences	196.15	507.50
3501	Postages	171.76	170.96
3510	Telephone - Call Charges & Rentals	1,072.61	151.56
3545	IT Hardware (inc Printers & Scanners)	23,573.42	14,912.25
3548	IT Software	472.66	77.00
3570	VOIP Phones & Software	40.00	0.00
3651	Subscriptions To Organisations	0.00	15.00
3702	Contingency	2,219.00	0.00
7710	Salting / Gritting	75.00	240.00
<b>Supplies &amp; Services</b>		<u>158,920.52</u>	<u>116,635.77</u>
<b>3KK - Third Party Payments</b>			
3812	School Music Service	6,962.25	1,670.75
<b>Third Party Payments</b>		<u>6,962.25</u>	<u>1,670.75</u>
<b>3NN - Support Services</b>			
6041	Swimming SLA	2,973.60	3,014.90
6042	Schools SLA	41,264.00	38,139.00
<b>Support Services</b>		<u>44,237.60</u>	<u>41,153.90</u>
<b>3PP - Capital Related Costs</b>			
7034	Capital - Acquisitions	0.00	0.00
<b>Capital Related Costs</b>		<u>0.00</u>	<u>0.00</u>
<b>3YE - Other Budgets</b>			
6052	From Other Departments	25.00	0.00
<b>Other Budgets</b>		<u>25.00</u>	<u>0.00</u>
<b>Total for : Expenditure</b>		<u>1,668,475.74</u>	<u>1,586,295.29</u>
<b>3CS - School Funding</b>			
8710	Budget Share	(1,560,033.00)	(1,534,614.00)
8715	School Budget Share - Funding Adjustment	(9,939.28)	(786.00)
<b>School Funding</b>		<u>(1,569,972.28)</u>	<u>(1,535,400.00)</u>
<b>3RR - Government Grants</b>			
8000	Government Grants General	0.00	(11,993.00)
8074	Welsh Assembly Government	(22,615.00)	(20,765.90)
<b>Government Grants</b>		<u>(22,615.00)</u>	<u>(32,758.90)</u>
<b>3SS - Other Funding &amp; Contributions</b>			
8100	Funding & Contributions - General	0.00	(2,888.00)
<b>Other Funding &amp; Contributions</b>		<u>0.00</u>	<u>(2,888.00)</u>
<b>3TT - Customer &amp; Client Receipts</b>			
8302	Donations, Gifts And Legacies	(7,301.67)	(305.66)
8312	Other Receipts Miscellaneous	(29,605.23)	(13,033.64)
8358	Other Tuition Fees	(1,415.00)	(570.00)
8703	Supply Cover/SMP - Insurance Refund	(28,104.00)	(45,016.00)
8704	Contingency - Special Needs	(21,916.00)	0.00
8720	Supply of Teaching Staff (prov of Educ)	(25,251.30)	(1,664.21)

DB0450		Penygam Primary School		<i>Actual</i> 2016/2017	<i>Actual</i> 2017/18
				£	£
		Customer & Client Receipts		(113,593.20)	(60,589.51)
		<b>Total for : Income</b>		<u>(1,706,180.46)</u>	<u>(1,631,636.41)</u>
<b>B324 - Fund Balances &amp; Reserves</b>					
9101	School Balances			(39,486.66)	(77,191.38)
		<b>Fund Balances &amp; Reserves</b>		<u>(39,486.66)</u>	<u>(77,191.38)</u>
		<b>Total for : Fund Balances &amp; Reserves</b>		<u>(39,486.66)</u>	<u>(77,191.38)</u>
		<b>Total for : Penygam Primary School (surplus)/deficit</b>		<b>(77,191.38)</b>	<b>(122,532.50)</b>