

**CWRT RAWLIN PRIMARY SCHOOL**

**GOVERNORS’ ANNUAL REPORT TO PARENTS 2020-2021**



**Section 1**

It is a statutory requirement for Governors to publish an Annual Report for parents. The Welsh Government has drawn up a list of those elements that are required to be included.

Governors may choose to issue either a summary report or a full report. The Governors of Cwrt Rawlin have decided to issue a full report for the year 2020-2021. A list of those items to be included in either a summary report or a full report for parents can be found on the Governor Wales website <http://www.governorswales.org.uk/>

Further details of school policies and other areas of life at Cwrt Rawlin can be found on the school’s website at [www.cwrtrawlinprimary.co.uk](http://www.cwrtrawlinprimary.co.uk)

There will be an Open Evening in the Summer Term 2022 where the Governors will be available to meet you.

Until a few years ago, schools were required to offer an annual meeting for parents to meet with governors. This has changed and instead of an annual meeting, parents are offered an opportunity to request a meeting up to 3 times a year.

**Welcome from the Chair of Governor**

Welcome from the Chair of Governor’s

It is my pleasure to introduce this annual report to parents relating to the academic year 2020-2021, a year that has brought challenges for the school and the whole community, resulting from the COVID19 pandemic. Governors were very appreciative of the demands placed on the headteacher and staff throughout the year. The headteacher ensured that Governors were fully appraised of arrangements to keep pupils and staff safe and Governors express thanks to the staff who worked tirelessly through the difficulties. The Governing Board also wish to thank all parents and carers for their flexibility and support during what has been an unprecedented and challenging period.

The Governing Board continued to carry out its responsibilities with virtual meetings, throughout the year and took part in virtual Governor training sessions. With regret, due to the pandemic, Governor visits to school during the year were curtailed.

Again, the Friends of Cwrt Rawlin continued to support the school through this difficult time which we are extremely grateful for.

I would lastly like to thank my fellow governors for their dedication, time and honesty for the benefit of all pupils at our school.

I hope you find this report interesting and informative.

Mr Kennard  
Chair of Governors

**Section 2: Governing Body**

The Governing Body and the Headteacher continued to share responsibility for the strategic management of the school, acting within the framework set by national legislation and by the policies of the Local Authority. The Executive Headteacher and Deputy Headteacher shared the responsibility from January 2021- December 2021, due to the long term absence of the Headteacher.

The full Governing Body continued to meet twice a term, virtually through TEAMs. In addition, sub committees also met termly.

The Governing Body for the year 2020-2021 was as follows.

|  |  |
| --- | --- |
| **Name/Category** | **End of Term** |
| **Local Authority** |  |
| Mr I Inseal | September 2021 |
| Cllr.J Fussell | August 2024 |
|  |  |
| **Teacher** |  |
| Miss R Owen | August 2021 |
| **Non-Teaching staff** |  |
| VACANCY |  |
| **Parent** |  |
| Mrs C Bailey | November 2021 |
| Mrs N Hagendyk | November 2021 |
| Mr G Jones | November 2021 |
| Mr Ll. Williams | November 2021 |
| **Community** |  |
| Mr M Kennard | February 2022 |
| Mr J Webber | November 2023 |
| Mrs K Watkins | July 2023 |
| **Headteacher** |  |
| Mrs T Lloyd | - |
| **Minor Authority** |  |
| Mrs W Thompson | February 2024 |
| **Chair of Governors** |  |
| Mr M Kennard | Contact c/o the school:  02920 807070 |
| **Clerk to Governors** |  |
| Mr M Powell | EAS: 01443 863221 |

The next parent governor elections were held in the Autumn Term 2021

The Governors visit the school regularly, to undertake learning walks, to develop a clearer understanding of how our school works and to forge stronger links with teachers and the pupils. However due to the continuing restrictions of Covid this wasn’t possible in 2020-2021. The Governing Body continued to meet virtually using Microsoft Teams.

Some Governors expressed a particular interest in an area of learning experience (AoLE) of the curriculum:

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| **Area of Learning and Experience ( AoLEs)** | **Governors** |
| Language, Literacy and Communication (English and Welsh) | Cllr. J Fussell |
| Mathematics and Numeracy | Mr G Jones, Mrs K Watkins |
| Science and Technology | Mr M Kennard, Mr I Inseal |
| Expressive Arts | Fr E. De Brun |
| Health and Wellbeing | Mrs C Bailey, Mr L Williams |
| Humanities | Mrs N Hagendyk |
| Digital Competence | Mr M Kennard Mrs K Watkins |
| Additional Learning Needs | Mrs C Bailey |
| Child Protection/LAC | Mrs C Bailey |
| Health and Safety | Mr M Kennard |

Governors who do not have a specific link with classes offer their skills and expertise in a range of initiatives to support the school.

**Section 3: Finance**

**Financial Out-Turn Report 2020-2021**

The Governing Body assigned the budget allocated to the school by the Local Authority for the financial year 2020-2021 to the various categories of expenditure. The Finance subcommittee throughout the year monitored this.

Once again there was support for the school from the Friends of Cwrt Rawlin (FoCR) who held a wide range and variety of fund-raising events, despite the pandemic.

**Out-Turn Statement**

**Cwrt Rawlin Primary School**

**2020-21 Financial Year Out-Turn Budget**

* Total Staffing costs £1134,397
* Total Premises related costs £116,515
* Total Supplies & Services costs £47,315
* Total SLA costs £27,801
* Total School Development Plan costs £35,717
* Total Expenditure £1,361,745
* Total Income £315,090
* Net Expenditure £ 1,046,655
* Total Formula Allocation £1,158,849
* Total Surplus/Contingency £98, 639
* Carried Forward (2019-20 Surplus) -£13,555
* Total Funding £ 1,145,294
* Budget Shortfall

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**Section 4: Estyn Inspection 2016**

Every year the school self-evaluates and sets targets for improvement, these are on the school website, [www.cwrtrawlinprimary.co.uk](http://www.cwrtrawlinprimary.co.uk)

The Estyn Inspection of 2016 judged the school as follows:

**The school’s current performance: Good**

**The school’s prospects for improvement: Good**

The Estyn report can be found through the following link, [www.estyn.gov.uk](http://www.estyn.gov.uk).

There were three recommendations:

R1: To provide a clear framework that will enable pupils to develop their thinking skills as they move through the school.

R2: Ensure that all teaching is consistently at least good.

R3: Develop the role of the governing body in gathering first-hand evidence to hold the school to account effectively.

The school incorporates these recommendations into each school development plan (SDP).

The 2020-2021 SDP was evaluated by the staff and reported back to the Governors. Good progress has been made in all three recommendations.

**Section 5: School Links with the Community, Business, and Industry**

The school has continued strong links with St Martin’s Comprehensive School and engages in various transitional events and Curriculum development meetings. We aim to ensure a smooth transition for our Year 6 pupils as they move onto their chosen secondary school. Visits are planned each year giving opportunities to attend a range of induction days. Unfortunately, these had to be held virtually with guided tours online. Teachers from the comprehensives visited our school and liaison meetings took place between teachers and Year 7 staff. *Last year 2019-2020, leaver destinations were as follows: St Martin’s Comprehensive, Cardinal Newman, Bishop of Llandaff and Whitchurch High.*

**Section 6: Changes Made to the School Prospectus**

The school prospectus was last rewritten in 2016. A copy of it can be found on the school website [www.cwrtrawlinprimary.co.uk](http://www.cwrtrawlinprimary.co.uk). An updated staff list is available from the school office alongside the school prospectus. The prospectus will be rewritten in 2022, in time for the launch of the New Curriculum.

**Section 7: Action Taken to Review School Policies**

Last year 2020-2021 the Resources and Wellbeing committee reviewed school policies, including the following:

Attendance, Anti Racism, Antibullying, Behaviour, Child Protection, Educational Visits, Health and Safety, Performance Management and Data Protection

**Section 8: Resources Committee**

The Resource Committee administers the Finance and Staffing aspects for the School Governing Body.

The school finances were closely scrutinised by this Committee in conjunction with the Finance department of the LEA on a termly basis and I am able to report that the school finances were, for the year under review, showing a surplus. This surplus arose due to the careful fiscal controls implemented within the school and the additional funding provided by the Welsh Assembly to cater for the additional costs brought about by the COVID 19 pandemic.

As part of the financial planning the school must predict budgets the following 2 years. Working with the LEA, the projected budget for the next couple of years (2021/2022 & 2022/2023) is predicted to continue in surplus but decreasing year on year. This reduction is due to the increasing costs of running and maintain the school not being met by the increase in the funding provided over the period. The school finances will continue to be monitored closely by this committee and measures will be taken, if and when required, to maintain a balanced budget going forward.

Staffing issues addressed over the period included:

1. Headteacher absence
2. The recruitment of a replacement Caretaker
3. Recruitment to fulfil a vacant Teacher post.
4. Recruitment to fulfil two Teaching Assistant posts.
5. A request for flexible working hours was received by the committee from a member of staff. With these requests the impact to the school, especially the pupils, was assessed.

Mr I Inseal, Chair of Resource Committee

**Section 9: Wellbeing Committee**

The Wellbeing committee monitors and evaluates the wellbeing, care, support, and guidance provided within the school. The committee reviewed and monitored many policies, including Safeguarding, Attendance, Behaviour, ALN, and Healthy Eating.

With ongoing restrictions due to covid 19, the wellbeing of pupils and staff became a high priority within the school. Vulnerable children were invited into the school hubs to support their learning. Phone calls home with teachers and support staff helped sustain a good level of wellbeing with children. Feel Good Fridays were highly successful, with positive feedback from parents and pupils. The governors would like to extend our thanks to all the staff for their outstanding efforts. Their dedication has helped our pupils get through these very challenging times. We are continually amazed by the children’s resilience.

Governors attended many professional learning sessions to support the well-being development of the school. Courses attended include termly wellbeing updates, Safeguarding training, and the new ALN Act.

Mrs C Bailey, Chair of Wellbeing Committee

**Section 10: Self Evaluation Committee**

Regular evaluation of the effectiveness of governance and the performance of the school is an important step in maintaining the high quality of leadership of the Governing Body. Evidence of our work is uploaded into a self-evaluation e-toolkit regularly. This enables us to review the way our governing body works and to identify strengths and areas for improvement.

The Governing Body is committed to its continuous development and a record is retained of all training undertaken by governors. During the pandemic, governor training switched to online platforms. Governors attended many sessions, including Curriculum Reform, Wellbeing updates, ALN reform and Safeguarding training.

Governors from Cwrt Rawlin Primary also successfully participated in Learning Network Support activities by sharing good practice with another school and supporting the development of their governing body.

Mrs C Bailey, Chair of Self Evaluation Committee

**Section 11: Policy and Provision for Additional Learning Needs (ALN)**

The Additional Needs policy incorporates the statutory Code of Practice for Additional Learning Needs and aims to provide equal access to the curriculum for all the children. We seek to ensure that all children with additional educational needs are fully integrated into the academic and social life of school. Each child who is identified as having additional needs will have an individual educational plan.

The school has some funding from Caerphilly Inclusion to support a few children, we had7 children in 20-21 who had been allocated Inclusion funded hours. The school also allocates a significant proportion of its budget to employing further teaching assistants to allow full and continued support for children with additional learning needs.

The Governor designated as having responsibility for Additional Learning Needs is Mrs C Bailey. Mrs C Davies is the school’s Additional Learning Needs Coordinator. We work closely with other professionals within Caerphilly, including educational psychologists and specialist teachers.

Teachers plan for children’s individual needs through appropriate differentiation of the curriculum both in the classroom and where appropriate in individual and small group teaching. We acknowledge the importance of involving parents at every level of their children’s education and of identifying a child’s additional needs at an early stage. In liaison with parents, the class teacher and Additional Needs coordinator we work to devise individual educational programmes of work (IEPs).

We work closely with Caerphilly Inclusion and other secondary provisions to ensure a smooth and early transition programme is tailored to the needs of the child when moving onto another school.

The new ALN Bill was launched in September 21 and the school staff had training and direction in implementing this throughout the school.

**Identification of More Able and Talented (MA&T) Children**

There is a More Able and Talented (MA&T) policy within school. Each year the coordinator and class teacher, identifies those children who meet the school criteria in English/Literacy and Mathematics/Numeracy and discuss what support can be given to these children, within the provision that is available. At the end of the summer term the Headteacher, together with the class teacher and learning support assistant will meet to review the progress and attainment of every child. Parents will be informed of the extra support their child will receive to challenge and develop the specific skills; this will also be discussed at parents’ evening.

This has been a difficult year to identify MA&T pupils due to lockdown and Covid 19 restrictions. Work has been differentiated to the pupils’ abilities, enabling challenge for all.

**Section 12: Arrangements for Pupils with Special Needs and Disabilities**

Cwrt Rawlin Primary School is an inclusive school which encourages the full involvement of children and members of the school, parish, local and wider community with disabilities.

Parents, carers, staff, governors with disabilities or anyone who has children with disabilities are encouraged to share their knowledge, understanding and concerns with us so that we can further improve our service to them. We welcome opportunities to discuss any issues by making an appointment with the Headteacher at any time.

We believe that all individuals deserve to be treated with equal respect, we aim to structure the curriculum, the organisation and management of the school so that individuals are offered equal opportunities for participation and inclusion, for advancement and growth, regardless of gender or social class, race, religion, age or disability. The governors and staff of Cwrt Rawlin endeavour to eliminate discrimination on the grounds of colour or culture, gender or ability.

The school has a number of disabled parking bays in the staff car park which are used for access to school for children with a range of moderate to severe difficulties. The school’s entrances and exits have ramps to enable easier access and there are two toilets for people with disabilities.

Please see the school’s Accessibility, Disability and Equalities policies.

**Section 13: Times of the School Day/Clubs and School Term Dates**

During the 2020-2021 Covid 19 Pandemic the school was led by the Local Authority risk assessments. Schooling took place online through TEAMs and also back in school with staggered start and finish times at the start and end of each day.

**Wrap Around Provision**

Cwrt Rawlin Primary school did not provide wrap around provision during the year 2020-2021 due to the constraints of Covid 19.

**Welsh Assembly Free Breakfast Club**

Breakfast Club was offered on a staggered and rotational basis for Foundation Phase and KS2 children due to the schools Covid 19 risk assessment.

**Section 14: Attendance at School**

The school continued to follow the schools agreed attendance policy, however due to the Covid related disruptions which impacted upon education, the policy was quickly adapted to suit the need of the ever evolving situation. The register was taken each morning and afternoon when the pupils were on site and records of online participation were taken when in the blended learning model. Attendance was continually monitored and coding for Covid related absence was recorded as per Local Authority guidance.

The school worked closely with the Education Welfare Officer and families where there were long term absence due to Covid 19 anxiety.

**Pupil Attendance 2020-2021**

|  |  |  |
| --- | --- | --- |
| **Cwrt Rawlin Primary** | **Sessions** | **%** |
| Attendances | 94149 | 95.2 |
| Authorised absences | 4544 | 4.60 |
| Unauthorised absences | 122 | 0.12 |
| Possible attendance | 98815 |  |

**Section 15: Welsh as a Second Language**

Cwrt Rawlin is an English medium school and Welsh is taught as a second language throughout the school. One colleague attended the full time Welsh Sabbatical scheme in September 2020- July 2021. Welsh plays a prominent part of our school ethos and is taught and used daily by children and staff members. Welsh continues to be a priority on our school improvement plan year on year.

**Section 16: Security, Health and Safety**

Due to Covid, very few visitors were on site, those that did come in followed the strict Covid rules and normal protocol of signing in and out on entry to the school and wearing visitor badges. The school gates were opened at different times, due to the staggered start and finish times to the school day. Our health and safety officer, worked on site every fortnight and guided and supported our work. All staff continue to have the first aid at work certificate and two members renewed the intensive first aid certificate. The school has a comprehensive health and safety policy.

**Section 17: Toilets**

There are an adequate number of toilets for pupils and staff to use within the school. Toilets were cleaned by Caerphilly Cleaning services after school. We also employed another cleaner to clean all the toilets after lunchtime. The toilets are clean and in good condition.

**Section 18: Sporting Aims and Achievements**

Cwrt Rawlin was unable to attend any sporting events during the year of 2020-2021.

**Section 19:** **Healthy School**

Cwrt Rawlin Primary School continues to be a Healthy School. We encouraged children to bring in healthy snacks and to drink water. We renew our Healthy School Award each year and work closely with the School Council and the Local Authority to ensure that we build upon our Healthy School ethos.

**APPENDICIES**

**Governor Body Meeting Information for Parents/Guardians**

**School Term Dates 2020-2021**

**Duty of governing body of maintained schools to hold meetings following petition by parents.**

(1)The governing body of a maintained school must hold a meeting (“the meeting”) if it receives a petition from parents of registered pupils at the school requesting a meeting and it is satisfied that each of the following four conditions is satisfied.

(2)The first condition is that the petition contains the signatures of the required minimum number of parents of registered pupils at the school.

(3)The required minimum number of parents is the lower of the following—

(a)the parents of 10% of registered pupils, or

(b)the parents of 30 registered pupils.

(4)For the purpose of subsection (3), the number of registered pupils is to be calculated by reference to the number of registered pupils on the day the petition is received.

(5)The second condition is that the meeting requested is for the purpose of discussing a matter relating to the school.

(6)The third condition is that, should a meeting be held, there would be no more than three meetings held under this section during the school year in which the petition is received.

(7)The fourth condition is that there are enough school days left in the school year for the requirement in subsection (8) to be complied with.

(8)The meeting must be held before the end of a 25 day period.

(9)For the purpose of subsection (8), the 25 day period—

(a)begins on the first day after the day on which the petition is received (subject to subsection (10)), and

(b)does not include any day which is not a school day.

(10)If another meeting required to be held under this section as a result of a different petition (“the other meeting”) is held on a day during the 25 day period in subsection (9), but before the day on which the meeting is held, the 25 day period begins on the first day after the day on which the other meeting is held.

(11)The meeting is to be open to—

(a)all parents of registered pupils at the school,

(b)the head teacher, and

(c)other persons invited by the governing body.

(12)The governing body must, as soon as it reasonably can after receiving a petition that requires a meeting to be held, notify the parents of all registered pupils at the school in writing of the date of the meeting and the matter to be discussed.

(13)In exercising its functions under this section, the governing body of a maintained school must have regard to guidance given by the Welsh Ministers.

**Caerphilly Schools Term Dates 2020/2021**

**Autumn Term 2020**

* Term starts 1st September 2020
* Half term starts Monday 26th October 2020
* Half term ends Friday 30th October 2020
* Term ends 18th December 2020

**Spring Term 2021**

* Term starts Monday 4 January 2021
* Half term starts Monday 15 February 2021
* Half term ends Friday 19 February 2021
* Term ends Friday 26 March 2021

**Summer Term 2021**

* Term starts Monday 12 April 2021
* Half term starts Monday 31 May 2021
* Half term ends Friday 4 June 2021
* Term ends Tuesday 20 July 2021