

**CWRT RAWLIN PRIMARY SCHOOL**

**GOVERNORS’ ANNUAL REPORT TO PARENTS 2019-2020**



**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 2019-2020. 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)

Due to Covid-19 unfortunately there will not be an Open Evening to meet the school Governors.

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. Details of how to request a meeting, as issued by Welsh Government are within Appendices.

**Welcome from the Chair of Governor’s**

It is my pleasure to introduce this annual report to parents, for the first time, relating to the academic year 2019-2020. Firstly, I would like to thank the outgoing Chair, Cllr Fussell, for his service to our School since it first opened.

You will see from the report which follows that this has been an unusual year due to the Covid 19 pandemic which meant that schools had to close from March to July. Due to this, last academic year brought new demands and challenges that we have never had to face before but once again we as a governing body have worked hard to help the leadership team steer the school through this time.

When visiting the school before lockdown, the hard work, dedication and professionalism of all the staff was clear and they continued this whilst supporting the key worker hubs, delivering distance learning and when school reopened near the end of the summer term.

The School Development Plan and Self Evaluation Report continued to provide strategic direction for the school and provided the Governing Body with a real opportunity to challenge and support all members of the school leadership.

Our Governing Body meetings have taken place via Microsoft Teams giving us the ability to see the work undertaken, challenge the leadership team and make decisions to move the school forwards.

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

I and my fellow governors would like to thank you as parents for your support over the past twelve months and look forward to ensuring the highest standards for all children at Cwrt Rawlin Primary. I would also 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 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 full Governing Body meets twice a term. In addition, sub committees meet regularly to discuss specific issues.

The Governing Body would like to thank the outgoing governors, Fr Edward le Brun Powell for his valuable work on the Governing Body over the years and would like to wish him the best of luck in his new position in Warwick.

The Governing Body for our school for the forthcoming year 2020-2021 will be as follows:

|  |  |
| --- | --- |
| **Name/Category** | **End of Term** |
| **Local Authority** |  |
| Mr I Inseal | September 2021 |
| Cllr.J Fussell | August 2020 |
| Fr Edward Le Brun Powell | February 2023 |
| **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 W. Thompson |  |
| VACANCY |  |
| Mrs K Watkins | July 2023 |
| **Headteacher** |  |
| Mrs T Lloyd | - |
| **Minor Authority** |  |
| VACANCY |  |
| **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 will be in the Autumn Term 2021

The Governors visit the school regularly (this has been difficult due to the pandemic) to undertake learning walks, to develop a clearer understanding of how our school works and to forge stronger links with teachers and the pupils. We have continued to meet virtually using Microsoft Teams.

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

|  |  |
| --- | --- |
| **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 2019-2020**

The Governing Body assigned the budget allocated to the school by the Local Authority for the financial year 2019-2020 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**

**2019-20 Financial Year Out-turn Budget**

* Total Staffing costs £975,382
* Total Premises related costs £136,485
* Total Supplies & Services costs £68,411
* Total SLA costs £28,023
* Total School Development Plan costs £1,616
* Total Expenditure £1,209,917
* Total Income £130,462
* Net Expenditure £1,079,455
* Total Formula Allocation £1,052,208
* Carried Forward (2018/19 Surplus) £13,692
* Total Funding £1,065,900
* Budget Shortfall -£13,255

**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 2019-2020 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 joint INSET days. 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. Regular liaison meetings take place between teachers. Last year 2019-2020, leaver destinations were as follows: St Martin’s Comprehensive, Cardinal Newman, Bishop of Llandaff and Whitchurch High.

* Ideas that were generated by the parents at the September 2019 Macmillan Coffee morning/parent forum were put into action within the school e.g. homework free weekends, developing a yoga club.
* Global Links were developed through a grant from Erasmus funding. This facilitated four members of staff to visit Finland and Italy, focusing on pupil and staff wellbeing. This has impacted upon our own practice in school. Two further visits were planned for 2020, but unfortunately these were cancelled due to the pandemic.
* The school has continued its links with local sports organisations, including the Cardiff City Foundation club. The children have benefitted from the coaching provided by experts within these organisations. The school has a strong continued partnership with Sustrans and we achieved our Bronze award in 2018-2019, then silver in 2019-2020.

* The school had regular lessons led by the police school liaison officer which strengthened our personal and social education programme. Some of these had to take place virtually over Microsoft Teams.
* We have strong links with the local church group, Gateway and Clwb 707, who come in weekly to support with reading in the junior classes. We also have weekly assemblies led by Fr. Mark Greenaway- Robbins or Fr. Edward Le Brun Powell. During the March 2020 lockdown links were sent to the school of pre-recorded assemblies.
* The school council decided upon charities to support last year, which included The Caerphilly Foodbank, Save the Children, Cancer research UK, Children in Need, City Hospice, The British Heart Foundation, Comic Relief and Caerphilly Operation Santa.

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

The school prospectus was 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 reviewed in 2021.

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

Last year 2019-2020 the policy committee reviewed school policies, including the following:

November ‘19: Teaching and Learning, Attendance, Emergency Plan

January ’20: Health and Safety, Safeguarding, Arson Protection

[www.cwrtrawlinprimary.net](http://www.cwrtrawlinprimary.net)

**Section 8: 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, at present we have9 children who have 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 currently 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.

For further details please see the school’s Additional Learning Needs policy.

With the implementation of the new ALN Bill (September 21) all school staff have started awareness training, this will continue through next year.

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

There is a More Able and Talented (MA&T) policy and register of children 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.

**Section 9: 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 10: Times of the School Day/Clubs and School Term Dates**

The school bell rings at 9:00am. Children should be on the premises no sooner than 10 minutes before the commencement of school.

**Nursery Times**

Morning session: 9:00am–11:30am

Afternoon session: 1:00pm–3:30pm

**Foundation Phase & Junior (KS2) Times**

Morning session commences: 9:00am–10:30am

Break-time: 10:30am–10:45am

Morning session ends: 12:00pm

Afternoon session commences: 1:00pm

Break-time: 2:10pm–2:20pm

School ends: 3:30pm

This had to be revised for the period of the pandemic with staggered start and finish times at the start and end of each day to allow for social distancing.

**Wrap Around Provision**

Cwrt Rawlin Primary school also offers wrap-around care with a Free Breakfast Club and a private After School provision. Both provisions are often oversubscribed and hold waiting lists, so immediate contact with the providers is advisable.

**Welsh Assembly Free Breakfast Club**

The Free Breakfast Club in Cwrt Rawlin Primary is very well attended. It is funded by the Welsh Government and runs from 8:00am to 9:00am. Children wishing to attend need to complete a registration form which is available from the school office and return it for the attention of the Breakfast Club Supervisor, Mrs C Fletcher. Last admittance to Breakfast club is at 8.15am.

All children attending are encouraged to eat the healthy breakfast that is available.

**After School Provision**

A private company called Clwb Cwrt Rawlin runs the after school provision. It is currently based in Cwrt Rawlin Primary school. It runs from 3:30pm–6:00pm and is a payable service.

For any further details please contact: Mrs K Watkins on 02920 864780.

**Extra-Curricular Clubs**

The school runs a number of afterschool and lunchtime clubs, including art, dance, cookery, football, rugby, French and chess. A detailed list can be found on the school website.

These had to stop due to the pandemic, but will be reinstated when Government and Local Authority guidelines allow.

**Section 11: Attendance at School**

**Every Lesson Counts, Every School Day Counts!**

The school follows the Callio approach to improving attendance. The register is taken each morning and afternoon. If your child is ill and unable to attend school, we ask you to inform the office as early as possible on the first day of sickness and then again after the third day if he/she is still unable to attend school. If we receive no reason for an absence, we operate a ‘first day response’ and will ring you to find out the reason for absence.

In consultation with the Local Authority we set high attendance targets and aim to inform parents of their child’s attendance each term through issuing of attendance certificates. A positive reinforcement of the importance of being in school is given by the Headteacher each week in celebration assembly, where the best attending class will receive a certificate. The class achieving the best attendance over each term will receive a class reward.

The Governors review the attendance policy on an annual basis. Our overall attendance target last year was 96.2%, we achieved 94.53%. The chart below shows both authorised and unauthorised absence for the last school year (2019–2020) as a percentage of possible attendances.

Unauthorised absences at Cwrt Rawlin Primary fall into two main categories:

1. Failure of informing the school of an absence for illness.

2. Holidays in excess of current guidelines.

Please see the Attendance policy on our website for further details.

**Pupil Attendance 2019-2020 (target 96.4%)**

|  |  |  |
| --- | --- | --- |
| **Cwrt Rawlin Primary** | **Sessions** | **%** |
| Attendances | 80764 | 94.53 |
| Authorised absences | 4530 | 5.30 |
| Unauthorised absences | 144 | 0.17 |
| Possible attendance | 85438 |  |

**Section 12: Welsh as a Second Language**

Cwrt Rawlin is an English medium school and Welsh is taught as a second language throughout the school. 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 13: Security, Health and Safety**

All visitors sign in and out on entry to the school and wear visitor badges. The school gates are opened at 8.50am and closed by 9.05am. Our health and safety officer, who works on site every fortnight, undertakes regular safety checks with the caretaker and Headteacher. All staff hold the first aid at work certificate and four members hold the intensive first aid certificate. The school has a comprehensive health and safety policy.

**Section 14: Toilets**

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

**Section 15: Sporting Aims and Achievements**

Sport plays an important part of life at Cwrt Rawlin Primary. Children participate in a variety of team games as an integral part of the PE curriculum.

Extra sporting competitive opportunities are given to older pupils who can represent the school in many team sports. Boys and girls can participate in skills sessions for football, rugby and netball. The netball and football teams enter the County leagues. The football and rugby teams play interschool matches. There is a tradition of great enjoyment and success in these events.

The Year 4 pupils attend a three-week swimming course during the year which develops their confidence and competence in swimming.

The school has excellent facilities including attractive grounds, a separate sports hall used for winter and summer sports and two playgrounds marked with playground games.  Staff and outside providers also run a number of sporting clubs after and during school time, including netball and chess.

Section 16: Cwrt Rawlin Primary School is a Healthy School. We encourage children to bring in healthy snacks and to drink water. We have achieved our Healthy School Award and work closely with the School Council and the Local Authority to ensure that we continue with this ethos.

**APPENDICIES**

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

**School Term Dates 2019-2021**

**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 2019/2021**

**Autumn Term 2019**

* Term starts 2nd September 2019
* Half term starts Monday 28th October 2019
* Half term ends Friday 1st November 2019
* Term ends 19th December 2019

**Spring Term 2020**

* Term starts 6th January 2020
* Half Term starts Monday 17th February 2020
* Half Term ends Friday 21st February 2020
* Term ends 2nd April 2020

**Summer Term 2020**

* Term starts 20th April 2020
* Half term starts Monday 25th May 2020
* Half term ends Friday 29th May 2020
* Term ends 19th July 2020

**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