

## **Rhondda Cynon Taf County Borough Council**

### **Governing Body of Pontyclun Primary School**

This report is a summary of the steps taken by the Governing Body in the discharge of its functions since the last report was published.

#### **1. Clerk to the Governing Body**

The Clerk to the Governing Body is Mrs Gaynor Davies, Director of Education and Inclusion, Ty Trevithick, Abercynon, Mountain Ash, CF45 4UQ.

#### **2. Chairperson of the Governing Body**

The Chairperson of the Governing Body is Margaret Griffiths c/o Pontyclun Primary School Palalwyf Avenue, Pontyclun, RCT CF72 9EG

#### **3. Members of the Governing Body**

The following people are currently members of the Governing Body.

| <b>Name</b>                                                                            | <b>Category of Governor</b> | <b>Appointed By</b>    | <b>Retirement Date</b>                                   |
|----------------------------------------------------------------------------------------|-----------------------------|------------------------|----------------------------------------------------------|
| Martin Ashford<br>Catherine Gate<br>Margaret Griffiths<br>Matthew Lewis<br>Ann Jackson | <b>LEA</b>                  | <b>Council Members</b> | 17/02/24<br>17/02/24<br>23/10/23<br>19/07/24<br>12/10/25 |
| Stephen Burrell<br>Kathryn Dean<br>Lisa King<br>Gemma Payne<br>Justin Sutherwood       | <b>Parent</b>               | <b>Parents</b>         | 1/10/22<br>12/11/24<br>16/10/22<br>24/10/25<br>27/9/22   |
| Jacqueline Hardy<br>Rhian Jones<br>Judith Lewis<br>Kathryn Liddard                     | <b>Community Governor</b>   | <b>Governing Body</b>  | 17/10/22<br>21/3/24<br>23/5/22<br>9/12/23                |
| Sophie Hancock<br>Lucy Thomas                                                          | <b>Teacher</b>              | <b>Teaching Staff</b>  | 8/12/23<br>8/10/22                                       |

|              |                    |                           |         |
|--------------|--------------------|---------------------------|---------|
| Sarah Davies | <b>Staff</b>       | <b>Non-Teaching Staff</b> | 25/3/25 |
| Hugh Roberts | <b>Headteacher</b> | <b>n/a</b>                | n/a     |

When fully constituted this governing body is made up as follows

|                             |   |
|-----------------------------|---|
| <b>LEA Representatives</b>  | 4 |
| <b>Parent Governors</b>     | 5 |
| <b>Staff Representative</b> | 1 |
| <b>Headteacher</b>          | 1 |

|                                         |    |
|-----------------------------------------|----|
| <b>Community Governors</b>              | 4  |
| <b>Teacher Governor(s)</b>              | 2  |
| <b>Minor Authority (if applicable )</b> | 1  |
| <b>Total</b>                            | 18 |

#### 4. **Resolutions**

There were no resolutions passed at the last meeting.

#### 5. **Election of Parent Governors**

The next election of parent governors is due to take place on 1/10/2022  
If, however, any Parent Governor(s) resign before this date arrangements will be made for an election to be undertaken at the appropriate time.

#### 6. **School Performance Data**

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

#### 7. **Financial Statement**

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

#### 8. **School Prospectus**

The School Prospectus is updated annually to include any changes required by the Welsh Assembly Government or other related bodies. A copy of the prospectus is generally issued to parents whose children are starting school for the first time or transferring from Infant to Junior school or Junior/ Primary to Comprehensive School.

Parents are informed if any amendments are made to the existing prospectus. Changes made to the prospectus involve teachers moving to different year groups to teach.

## **9. School Development Plan**

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

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

Our children learn together and develop their skills together. In the next few years you will see a difference in the curriculum your children will be taught. It is expected that the 'Curriculum for Wales' will be rolled out in schools from 2022 although due to the current circumstances this may be subject to change. No longer will it be science, technology, history, art, music and physical education, but a more holistic rounded curriculum. There will be six new Areas of Learning Experience and these cover all subjects.

These areas will be:

- Expressive Arts
- Health and Wellbeing
- Humanities
- Maths and Numeracy
- Science and Technology
- Languages Literacy and Communication

The school has been undertaking action research projects reviewing different pedagogical approaches, (teaching methods), and focussing on how they develop independent learning. These action research projects will continue with a changing focus per term.

Embedded in the curriculum are now 4 principles. These underpin the whole of the curriculum and are central to all teaching and learning activities. The 4 principles are;

- Ambitious capable learners
- Enterprising, creative contributors
- Ethical, informed citizens of Wales
- Healthy confident individuals.

## **10. Use of the Welsh Language - Communication**

This school is an English medium school, lessons and other school activities are communicated through the medium of English. The use of the Welsh

language is promoted by the use of incidental Welsh with all pupils throughout the school day.

Welsh is being used informally in the classroom and around the school as a way of developing children's understanding and use of Welsh.

The work of the school has been recognised in awarding us the bronze award for Cymraeg Campus.

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

Should parents request that their child is taught at this school in a language other than English this request will be given due consideration.

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#### **11. Post Inspection Action Plan**

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

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

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

|  |  |  |  |              |            |
|--|--|--|--|--------------|------------|
|  |  |  |  |              |            |
|  |  |  |  | <b>TOTAL</b> | <b>194</b> |

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

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

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

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

### **Significant Dates:**

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

The School day is organised as follows;

**Morning** - 9a.m. to 12p.m.  
**Lunch break** - 12p.m to 1p.m.  
**Afternoon** – 1p.m. to 3.30p.m

At times these timings were amended to provide a staggered start and end time in response to our Covid-19 management plan with gates open from 8.40am in the morning and 3.20pm in the afternoon.

### **13. Community Focused Schools**

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

The development of community-focused schools is not just a short-term project or initiative, but a real opportunity for schools and communities to work

together in new ways for the future benefit of children, young people and adults.

Due to Covid restrictions many of our usual community activities were curtailed. We were however able to participate in the armistice ceremony and we took part in a range of singing and performing activities during the Christmas period albeit via social media presentations and recordings.

#### **14. Review of School Policies**

The school has a large number of Policy documents covering both curriculum and non-subject areas. These documents are constantly reviewed/revised by staff/governors to incorporate changing trends and legislation. Further information is available by contacting the Headteacher during school time.

##### RCT policies/ no change

Admissions

Performance Management

Pay

Capability

Staff Absence and Leave of Absence

Substance misuse

Freedom of information

Privacy Notice/ Data Protection

Leave of Absence and Staff Absence

Critical Incident

Safeguarding - update

Violence at work

Exclusion

### School policies

Charging Policy- change of amount charged and organisation of music lessons

Pupil Discipline- no change

ALN- paragraph to include information on the new ALN Bill

Traffic on Site

Target Setting- no change

Curriculum- paragraph added to explain new curriculum

Equality Policy- no change

Sex and Relationships- no change

Accessibility Strategy/ Plan – updates on targets

School Uniform- no change

Sustainable development (ESDGC) - paragraph added to explain imminent changes due to the new curriculum

Food and Fitness- no change

### **15. Additional Learning Needs**

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

The School's policy for the identification, assessment and provision for pupils with Additional Learning Needs is consistent with the requirements of the Additional Learning Needs Code for Wales (approved by the Senedd on 23<sup>rd</sup> March 2021) under section 4 of the Additional Learning Needs and Education Tribunal (Wales) Act 2018.

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

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

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

130 pupils were on School Action/Early Years Action.

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

1 pupils were undergoing Statutory Assessment.  
4 pupils had statements of Additional Learning Needs.

During the 2020-2021 financial year £11,876.98 was allocated to meet the requirements of pupils with Additional Learning Needs. In addition, the Local Authority provided additional support for 4 pupils at the School Action Plus stage.

The school's policy during the 2020-2021 academic year was subject to change. Due to the school moving over to ALNET provision the school is transitioning from school action and school action plus to universal provision that is accessible to all pupils with additional learning provision that is different from and additional to normal school provision.

**16. Access for Disabled Pupils**

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

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

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

**17. Fabric of the Building & Provision of Toilet Facilities**

The building is generally in an appropriate state of repair. Over the past year the school has undertaken a variety of minor maintenance works such as toilet repairs, boiler repairs, clearing blocked drains and mending roof leaks.

The school has the appropriate number of toilet facilities for the pupils in the school. These are cleaned daily and additional cleaning is provided if needed.

**18. Target Setting**

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



**19. Attendance Information**

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

**20. Admission/Transition Arrangements**

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

Pupils will usually remain in the school until they complete year six and then transfer to secondary school. This school is a feeder school for Y Pant Comprehensive School, however, pupils may apply to attend any secondary school they choose subject to compliance with the Authority's admissions policy.

**21. School Leavers**

Nearly all our pupils leaving in year 6 choose to attend Y Pant Comprehensive School. A small number chose to attend Cowbridge Comprehensive School, Howells School for Girls and Bryncelynnog Comprehensive School.

**22. Sporting Aims and Achievements**

Due to Covid-19 restrictions we were unable to participate in our usual range of sporting activities

**23. Healthy Eating**

Healthy Eating in School Our school has been part of the Healthy Eating Schools scheme since 2003. Our school meals follow the Welsh Government guidelines and we have a breakfast club serving a healthy breakfast. We encourage all parents and carers to provide a healthy packed lunch. All children are able to bring a water bottle to school from which they can drink when necessary. Covid impacted on the number of available spaces we were able to offer to parents for a significant part of the academic year but this situation has now been resolved. Our breakfast club continues to be very popular and we were pleased to be able to offer a service utilising both the Foundation and Key stage 2 halls. This has now meant that there is no longer a waiting list for this facility and all pupils can be catered for.

## School Finance and how the School is funded?

Rhondda Cynon Taff County Borough Council (RCTCBC) provides every school with a budget for each financial year based on a number of factors. Seventy per cent of our budget is based on the school's pupil numbers. Thirty per cent of the budget is based on other factors including the number of children on the special needs register and floor space within the school.

The money received from RCTCBC is called the 'Delegated School Budget'. On receiving this budget, the Head and Governors decide how this money should be allocated and agree a budget for the financial year, April to March each year. The budget and how it is being spent is monitored by the Head, the Finance subcommittee and the Governing Body at regular meetings.

### Delegated School Account Year ended 31<sup>st</sup> March 2021

|                                                            |                         |
|------------------------------------------------------------|-------------------------|
| <b>Income for 2020 – 2021</b>                              | <b>£</b>                |
| Delegated School Budget                                    | 1,401,274               |
| Enhanced Learning Grant (EIG)                              | 145,180                 |
| Pupil Deprivation Grant (PDG) (less £8,099 c/f to 2021/22) | 20,651                  |
| Other income (incl. pta, WG and COVID learning grants)     | <u>168,605</u>          |
| <b>Total Income</b>                                        | <b><u>1,735,710</u></b> |
| <b>Expenditure for 2020 – 2021</b>                         |                         |
| Teachers                                                   | 1,022,346               |
| Site Manager, Cleaners & Supervisory Assistants            | 83,669                  |
| School clerks and Teaching Assistants                      | <u>325,217</u>          |
| <b>Total Staff Costs</b>                                   | <b><u>1,431,232</u></b> |
| <b>Expenditure</b>                                         |                         |
| Premises                                                   | 100,627                 |
| Insurance                                                  | 26,307                  |
| Capitation (incl. pta)                                     | 13,760                  |
| Information and Communication Technology                   | 1,777                   |
| Transport                                                  | 515                     |
| Other costs                                                | 22,391                  |
| RCTCBC education support services                          | <u>44,591</u>           |
| <b>Expenditure</b>                                         | <b><u>209,968</u></b>   |
| <b>Total Expenditure + Staff</b>                           | <b><u>1,641,200</u></b> |
| <b>Income less Total Expenditure</b>                       | <b><u>94,510</u></b>    |