

**CWRT RAWLIN PRIMARY SCHOOL**

**GOVERNORS’ ANNUAL REPORT TO PARENTS 2022-2023**



**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 2022-2023. 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 2024 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.

**Message from the Chair and Vice Chair of Governors ( 2022-2023)**

On behalf of the governing body of Cwrt Rawlin Primary School, we are delighted to present this annual report to parents for the academic year 2022-2023.

In July, we bid a fond farewell to our dearly beloved deputy head teacher, Mrs. Ruth Davies, as she took early retirement after 22 excellent years of service at Cwrt Rawlin. We wish her all the best and hope she enjoys some well-deserved time with her family.

After a rigorous interview process, the Governing Body were delighted to appoint Miss Rebecca Gilbert as Deputy Headteacher.

Every year, we say goodbye to some of our esteemed colleagues at Cwrt Rawlin, and welcome new members to our team. We extend our best wishes to Mrs Mee, Miss G Davies, Mrs Workman, and Mrs. Jones in their new roles and acknowledge their invaluable contribution to Cwrt Rawlin. As we moved forward, we were excited to welcome Mrs. Bergelin, who joined our team from September.

As governors, we have upheld our responsibilities to support the school, raise standards, and ask challenging questions to ensure that all children have the opportunity to reach their full potential. We bid farewell to Mrs. B Evans who served as parent governor and Mrs. K Watkins, who served as a community governor. We also welcomed Mrs. S Bennett as a new parent governor and towards the end of the year Mrs R Rollings as a representative of the non-teaching staff. We would like to express our gratitude to all our fellow governors who volunteer their time and expertise to attend meetings and contribute to the school community of Cwrt Rawlin Primary School. Their commitment to the children, staff, and wider community is remarkable, valued and highly effective.

We would like to express our gratitude and appreciation towards our Headteacher, Mrs Lloyd, the School's Leadership Team and all the teaching and support staff for their unwavering commitment, dedication, and efforts in providing quality education and care to our children.

Furthermore, we would like to extend my heartfelt thanks to the Friends of Cwrt Rawlin for their remarkable fundraising efforts throughout the year. Their resourcefulness and creativity in organizing various events is commendable.

We are also grateful to the parents and carers of our pupils who work hand-in-hand with us to ensure the welfare and development of their children and the school as a whole. Lastly, we would like to acknowledge our wonderful pupils, some of whom have presented their innovative ideas for school improvement to the governing body.

We hope you find the report informative.

Mr Mike Kennard Chair of Governors

Carol Bailey Vice-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. During 2022-2023 the Deputy Headteacher and Headteacher shared the role of Headteacher, with Mrs Lloyd remaining the substantive Headteacher.

The full Governing Body continued to meet twice a term, reverting fully to face to face meetings held at the school. In addition, sub committees also met termly and Governors attended the school to undertake learning walks and monitor the work of the school against its action plan.

The Governing Body for the year 2022-2023 was as follows.

|  |  |
| --- | --- |
| **Name/Category** | **End of Term** |
| **Local Authority** |  |
| Mr I Inseal |  |
| Cllr. J Fussell |  |
| Mrs C Bailey |  |
| **Teacher** |  |
| Mr J Johns | November 2025 |
| **Non-Teaching staff** |  |
| Mrs R Rollings | September 2026 |
| **Observers** |  |
| Mrs R Davies |  |
| Miss R Gilbert |  |
| **Parent** |  |
| Mrs B Evans ( Mrs S Bennett) | January 2024/September 2027 |
| Mr C Corcoran | January 2026 |
| Mrs L Simm | January 2026 |
| Mr M Stone | January 2026 |
| **Community** |  |
| Mr M Kennard | February 2026 |
| Mr J Webber | September 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 will be held in January 2026.

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 | Mrs K Watkins |
| Science and Technology | Mr C Corcoran |
| Expressive Arts | Mrs W Thompson |
| Health and Wellbeing | Mrs C Bailey |
| Humanities | Mrs L Simm/Mrs B Evans |
| Digital Competence | Mr M Kennard |
| Additional Learning Needs | Mrs C Bailey |
| Child Protection/LAC | Mrs C Bailey |
| Health and Safety | Mr M Kennard |

**Section 3: Finance**

**Financial Out-Turn Report 2022-2023**

The Governing Body assigned the budget allocated to the school by the Local Authority for the financial year 2022-2023 to the various categories of expenditure. The Resources sub-committee meet the finance officer twice to three times a year to monitor the school budget.

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.

**Out-Turn Statement**

**Cwrt Rawlin Primary School**

**2022-2023 Financial Year Out-Turn Budget**

* Total Staffing costs £1,500,658.00
* Total Premises related costs £138,107.00
* Total Supplies & Services costs £142,440.00
* Total SLA costs £29,162.00
* Total School Development Plan costs £1,351.00
* Total Expenditure £1,811,718.00
* Total Income £369,065.00
* Net Expenditure £ 1,442,653.00
* Total Formula Allocation £1,260,827
* Total Surplus/Contingency
* Carried Forward (2020-21 Surplus) £137,397
* Total Funding
* Budget Shortfall - £46,221

|  |  |
| --- | --- |
|  |  |

**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 annual school development plan (SDP).

The 2022-2023 SDP was evaluated by the staff and reported back in the Autumn Term 2023. Good progress has been made in all three recommendations.

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

The school has continued to have 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. Teachers from the comprehensives visited our school and liaison meetings took place between our teachers and Year 7 staff.Last year 2022-2023, leaver destinations were as follows: St Martin’s Comprehensive, St Cenydd, Cardinal Newman and Howells.

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

The school prospectus was last rewritten in 2021-2022. A copy of it can be found on the school website [www.cwrtrawlinprimary.co.uk](http://www.cwrtrawlinprimary.co.uk) or a copy of it can be obtained from the school office.

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

Last year 2022-2023 the Resources and Wellbeing committee reviewed school policies, including the following:

|  |  |
| --- | --- |
| **Policy Name** | **Year it was agreed** |
| Performance management | 2022 |
| DBS for governors | 2022 |
| Model Pay | 2022 |
| Safer Recruitment | 2022 |
| ALN | 2022 |
| Lockdown Procedures | 2022 |
| Health and Safety | 2022 |
| Restraint | 2022 |
| Racial Equality | 2022 |
| Restraint | 2022 |
| RSE | 2022 |
| Attendance | 2022 |
| EVC | 2023 |
|  |  |
|  |  |
| Online Safety  Cyber Security | 2023  2023 |
|  |  |
| Substance Misuse | 2023 |
| Time Out | 2023 |
|  |  |
| Discipline | 2023 |
| Anti-Fraud | 2023 |
|  |  |
| Pay | 2023 |

**Section 8: Resources Committee**

The main responsibilities of the resources committee are to ensure proper allocation and management of funds delegated to the school, responsibility for health and safety issues in the school, and to consider personnel issues.

The committee of governors regularly monitors the school's income and expenditure, grant funding, staffing levels, and pupil numbers to assess their impact on the budget allocation. They also review expenditures to ensure the best value for money. However, the school ended the financial year with a deficit partly due to an increase in staff costs and utility bills. The pay rise was not fully funded, which led to significantly higher staff costs. A recovery plan has been put in place for the upcoming fiscal year, and the committee will continue to closely monitor the school's finances and take further action if necessary.

The resources committee reviewed and amended the health and safety policy. The link governor for health and safety was Mr J Webber. The school continues to work closely with the LA health and safety officer who visits the school on a fortnightly basis.

**Mrs C Bailey, 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 wellbeing of pupils and staff is always a high priority on the school development plan. Governor’s work with the senior leadership team to ensure wellbeing needs are being met.

In Cwrt Rawlin we are very fortunate to have two highly skilled Thrive practitioners dedicated to supporting the wellbeing of pupils and families. THRIVE Baselines show improvements throughout the year with pupils leaving the programme and others starting the programme**.** Family Thrive sessions began in the Autumn term. Feedback has been very positive and showed an increase in knowledge and expertise.

A staff wellbeing survey has shown improvements in staff wellbeing with many of the action plan ideas put in place.

Child protection remains a top priority, with training taking place at the beginning of each academic year. DBS checks are up to date for all members of staff.

The committee reviews and monitors many policies on a rolling timetable. This year we have reviewed and made necessary amendments to policies related to Race Equality, Restraint, Timeout, ALN, Substance Misuse, Lockdown and Health and Safety. In addition, the committee also reviewed Welsh Government guidance on uniforms and the Caerphilly County Guidance on attendance. The governing body will conduct another review of the attendance policy in the upcoming academic year.

Governors attended many professional learning sessions to support the wellbeing development of the school. As chair of the wellbeing committee, I attend regular updates with the Local Authority to support the development of the school’s wellbeing.

**Mrs C Bailey, Chair of Wellbeing Committee**

**Section 10: Self-Evaluation Committee**

Regular evaluation of governance is an important step in maintaining the high quality of leadership of the Governing Body. It helps us to review how our governing body operates and identify its strengths and areas for improvement.

This year we participated in a pilot scheme to test a new Governing Body Self-evaluation toolkit, which will introduced to all governing bodies in the next academic year.

 We are committed to continuously developing our governing body, and we keep a record of all training undertaken by governors. Our governors attended various sessions, including induction, wellbeing updates, Safeguarding training, and updates from the Principal School Improvement Partner from The Education Achievement Service (EAS).

**Mrs C Bailey, Chair of Self- Evaluation**

**Section 11: Standards Committee**

**Standards**

The role of the standards committee is to efficiently monitor, support and challenge school improvement and progress of school-based standards.

Governors attended termly learning walks where they had the opportunity to speak to learners and view their work. The committee also held a formal book look session on handwriting and writing skills. where we monitored and evaluated pupil progress and achievements

Additionally, the committee also reviewed the new assessment tracker that has been designed in line with the new Curriculum for Wales.

The committee of governors also monitor and reviews the impact of intervention and the rates of progress for specific groups of learners, such as additional learning needs, those more able and talented and those eligible for free school meals.

**Mr M Kennard, Chair of Standards Committee**

**Section 12: Teaching and Learning Committee**

The committee met and focused on the development of aspects of learning and teaching styles and skills through the use of the WalkThru instructional coaching programme. All senior leaders were trained as coaches and a trial cycle of coaching, implementation and review was set up. Governors received a presentation from Miss R Gilbert on the roll out of the programme within Cwrt Rawlin. Governors were able to see some of the techniques we focused on during their learning walks around the school. The committee also were updated on the RVE part of the Humanities curriculum and were informed of the parent training session that had been held in the Autumn Term 22. Pupils also led presentations to the whole GB about their roles within the new curriculum.

**Mr M Stone, Chair of the Teaching and Learning Committee**

**Section 13: 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.

The school has some funding from Caerphilly Inclusion to support a few children, we hadnine children in 2022-2023 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 and Mrs C Thomas are the school’s Additional Learning Needs Coordinators ( ALNCo). 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 Development Plans ( IDP) or learner plans, dependent on the specific needs of the child. Annual PCP meetings are held with parents and members of the Local Authority to review plans and update the document and practice. The Governing Body were given a presentation by the ALNCo in the summer term 2022.

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.

**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 from that year in either academic, creative, music or sporting areas and discuss what support can be given to these children. 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 14: Arrangements for Pupils with Additional Needs and Disabilities**

Cwrt Rawlin Primary School is an inclusive school which encourages the full involvement of children and members of the school and 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 and 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, culture, faith, 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 three toilets for people with disabilities.

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

**Section 15: Times of the School Day/Clubs**

The school opens its door at 8.50am, with school starting at 9am. Nursery starts at 9am until 11.30am, with afternoon Nursery starting at 1pm and running to 3.30pm. School finishes for all pupils at 3.30pm.

Enrichment lunchtime and after school clubs run every half term. We provide a balance of paid and unpaid clubs which are led by staff or an external provider. Those pupils who received free school meals benefits are able to claim subsidy for their attendance at any club, off site visit or music tuition.

**Section 16: School Term Dates 2022-2023**

Please see the Appendices.

**Section 17: Wrap Around Provision**

Cwrt Rawlin Primary has the Welsh free breakfast club provision which runs from 8.15am to 9am, this is held in the school sports hall. Cwrt Rawlin Primary has a private after school club on site from 3.30pm- 6pm each day.

**Section 18: Attendance at School**

The school continued to review the school’s attendance policy in the first Wellbeing meeting of the academic year, the policy can be found on the schools’ website. The register was taken each morning and afternoon. Attendance was continually monitored and Callio letters were sent out on a termly basis to all families. Weekly class attendance achievements were shared in Celebration assembly, with winning classes earning a half day treat.

The school worked closely with the Education Welfare Officer each term and identified and supported those families whose children were persistent non-attenders. The Headteacher tracks the attendance of all pupils including those who have additional learning needs and have free school meal benefits.

Our targets set last year ( 2022-2023) were as follows;

Our school targets were: 2022-2023: 95%, 2023-2024: 95.5%, 2024-2025: 96%

**Pupil Attendance 2022-2023**

|  |  |  |
| --- | --- | --- |
| **Cwrt Rawlin Primary** | **Sessions** | **%** |
| Attendances | 117414 | 93.36 |
| Authorised absences | 7807 | 6.21 |
| Unauthorised absences | 539 | 0.43 |
| Possible attendance | 125760 |  |

**Section 19: Welsh as a Second Language**

Cwrt Rawlin is an English medium school and Welsh is taught as a second language throughout the school. We achieved our silver Cymraeg Campus award in 2021-2022. Two colleagues attended the full time Welsh Sabbatical scheme in September 2022- July 2023. 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 20: Security, Health and Safety**

We continued our normal protocol of signing in and out on entry to the school and wearing visitor badges. Our Governors have all obtained a DBS certificate, our staff continue to renew their certificate when it is requested by CCBC. 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. All staff renewed their Team Teach training in June 2022.The school has a comprehensive health and safety policy.

**Section 21: Toilets**

We have adopted the Good Practice Toilet guidance in Wales document. There are an adequate number of toilets for pupils and staff to use within the school. Toilets were cleaned by the caretaker and Caerphilly cleaning services every morning. The toilets are clean and in good condition.

**Section 22: Sporting Aims and Achievements**

The children participated in many locally held competitions such as cross country, netball, football and rugby matches.St Martins Cluster also had transitional sporting events in the summer term for our Y6 pupils. We also enjoyed our annual sports day held in St Martins playing fields.

**Section 23:** **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 2022-2024**

**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 School Term Dates 2023-2025**

**Autumn Term 2023**

* Term starts Friday 1 September 2023
* Half term starts Monday 30 October 2023
* Half term ends Friday 3 November 2023
* Term ends Friday 22 December 2023

**Spring Term 2024**

* Term starts Monday 8 January 2024
* Half term starts Monday 12 February 2024
* Half term ends Friday 16 February 2024
* Term ends Friday 22 March 2024

**Summer Term 2024**

* Term starts Monday 8 April 2024
* Half term starts Monday 27 May 2024
* Half term ends Friday 31 May 2024
* Term ends Friday 19 July 2024

**Autumn Term 2024**

* Term starts Monday 2 September 2024
* Half term starts Monday 28 October 2024
* Half term ends Friday 1 November 2024
* Term ends Friday 20 December 2024

**Spring Term 2025**

* Term starts Monday 6 January 2025
* Half term starts Monday 24 February 2025
* Half term ends Friday 28 February 2025
* Term ends Friday 11 April 2025

**Summer Term 2025**

* Term starts Monday 28 April 2025
* Half term starts Monday 26 May 2025
* Half term ends Friday 30 May 2025
* Term ends Monday 21 July 2025