

THE GOVERNING BODY HYWEL DDA PRIMARY SCHOOL'S ANNUAL REPORT TO PARENTS FOR THE ACADEMIC YEAR OF 2021-2022

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This is a full ANNUAL REPORT TO PARENTS. It informs parents on the current year's Governing Body, staffing and important information, as well as informing parents on progress, improvements and changes from the previous year.

A note from the Chair of the Governing Body, Mrs Fran Williams

Welcome to the Governing Body's annual report, produced in the autumn term each year to reflect on the school's progress during the previous academic year, and ensure parents are fully informed of the school's current strengths, as well as the areas being targeted for improvement.

Clearly, 2021-2022 was the final year (we hope) of covid restrictions, which were slowly lifted and eased as the year progressed. In the summer term the school was able to commence the reintroduction of extra-curricular activities and educational visits. Parents were able to start visiting to watch class assemblies and the children were able to mix more freely. As Governors, we can only praise the staff for their dedication, hard work, patience and flexibility through the pandemic – turning their skills to running hubs for keyworker children and teaching children on-line, as well as continually seeking to check on their wellbeing and support families.

The end of the academic year saw us say goodbye to Mrs Sian Voyce, our dear Headteacher since the Infant and Junior schools amalgamated in 2008, and we continue to wish her the very best, longest and happiest retirement. Miss Karen Flynn, our new Headteacher, joined us in September and the school continues on its journey to being the very best school for our many pupils. This year, that includes continuing the development of the school's curriculum, in line with the new Curriculum for Wales, as well as helping the pupils catch up and thrive after the disruption of the past few years.

Kindest regards

Mrs Fran Williams

Resolutions passed by Governors 2020/2021: There were no resolutions passed during the academic year 2021/2022.

MEMBERSHIP OF THE GOVERNING BODY

The governing body of Hywel Dda has a membership of 17:

- ◆ five representatives are elected by the parents to serve for a four-year period
- ◆ the LA appoints four representatives
- ◆ three governors are put forward by the staff within the school to join the Head Teacher
- ◆ four governors are invited to join by the governing body.

Name	Category
Mrs Fran Williams (Chair)	Parent Governor
Mr Christopher McGregor (Vice Chair)	Parent Governor
Dr Geoffrey Morgan	LA Governor
Mr Nathan Payne	Teacher Governor
Mrs Aimee Course	Teacher Governor
Mrs Mahir Fayyaz	LA Governor
Miss Karen Flynn	Headteacher
Mr Doug Stowell	Community Governor
Miss Carol Greatrex	Parent Governor
Miss Carol Chick	Parent Governor
Mr Peter Harrington	Staff Governor
Mrs Gemma Williams	Community Governor
Mrs Sarah Taylor	LA Governor
Mrs Susan Dullard	Parent Governor
Ms Karan Sadler	LA Governor
Mrs Vickie Evans	Community Governor
Vacancy	Community Governor



Anyone wishing to contact the Chairperson or the Clerk to the Governing Body may do so via the school. The Governing Body met 6 times during the year. The finance committee met regularly with the Headteacher to oversee the school budget.



Hywel Dda Staffing

At the end of 2021-2022, the school's much-loved Headteacher, Mrs Sian Voyce, retired. The Governing Body thanked her for her years of dedication, service and commitment to the school and community, and wished her the very best for a long and happy retirement.

Miss Karen Flynn was appointed by the Governing Body as her successor and commenced the headship of Hywel Dda on 1st September 2022.

2022- 2023 Class-based staff

	Teachers	Teaching Assistants
Nursery	Mrs Gwyther and Mrs Gibbs	Mrs Morgan, Mrs Perks, Mrs Elliott, Mrs Webb,
Reception	Miss North and Mrs Thomas (Mrs Course: Maternity leave)	Miss White, Miss Smith, Mrs Fogarty, Miss Pounds
Year 1	Mrs Steele and Mrs Rigby-Thomas	Miss Holley, Mrs Jones, Mrs Warlow, Miss Dowling,
Year 2	Mr Esmond and Mrs Welchman	Mrs Davies, Miss Veryard, Mrs O'Neill,
Year 3	Mrs Lipscombe, Mrs Morgan, Miss Jones,	Mrs Truman, Mrs Chick
Year 4	Mr Payne and Miss Leach	Miss Levi, Mrs Hill, Mrs Regan
Year 5	Mr Jones, Mrs Davies and Mrs Thomas	Miss Bailey, Mrs White, Mrs Warlow
Year 6	Mrs Bevan and Mrs Rodriguez	Mrs Elkins, Miss Paton, Miss Jones,

2022-2023 Non-class based staff

- ♦ Miss K Flynn – Head
- ♦ Mrs A Harvey – Deputy Head
- ♦ Miss G Thomas - ALNCo
- ♦ Mrs D Hooper – Office Manager
- ♦ Mrs B Davies – Finance Manager
- ♦ Mr P Harrington – Estates Manager
- ♦ Mrs A Loane – Family Engagement Officer and Emotional Literacy Support
- ♦ Mrs L Roberts – HLTA – PPA Cover
- ♦ Mrs K Lisle – HLTA – PPA Cover
- ♦ Mr H Adams – Forest Schools TA
- ♦ Mrs A Carter and Team – School Breakfast Club and midday supervisors

Mr Gareth Dacey is our School Improvement Partner.



School Times

Nursery Morning session: Starts at 8.55am Finishes at 11.25am Afternoon session: Starts at 12.35pm Finishes at 3.05pm

Reception, Year 1 and Year 2

School starts at: 8.55am and ends at 3.05pm. Playtime is: 10.25am - 10.45am Lunchtime is: 11.50am - 12.50pm

Year 3, Year 4, Year 5 and Year 6

School starts at: 8.55am and ends at 3.10 pm Playtime is: 10.25am – 10.45am Lunchtime is: 12.20pm – 1.10pm

School organisation

Admissions

The school operates the current school admissions policy of Cardiff County Council.

Nursery Dept has 64 part-time places (32 in the morning session and 32 in the afternoon session)

Children are admitted into our nursery department in the term following their third birthday or as soon as they are 3, if places are available. The children transfer to their chosen Primary School in the September following their fourth birthday.

Reception to Year 6 = 60 per year group

The children are admitted into reception in the September following their 4th birthday. There are two classes in each year group. Each class can have up to 30 children in.



Pupil intake

60 pupils moved to high school in September and 50 children started in Reception. We are a feeder-school for Cardiff West Community High School. Some pupils also transferred to other high schools, including Mary Immaculate Catholic High School, Cantonian High School, Radyr Comprehensive and Bishop of Llandaff CW High School.

Primary/Secondary Liaison

The school continues to enjoy extremely close relations with Cardiff West High School. The headteacher meets regularly with the Head and the other cluster headteachers. All the schools within the cluster are working together on a number of transition, progress and curriculum matters.

Finance

The budget for academic year 2020/2021 has supported the existing staff, but, as always, spending is rigorously monitored and reviewed to ensure value for money. Money spent on teaching materials and resources is linked to the School Improvement Plan (SIP) and curriculum needs. The education improvement grant (EIG) and pupil development grant (PDG) are fully audited to ensure the school provides good value for money. The grant spending plans are published on our school website.



School Improvements

The school is constantly striving to improve standards and the quality of learning and teaching for all our children. Every year staff review the curriculum and the standards that the children have achieved and we set targets for improvement. These are written into the School Improvement Plan (SIP).

Individual targets

Individual targets are set for all the children and these are regularly updated throughout the year. These targets are shared with both the parents and the children themselves, to ensure all parties are aware of the 'next step' in the children's learning.

Community/Business Links

During the 2021/2022 academic year, the school has benefited from links with a number of agencies, taking a variety of different forms. The following list is not comprehensive and apologies must go to names which have been omitted.

The majority of links/meetings with the school were held virtually.

We are always most grateful for the support from and interaction with the local community.

- ♦ Links with Cardiff West Community College continue and we most appreciate of all their support and ongoing open channels of communication
- ♦ 'Open Your Eyes' week for future careers Year 6



- ◆ Our Year 5 children benefited from the expertise of the 'Learn to Swim' team when they attended Western Leisure Centre in the autumn term
- ◆ Father Christmas visited the playground and left presents for all the children
- ◆ Parents' evenings were held in autumn and summer term by telephone
- ◆ Year 6 completed cycle skills
- ◆ Flu Vaccinations for Reception to Year 6 took place
- ◆ Christmas donkeys visited the school and actors told the Christmas story outdoors
- ◆ We welcomed limited work experience from a number of high schools and colleges
- ◆ During the 2021-2022 year we raised money for a number of charities:
 - Children in Need £513.00
 - Red Nose Day £306.50



Continuing Professional Development

As well as the weekly after school inset sessions attended by all staff, a number of training courses were attended by both teaching and support staff.

Courses and training are linked specifically with raising standards and to continue to improve the quality of teaching and learning. Training also links closely to the School Improvement Plan and the implementation of the new Curriculum for Wales and the Additional Learning Needs agenda.



Curriculum

In 2021-2022 we continued to plan for the implementation of the new Curriculum for Wales. The implementation of the school's curriculum became statutory in September 2022 and the curriculum design journey continues.

The purpose of this curriculum is to enable learners to develop as:

- ◆ ambitious, capable learners, ready to learn throughout their lives
- ◆ enterprising, creative contributors, ready to play a full part in life and work
- ◆ ethical, informed citizens of Wales and the world
- ◆ healthy, confident individuals, ready to lead fulfilling lives as valued members of society

These are known as the 4 purposes.

The curriculum must:

- ◆ Enable learners to make progress towards the four purposes
- ◆ Be broad and balanced
- ◆ Be suitable for learners of differing ages, abilities and aptitudes
- ◆ Provide for appropriate progression for learners and includes a range of provision to ensure this (linked to ages, abilities and aptitudes)

The curriculum is taught through 6 areas of learning and experience:

- ◆ Expressive Arts
- ◆ Health and Well-being
- ◆ Humanities
- ◆ Languages, Literacy and Communication
- ◆ Mathematics and Numeracy
- ◆ Science and Technology



The following intervention programmes are also in place to support pupil's learning:

- ◆ Language links
- ◆ Speech links
- ◆ Wellcomm – a speech and language toolkit
- ◆ SAIL
- ◆ STARS
- ◆ Sound Discovery

For mental health and emotional wellbeing support, we have the ELSA (emotional literacy) support available for individuals or small groups, and are seeking to also introduce Thrive in the coming year.

Pupil Progress Reviews take place on a termly basis to ensure good progress is being made by all pupils. Where good progress is not evident, we seek to identify the barriers stopping progress being made and take actions or use focused intervention programmes to try and accelerate progress.

English is the predominant language spoken in school, but we currently have 20 other languages represented. Welsh 2nd language/bilingualism is used and encouraged throughout the school day by pupils and staff.

Additional Learning Needs

The ALNCo, Mrs G Thomas, works closely with parents and other professionals to identify and support all pupils who have additional learning needs. The school's support staff work with individuals and small groups of children on specific skills. The school continues to operate targeted reading programmes for those children who are reading below chronological age. The school also works with external support employed by the authority when required. During this year, the school has had help and advice from our Educational Psychologist, visual impairment team and the emotional health and wellbeing team.

Children whose difficulties have been perceived to be severe are referred for a full educational assessment. This involves assessment and testing in school with input from the local authority and other agencies such as health. Parents are consulted and kept informed throughout the whole process.



During 2020/2021 there were 11 children with Statements, 76 School Action+ and 64 School Action.

We are an inclusive school, and the governing body ensures access for pupils and adults with disabilities. Action will be taken to ensure that disabled people are treated fairly, and all reasonable adjustments will be made to give more favourable treatment where appropriate. The school has a three-year Access Plan. This may be found on the school website.

Attendance

The school's attendance figures are reported to the LA weekly. The School Attendance Officer, Mrs Ames, works with Hywel Dda regarding any concerns for any pupil's punctuality and attendance. The school and governors thank parents for informing the school promptly when a pupil is absent.

The attendance figures for 2021/2022 are as follows:

	Percentage for 2021/2022
Overall attendance (Y1-6):	87.7%
eFSM attendance	86%
Non-FSM attendance	87.5%

Having attendance rates which are below those pre-covid is a national trend. However, we have made this the top priority in our school improvement plan for 2022-23, as we know very good attendance is vital for the highest possible progress in school.



Behaviour and Emotional and Social Development

The school aims to promote strong moral and social values both in and out of school. The good behaviour of pupils out in the community has often been remarked upon and the school is very proud of this reputation. We would also like to congratulate the parents on this, as obviously this good behaviour is also a reflection upon you. There were very few fixed-term exclusions in 2021-2022.

We are a 'Healthy School' and continue to promote healthy eating and drinking by pupils in our school. We have 2 water chillers available for pupils and these can be used freely during the school day. Pupils in nursery to Year 2 receive milk each day from the Welsh Government.



P.E./Sport in School/Extra Curricular Activities

All children have access to the halls, outdoor area and a variety of apparatus for the development motor skills. In the summer term, the school organises a sports day for all children. PE is taught at least once a week.

In 2021-2022 there were no extra-curricular clubs due to covid restrictions. However, during the Autumn Term 2022, 16 after-school clubs have commenced, including football, rugby and performing arts, as well as art clubs, boards games clubs, Minecraft Clubs and Lego club. These are an instant hit with the pupils.

Breakfast Club is full, with 140 children attending every day, and there is a waiting list. This provides a free breakfast for children and is funded by the Welsh Government.



School Mandatory Documentation

School Prospectus and Information for Parent Booklet

A prospectus, Foundation Phase/Reception booklet and Foundation Phase/Nursery booklet are available for all new parents. This information is reviewed and updated annually. The school prospectus can be found on the school website.

School Policies

The school has a range of policies on all aspects of school life. Copies of these policies are available to view on our school website and upon request. These policies are regularly reviewed.

Complaints

A formal complaints procedure exists and may be obtained from the school website, or from the school directly, should the need arise. It is hoped that parents would approach the Headteacher with any concerns well before the necessity for such action to occur.

Equal Opportunities

The school endeavours to provide equal opportunity to everyone involved with the school irrespective of race, colour, religion, gender, sexuality or physical ability. Incidents of discriminatory behaviour or actions, or those which could be seen as a hate crime, are always recorded and the LA is notified.

We have a Strategic Equality Report, with clear objectives to further pursue our duties under the Equalities Act.

Should anyone connected with the school feel that there is anything that the school can do in the future to improve equal opportunities or accessibility for anyone in the school or connected with the school, we will always be most happy to consider any suggestions.

Equalities statement:

The school is committed to working towards race and gender equality, and to the creation of an inclusive culture in which every individual, regardless of ability and background, is enabled to participate and is valued as a member of the school community. We therefore promote positive approaches to difference and foster respect for people of all cultural backgrounds.

Stereotyped ways of thinking are the result of ignorance and may result in low self-esteem and limited aspirations. The school values and encourages involvement of people from all sections of the local community, and through this involvement aims to provide positive images which challenge stereotyped thinking.

The school is opposed to all forms of prejudice and discrimination, whether on the basis of race, gender, disability or social circumstances. Language or behaviour which is racist, sexist or potentially damaging to any group with protected characteristics will not be tolerated and will be challenged.

We recognise that British and Welsh society is made up of people from many different racial, cultural, religious and linguistic backgrounds. It is important that all pupils are prepared to live in such a diverse society.



Health and Safety

A robust Health and Safety Policy and procedures are in place, and we work closely with our Health and Safety Officer from the LA to ensure full compliance to regulations and the highest standards possible. Mrs Voyce was the named member of staff in charge of health and safety in the school. This is now Miss Flynn. Mr Harrington is the named link governor, as well as the school's Estates Manager.

Fire Regulations are regularly reviewed, and instructions are posted around the school. The school is regularly inspected by the LA health and safety team and by the fire service. Emergency lighting and linked smoke alarms are in place. Emergency break points are situated at strategic places around the school. Varied fire drills take place termly and the teachers reinforce procedures with their own classes. All staff are aware of individual roles in event of a fire, as well as lockdown procedures. Health and safety courses are attended on a regular basis and information is disseminated.



Other actions in 2021-2022 include:

- ◆ Visitors are required to sign in and out of the building with our new digital sign-in system
- ◆ 17 staff have renewed their first aid qualifications and 5 staff have renewed their First Aid at Work qualification.
- ◆ 4 staff have renewed their Level 2 award in Food Safety.
- ◆ Electrical equipment and fire equipment is professionally tested.
- ◆ Procedures are in place for induction of any new adults who may come to work in the building.
- ◆ The school has been checked for asbestos.

Risk assessments for identified risks are in place and anyone taking the children from the premises is required to complete a risk assessment beforehand. We are acutely aware of the dangers of sun exposure and encourage parents to apply protective sun creams and lotions to their children before sending them to school during the summer months.

We have 6 toilet areas in school and 4 adult areas. We provide liquid soap and hand dryers in all areas. The toilets are inspected and cleaned at least once a day. There are dosing systems for the boy's urinals and ozone units and air cleaners for all toilet facilities.

Mr Harrington completes daily health and safety walks and all staff ensure that all pupils are safe.

During 2021-2022, COVID 19 risk assessments were regularly reviewed and adhered to, in line with the Public Health Wales and Welsh Government requirements. PPE was available in school for all staff, alongside increased hand handwashing and good ventilation.

Security

The whole school is linked to the main alarm system and CCTV cameras are at strategic positions around the school, internally and externally.



Anyone coming onto the school premises during the day is required to report to the main office on arrival. This ensures that adults/parents do not enter classrooms without permission and pupils are not disturbed during lessons. Railings segregate the playgrounds and gates are locked during the day.

As in other schools, car parking outside the school continues to present problems and dangers. Cars parked near the entrance to the school and on pavements are hazardous to both children and adults and the police from time to time monitor the area around the school in the hope of cutting down the number of dangerous practices. Pupils are encouraged to walk or ride their bikes to school. We have 2 bike shelters available.

School Year Dates

	Autumn Term 2022	Spring Term 2023	Summer Term 2023
Term starts	Mon 5 th September	Monday 9 th January	Mon 17 th April
Half-term break	31 st Oct – 4 th Nov	20 th – 24 th Feb	29 th May – 2 nd June
Term ends	Friday 23 rd December	Friday 31 st March	Monday 24 th July

All schools will be closed for the May Day Bank Holiday, as well as the extra Bank Holiday for King George's Coronation. We were also closed for the Queen's Funeral this year.

There are 5 INSET Days in 2022-2023:

- Mon 5th September 2022
- Fri 14th October 2022
- Fri 23rd December 2022
- Mon 6th February 2023
- Mon 24th July 2023

A sixth INSET day is being discussed by the Welsh Government.

Parents' right to request a meeting with the school's governing body

The Schools Standards and Organisation (Wales) Act 2013 (The Act) removed the requirement for school governing bodies to hold an annual meeting with parents. Instead, new arrangements were introduced to enable parents to request up to 3 meetings in any school year with a governing body, on matters which are of concern to them.

If parents wish to use their rights under the Act to hold a meeting, 4 conditions will need to be satisfied:

1. Parents will need to raise a petition in support of holding a meeting.

The parents of at least 30 registered pupils will need to sign the petition. If it is a paper petition, then a written signature must be given as well as the name and class of each child who is a registered pupil at the school. If the petition is in electronic format, the 'signature' required is the typed name of the parent plus the name and class of each child who is a registered pupil at the school and the email address of each parent who 'signs' the electronic petition.

There were 454 children registered as pupils with this school at the beginning of this academic year. Exact roll numbers at any time during the year may be obtained from the school office.

2. The meeting must be called to discuss matters which affect the school

The meeting cannot be called to discuss such matters as the progress of individual pupils, or to make a complaint against a member of the school's staff or governing body.

The petition should contain brief details of the matter(s) to be discussed, and the reasons for calling the meeting. This information should be clearly displayed at the top of the petition, with parents' signatures appearing below.

3. A maximum of 3 meetings can be held during the school year

The law allows parents to use their rights to request up to 3 meetings with a school governing body during the school year.

4. There must be at least 25 school days left in the school year

The law makes it a condition that at least 25 school days are left in the school year when the petition is received so that the meeting can be held.

A "school day" means a day when the school is open to pupils: it does not include weekends, public holidays, school holidays or INSET days.

The address for service of a petition requesting a meeting with this school's governing body is:

The Chair of Governors
c/o Hywel Dda Primary School
Cambria Road, Ely,
Cardiff CF5 4PD

Further advice on how parents may go about requesting a meeting with a governing body is available on the Welsh Government's website at:

<http://wales.gov.uk/topics/educationandskills/publications/guidance/parents-meetings-statutory-guidance/?lang=en>