

# GOVERNING BODY ANNUAL REPORT TO PARENTS (2019/20)



*"Working Together, Learning Forever"*

## Burlais Primary School

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October 2020

Dear Parents/Carers,

It is with great pleasure to forward you our annual report to parents and carers. What a year we have had, possibly the most difficult year that I can ever remember. I am sure it is the same for all of you too. COVID-19 has changed the face of education and changed the face of how we as a community work together for the benefit all.

During the pandemic Burlais Primary School has been at the heart of its community with staff working tirelessly to support the children in so many ways. As well as providing emergency child care staff have been involved in weekly check-in calls with any families needing help and support. They helped distribute food parcels out in the community and continued to prepare work for the children. It was an enormous task, which demonstrated the support and dedication of the staff at Burlais.

When we reopened, it was a herculean task to get everything ready so that pupils could come back into school knowing they were coming into a safe environment. It was a pleasure to hear their voices in the playground again and know that their well-being was at the forefront of everyone's mind.

From September right through to now, it has been a very different way of working with some of the things that we cherish in school like the concerts, assemblies and school trips all on hold. I would like to congratulate our Headteacher, teachers and support staff and everyone involved in the huge effort involved in making this work for our pupils

We look forward to the New Year with a great deal more hope and a return to a normal routine as best we can from whenever that is possible.

In closing I would once again pay tribute to the Headteacher, Deputy Headteacher and all the staff for all the work they done through this very difficult time. I would also like to thank my fellow governors who, through this difficult time, have been very supportive.

We look forward to again to meeting you all in the New Year

Yours sincerely,

Cllr Chris Holley O.B.E.  
Chair of Governors

## **2. CURRENT LIST OF GOVERNORS AND THEIR TERMS OF OFFICE:**

NAME	STATUS	TERM OF OFFICE
Cllr Chris Holley O.B.E. (Chair)	LA	TBC by cabinet Jan 2021
Mr Nigel Hawkins (Vice Chair)	Community	10/12/2020
Mrs Alison Bastian	Headteacher	10/12/2020
Mrs Julie Palmer	Community	25/11/2024
Vacancy	Community	
Mrs Amena Jamal	Community	10/12/2020
Mr M Cassamo	Parent	02/12/2024
Mr Mark Tonkin	Parent	07/04/2021
Mrs Maureen Morgan	Parent	17/12/2023
Mrs Eve Dewson	Parent	31/10/2024
Mr Matthew Giffard	Parent	17/12/2023
Mr Gavin Thomas	Teacher	31/08/2021
Mr David Webster	Teacher	18/09/2023
Mrs Lucy Woods	Support Staff	09/05/2022
Cllr Graham Thomas	LA	TBC by cabinet Jan 2021
Peter Black	LA	TBC by cabinet Jan 2021
Paul Davies	Community	2 2/03/2023

There is one vacancy on the Governing Body.

### **Clerk to Governors:**

Mrs S. Lewis  
C/o Burlais Primary School  
Gerddi Alexander  
Cwmbwrla,  
Swansea  
SA5 8BN

### **3. CHANGES TO SCHOOL PROSPECTUS**

The school prospectus is updated annually in accordance with the guidance received from the National Assembly for Wales. This year the following amendments have been made:

- Updated statistical data
- Changes in the composition of the school staff and Governing Body

### **4. POLICIES AND SCHEMES OF WORK**

School staff are beginning to prepare for the advent of the New Curriculum for Wales in 2022. Within this plan staff, take account of Literacy and Numeracy Framework and Digital Competence Framework. This will ensure there is coverage of all skills and range within each of the subject areas/areas of learning.

The Governing Body has reviewed the following policies this year: -

- Child Protection
- Pay Policy

### **5. CURRICULUM ORGANISATION**

At Burlais Primary School, we aim to -

- Provide our pupils with a curriculum which is broad, balanced, relevant, challenging and exciting
- Provide our pupils with a consistent high-quality curriculum which is differentiated to meet the needs of all our pupils
- Ensure that all pupils are given the opportunity to develop socially, emotionally, morally and spiritually
- Develop pupils' performance in the skills identified by our school, recognising that these underpin all learning
- Prepare our pupils with the necessary skills to become independent, life long learners

The school is currently working on a new framework for the New Curriculum 2022, which takes, into account the new National Curriculum Orders for Wales, Literacy and Numeracy Framework, Digital Competence Framework. Curriculum Planning is regularly monitored and reviewed by staff and reflects current education practice. As result, the school is beginning to develop its vision for the New Curriculum.

## **6. ADDITIONAL LEARNING NEEDS**

The school has a written policy for Additional Learning Needs procedures comply with the SEN Code of Practice for Wales. All procedures are clearly understood by all staff. Staff make use of the support and advice given by the LA's Access to Learning Team. The school hosts a Special Teaching Facility for pupils with Speech, Language and Communication Difficulties. Whilst these pupils are based in specific classes, they are fully integrated into the life of the school through the school's inclusion policy. The school is currently focusing upon developing activities to support our more able pupils.

Individual Educational Plans are in place for those pupils who require additional support. At the time of writing, there are 17 mainstream pupils with statements of special needs in the school and one awaiting statutory assessment. Currently 45% of pupils are on the ALN register at the school. There are places for 27 pupils with statements of additional learning needs in the Speech and Language Unit.

The school also received additional funds to help support individual focus groups of pupils through the Pupil Development Grant (PDG) and EIG Grant. The school is working with its partner primary school to focus upon raising standards in Literacy and Numeracy.

There are also eight pupils for whom there are Health Care Plans in place and another four pupils with Health Care Agreements.

The school also provides additional support for those pupils with English as an Additional Language and their progress is carefully tracked. The school receives additional funding under the Minority Ethnic and Gypsy, Traveller Learners grant to support this.

Any pupils with physical disabilities will be subject to the normal admission procedures and wherever possible adaptations will be made to the school site in order to accommodate these pupils.

Mrs Elizabeth Bartlett undertakes the role of Additional Learning Needs Manager.

## **7. INSPECTION**

In June 2017, Estyn - Her Majesty's Inspectorate for Education and Training in Wales, inspected the school. Following the inspection, Estyn came to the following judgement: -

- The school's current performance – Adequate
- The school's prospects for improvement – Adequate

Copies of the Estyn report are available from the school office or from the school website.

## **8. SCHOOL IMPROVEMENT PLAN/POST INSPECTION ACTION PLAN**

The school has a Post Inspection Action Plan following the Estyn Inspection in June 2017 and worked on the recommendations made by Estyn as follows:-

1. Raise standards of pupils' writing
2. Improve pupils' ability to apply their literacy, numeracy and ICT skills across the curriculum
3. Improve pupils' attendance
4. Improve the quality of teaching and teachers' use of assessment to meet the needs of all pupils
5. Focus senior leadership roles and performance management procedures on improving teaching and learning
6. Ensure that the processes for self-evaluation and improvement planning focus robustly on raising pupils' standards

A progress report was submitted to Estyn in July 2018. The LA and school agreed that strong progress had been made towards meeting Recommendations 1, 2,4,5,6 with very strong progress against Recommendation 3. The school received a monitoring visit from Estyn in December 2018 where it was judged to have made strong progress in meeting the above recommendations and no further follow up is required.

The school continues to focus upon these areas for development in its School Improvement Plan and progress continues to be monitored in conjunction with the school's Challenge Advisor during the termly visit.

# STATEMENT OF ACTUAL EXPENDITURE 2019/20 FINANCIAL YEAR

	Delegated Expenditure £	Non-Delegated Expenditure £	Total Net Expenditure £
Teachers' Salaries	1,355,242	1,513	1,356,755
Salaries	697,930	55,055	752,985
Other Employee Costs	1,442	583	2,025
Premises	10,860	0	10,860
Transport	1,097	93,201	94,298
Supplies & Services	322,183	0	322,183
Recharges	696	0	696
<b>Gross Expenditure</b>	<b>2,389,450</b>	<b>150,351</b>	<b>2,539,801</b>
Grant Income	-469,768	0	-469,768
Other Income	-72,782	0	-72,782
<b>Gross Income</b>	<b>-542,550</b>	<b>0</b>	<b>-542,550</b>
<b>Net Expenditure</b>	<b>1,846,900</b>	<b>150,351</b>	<b>1,997,251</b>

<b>RESERVES:</b>	<b>£</b>
FINAL FORMULA ALLOCATION:	1,845,036
TOTAL NET EXPENDITURE:	1,846,900
<b>TRANSFER TO / (FROM) RESERVES:</b>	<b>-1,864</b>
OPENING BALANCE ON RESERVES 01/04/19	34,734
<b>CLOSING BALANCE ON RESERVES: 31/03/20</b>	<b>32,870</b>

## **10. COMMUNITY LINKS**

Burlais Primary School continues to be actively involved in the local and wider community. Usually the children benefit greatly from the visits of local clergy, police and fire officers, road safety team and various theatre companies. During the course of the academic year however, these visits were unable to continue due to the lockdown restrictions.

Despite Covid 19, the caring, sharing ethos of the school continues to extend through our support of various charities. Over the last academic year, donations were made to the Children in Need and Comic Relief. Our Harvest appeal was to support Matthew's House in collecting tinned goods for the centre in Swansea.

The school has excellent links with Pentrehafod Comprehensive School and its partner feeder schools. Regular liaison meetings are held and usually a programme of visits to the school is provided for Y5 and Y6 pupils prior to transition. The school also works closely with Pentrehafod staff through its Transition Plan.

The school is involved in joint working with other local primary schools as part of the City Consortium Group.

### **Links with Business and Industry**

The school continues to seek opportunities to develop links with local industry.

## **11. EXTRA CURRICULAR ACTIVITIES 2019 – 20**

<b><u>ACTIVITY</u></b>	<b><u>Person(s) Responsible</u></b>
Netball	Miss Holly Hill
School Choir	Mrs Karen Pridmore, Mrs Sian Charlton

### **Residential visits**

Unfortunately, no residential visits took place during the last academic year due to Covid19 restrictions.

### **School productions/concerts Autumn Term 2019/Spring Term 2020**

All pupils participated in the school Christmas Concerts, Carol Service and Harvest and Easter Festivals and each KS2 class presented a class assembly.

The governors would like to thank all members of staff for providing these activities, which enrich the curriculum for our pupils.



## **12. SPORTING AIMS AND ACHIEVEMENTS**

Sport continues to play an important part in the life of our school with a number of pupils achieving success in a variety of areas. Our continuing success relates greatly to the high degree of commitment from our staff and the many parents who help transport our children to the sporting events and fixtures.

## **13. LANGUAGE OF THE SCHOOL/USE OF WELSH LANGUAGE**

English is the main language of the school. However, Welsh as a Second Language is taught to all pupils unless they are disapplied from the teaching of Welsh (Mainly pupils in the school's STF). It is monitored, assessed and reported upon along with all other National Curriculum and is taught as part of the National Curriculum in both Foundation Phase and Key Stage 2. The school places a great emphasis on developing pupils' bi-lingualism and incidental Welsh is used as much as possible as part of the school's daily routines.

For those pupils for whom English is an additional language, there is additional support, which is agreed via the Ethnic Minority Achievement Unit (EMAU). Both school and the EMAU support staff monitor the progress of pupils where English is a second language.

## **14. SCHOOL TOILET FACILITIES**

The school has a "Toilet Policy" which outlines the provision for toilets within the school. These toilets are cleaned daily by the School Cleaning Service and monitored by school staff during the day. There is access to toilet facilities for disabled pupils on both floors and changing facilities are available. Appropriate waste disposal arrangements are in place.

## **15. HEALTHY EATING AND DRINKING**

Burlais Primary School is committed to the aims of the Healthy Schools Network and promotes the health and well-being of all in its school community. The school has a "Food and Fitness Policy" which has been agreed by Governors and staff. As part of the school's curriculum pupils, have the opportunities to develop a good understanding of healthy eating and drinking and are encouraged to eat a range of healthy foods. The school also promotes healthy eating and drinking through the following activities: -

- Fruit Tuck Shop/Fruit Snacks in Foundation Phase
- Milk Provision
- Promoting Healthy Lunch Boxes
- Encouraging pupils to drink water
- Breakfast Club
- A range of after school activities
- A range of outdoor learning activities

## **16. ATTENDANCE INFORMATION 2019 - 20**

The school continues to work on improving attitudes to attendance and punctuality. Our attendance target is 95% and the school continues to remind parents of the importance of regular attendance. The following statistics relate to the number of authorised and unauthorised absences expressed as a percentage of the total number of possible attendances in that term:

<b>Group</b>	<b>Presents</b>	<b>AEA</b>	<b>Authorised Absences</b>	<b>Unauthorised Absences</b>	<b>Possible</b>	<b>% Attend</b>
Year N1	1049	0	401	0	1450	72.3
Year N2	9623	0	2194	29	11846	81.2
Year R	20365	59	1349	99	21872	93.4
Year 1	21561	2	1186	295	23044	93.6
Year 2	28080	12	1139	291	29522	95.2
Year 3	27866	93	1127	280	29366	95.2
Year 4	25816	447	1259	310	27832	94.4
Year 5	24218	25	1101	308	25652	94.5
Year 6	21500	1091	1266	605	24462	92.4
Totals	180078	1729	11022	2217	195046	93.2

The school has an Attendance action plan and is working with the Education Welfare Service in order to raise attendance and reduce unauthorised absences. The school has a dedicated Attendance Officer and a Family Liaison Officer.

# Foundation Phase Outcomes 2019

## SCHOOL & NATIONAL

The following table shows the percentage of pupils attaining each outcome.

		Z	S	G	N	D	W	1	2	3	4	5	6+	5+
Language, Literacy, and Communication Skills in	School	0	0	0	0	0	0	0	0	6	23	59	12	71
	National	-	-	-	0.1	0.3	0.7	0.4	0.9	3.1	10.5	50.5	33.5	84.0
Language, Literacy, and Communication Skills in Welsh	School	0	0	0	0	0	0	0	0	0	0	0	0	0
	National	-	-	-	-	0.1	0.1	0.3	0.7	2.2	10.6	52.9	33.2	86.1
Mathematical Development (MDT)	School	0	0	0	0	0	0	0	0	4	22	59	15	74
	National	-	-	-	0.1	0.3	0.5	0.3	0.6	2.2	9.5	52.6	33.9	86.6
Personal and Social Development, Well-being	School	0	0	1	0	0	0	0	1	1	4	35	58	92
	National	-	-	-	0.1	0.3	0.5	0.3	0.5	1.2	3.8	34.0	59.4	93.4

There were 78 pupils in the group.

Foundation Phase Outcome Indicator	School	71
	National	82.6

## Foundation Phase Outcomes 2019 SCHOOL & NATIONAL

The following table shows the percentage of boys attaining each outcome.

Boys		Z	S	G	N	D	W	1	2	3	4	5	6+	5+
Language, Literacy, and Communication Skills in	School	0	0	0	0	0	0	0	0	11	25	50	14	64
	National	-	-	-	0.1	0.4	0.9	0.6	1.2	4.1	12.6	51.7	28.3	80.0
Language, Literacy, and Communication Skills in Welsh	School	0	0	0	0	0	0	0	0	0	0	0	0	0
	National	-	-	-	-	0.2	0.1	0.5	1.0	3.1	13.5	55.3	26.2	81.5
Mathematical Development (MDT)	School	0	0	0	0	0	0	0	0	6	22	50	22	72
	National	-	-	-	0.1	0.4	0.7	0.4	0.9	2.7	10.7	50.1	34.1	84.2
Personal and Social Development, Well-being and	School	0	0	3	0	0	0	0	3	3	8	47	36	83
	National	-	-	-	0.1	0.3	0.7	0.4	0.8	1.8	5.2	40.3	50.4	90.6

There were 36 boys in the group.

Foundation Phase Outcome Indicator	School	64
	National	78.4

## Foundation Phase Outcomes 2019

### SCHOOL & NATIONAL

Girls		Z	S	G	N	D	W	1	2	3	4	5	6+	5+
Language, Literacy, and Communication Skills in	School	0	0	0	0	0	0	0	0	2	21	67	10	76
	National	-	-	-	0.1	0.2	0.4	0.2	0.6	1.9	8.3	49.2	39.1	88.3
Language, Literacy, and Communication Skills in Welsh	School	0	0	0	0	0	0	0	0	0	0	0	0	0
	National	-	-	-	-	0.1	-	0.1	0.3	1.3	7.7	50.6	39.9	90.4
Mathematical Development (MDT)	School	0	0	0	0	0	0	0	0	2	21	67	10	76
	National	-	-	-	-	0.2	0.3	0.2	0.3	1.6	8.3	55.2	33.8	89.0
Personal and Social Development, Well-being and	School	0	0	0	0	0	0	0	0	0	0	24	76	100
	National	-	-	-	-	0.2	0.2	0.2	0.2	0.6	2.3	27.5	68.8	96.3

The following table shows the percentage of girls attaining each outcome.

There were 42 girls in the group.

Foundation Phase Outcome Indicator	School	76
	National	86.9

## Key Stage 2

Summary of National Curriculum Assessment results of pupils in the school (2019) and nationally (2018) at the end of Key Stage 2 as a percentage of those eligible for assessment.

		N	D	NCO 1, 2, & 3	1	2	3	4	5	6+	4+
<b>English</b>	<b>School</b>	2	0	0	0	3	22	52	22	0	74
	<b>National</b>	0.2	0.3	-	0.5	1.2	6.5	45.1	44.2	1.7	91.1
<b>Oracy</b>	<b>School</b>	2	0	0	0	5	23	51	20	0	71
	<b>National</b>	0.2	0.3	-	0.4	1.1	6.3	45.0	44.6	1.8	91.5
<b>Reading</b>	<b>School</b>	2	0	0	0	3	18	51	26	0	77
	<b>National</b>	0.2	0.3	-	0.5	1.2	7.0	43.0	45.6	2.0	90.6
<b>Writing</b>	<b>School</b>	2	0	0	0	3	31	31	34	0	65
	<b>National</b>	0.2	0.3	-	0.5	1.6	10.5	49.5	35.6	1.5	86.7

<b>Cymraeg</b>	<b>School</b>	0	0	0	0	0	0	0	0	0	0
	<b>National</b>	0.1	0.2	-	0.5	1.7	7.9	49.3	39.0	1.3	89.7
<b>Oracy</b>	<b>School</b>	0	0	0	0	0	0	0	0	0	0
	<b>National</b>	0.1	0.2	-	0.5	1.5	7.0	48.3	41.1	1.5	90.8
<b>Reading</b>	<b>School</b>	0	0	0	0	0	0	0	0	0	0
	<b>National</b>	0.1	0.2	-	0.5	1.8	8.6	46.3	40.9	1.6	88.9
<b>Writing</b>	<b>School</b>	0	0	0	0	0	0	0	0	0	0
	<b>National</b>	0.1	0.2	-	0.6	1.9	12.4	53.3	30.4	1.2	84.9

<b>Mathematics</b>	<b>School</b>	2	0	0	0	2	34	38	20	5	63
	<b>National</b>	0.2	0.3	-	0.4	1.1	5.9	44.0	45.6	2.2	91.8

<b>Science</b>	<b>School</b>	2	0	0	0	5	28	51	11	5	66
	<b>National</b>	0.2	0.3	-	0.4	1.0	5.7	45.6	46.1	0.4	92.1

<b>Core Subject Indicator</b>	<b>School</b>	63
	<b>National</b>	89.5

## % boys at each level

		N	D	NCO 1, 2, & 3	1	2	3	4	5	6+	4+
<b>English</b>	School	0	0	0	0	0	26	51	23	0	74
	National	0.3	0.4	-	0.7	1.7	8.3	48.9	38.2	1.3	88.3
<b>Cymraeg</b>	School	0	0	0	0	0	0	0	0	0	0
	National	0.1	0.2	-	0.8	2.2	10.2	53.2	32.3	0.8	86.4
<b>Mathematics</b>	School	0	0	0	0	3	29	43	17	9	69
	National	0.3	0.4	-	0.6	1.5	6.6	42.4	45.3	2.7	90.3
<b>Science</b>	School	0	0	0	0	3	26	51	11	9	71
	National	0.3	0.4	-	0.6	1.3	6.9	46.3	43.4	0.4	90.1

<b>Core Subject Indicator</b>	School	69
	National	87.0

## % girls at each level

		N	D	NCO 1, 2, & 3	1	2	3	4	5	6+	4+
<b>English</b>	School	3	0	0	0	7	17	53	20	0	73
	National	0.1	0.2	-	0.2	0.8	4.6	41.2	50.6	2.2	94.0
<b>Cymraeg</b>	School	0	0	0	0	0	0	0	0	0	0
	National	0.1	0.1	-	0.3	1.1	5.6	45.4	45.6	1.8	92.9
<b>Mathematics</b>	School	3	0	0	0	0	40	33	23	0	57
	National	0.1	0.2	-	0.3	0.8	5.2	45.6	46.0	1.8	93.4
<b>Science</b>	School	3	0	0	0	7	30	50	10	0	60
	National	0.1	0.2	-	0.2	0.7	4.4	44.9	48.9	0.4	94.1

<b>Core Subject Indicator</b>	School	57
	National	92.1

## **18. SCHOOL TERM AND HOLIDY DATES 2020/21**

<b>Term</b>	<b>Term begins</b>	<b>Term ends</b>	<b>Mid-term holiday</b>		<b>Term begins</b>	<b>Term ends</b>	<b>Total days</b>
			<b>Begins</b>	<b>Ends</b>			
<b>Autumn 2020</b>	Tuesday 1 September	Friday 23 October	Monday 26 October	Friday 30 October	Monday 2 November	Tuesday 22 December	76
<b>Spring 2021</b>	Monday 4 January	Friday 12 February	Monday 15 February	Friday 19 February	Monday 22 February	Friday 26 March	55
<b>Summer 2021</b>	Monday 12 April	Friday 28 May	Monday 31 May	Friday 4 June	Monday 7 June	Friday 16 July	64
<b>Total:</b>							<b>195</b>

### **INSET DAYS 20/21**

Schools will be closed to pupils for INSET:

- Monday 21<sup>st</sup> December 2020
- Tuesday 22<sup>nd</sup> December 2020
- Monday 4<sup>th</sup> January 2021
- Monday 12<sup>th</sup> April 2021
- Friday 16<sup>th</sup> July 2021