

# GOVERNING BODY ANNUAL REPORT TO PARENTS 2023-2024



*“Working Together, Learning Forever”*

**Burlais Primary School**  
GERDDI ALEXANDER  
CWMBWRLA  
SWANSEA  
SA5 8BN  
01792 652350

E-mail:  
[burlais.primary@swansea-edunet.gov.uk](mailto:burlais.primary@swansea-edunet.gov.uk)  
Website: [burlaisprimaryschool.co.uk](http://burlaisprimaryschool.co.uk)

## **September 2024**

There is no longer a requirement to hold an annual meeting for parents to discuss this report, but parents may request up to 3 meetings a year with the governing body to discuss whole school issues. As you know we already hold a termly open meeting where parents can come along and discuss whole school issues with the Headteacher and Governing Body.

The Governing Body has not held a parents' meeting pursuant to section 94 of the School Standards and Organisation (Wales) Act 2013

Dear Parents/Carers,

It is with great pleasure that I forward you our annual report to parents and carers.

We are very fortunate at Burlais to have such a professional team of teachers, assistants, specialists and support staff under the direction of our Head Teacher Mr. Mark Thompson.

This year has seen many successes, with a wonderful commitment to learning by the children.

Mr. Thompson has been very successful in bringing together our staff and pupils, and we as governors have had a great number of positive reports from both staff and parents.

I know that having attended the school on many occasions this year, both teachers and pupils have worked very hard to achieve high standards. There have also, again been a number of sporting successes.

I hope you take time to enjoy the many successes of our pupils in this report.

Yours sincerely,

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

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

	<b>Started</b>	<b>Ending</b>
Councillor Chris Holley Local Authority Governor	23/11/2016	27/01/2025
Councillor Lewis Thomas Local Authority Governor	23/11/2016	27/01/2025
Councillor Peter Black Local Authority Governor	23/11/2016	27/01/2025
Miss Magan Sneade Teacher Governor	13/03/2024	13/03/2028
Miss Maryann Enereba Local Authority Governor	23/05/2024	22/05/2028
Mr Mark Thompson Head Teacher Governor	02/09/2021	N/A
Mr Matthew Giffard Community Governor	21/12/2023	21/12/2027
Mr Muhammed Cassamo Parent Governor	03/12/2020	02/12/2024
Mr Nigel Hawkins Community Governor	11/12/2016	10/12/2024
Mr Stuart Thomas Parent Governor	06/12/2023	05/12/2027
Mrs Eve Dewson Parent Governor	01/09/2016	01/11/2024
Mrs Helen Cooper Parent Governor	13/05/2021	12/05/2025
Mrs Jenna Tucker Teacher Governor	01/09/2023	31/08/2027
Mrs Samantha Jones Parent Governor	06/07/2022	05/07/2026
Ms Amina Jamal Community Governor	11/12/2016	10/12/2024
Ms Sharon Couch Staff Governor	01/09/2023	31/08/2027

### **Clerk to Governors:**

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

### **Chair of Governors**

Cllr. Chris Holley OBE  
C/o Burlais Primary School  
Gerddi Alexander  
Cwmbwrla,  
Swansea  
SA5 8BN

### **Meetings:**

During the past year the Governing Body has met on a termly basis to review all aspects of school policy and practice. The Premises, Finance, Curriculum and Personnel committees met on several occasions to discuss building issues, health and safety, the budget and its implications on staffing and school initiatives.

Sub committees report to the full governing body as appropriate.

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

The school prospectus is updated annually in accordance with the guidance received from the Welsh Government. This year the following amendments have been made:

- Update of staffing names and allocations
- Update on who can/cannot use the school car park
- Updates on the year groups entitled to the free school meals roll out
- Information added that all waste must be taken home from packed lunches
- Updated attendance information
- Updated school term dates
- Addition to behavior section of -Support from parents in promoting positive behaviour is essential.
- Removal of S. Wilson as LA Welsh peripatetic teacher

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

School staff are working on the introduction of the New Curriculum for Wales which came into force on September 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 areas of learning and experience.

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

Teaching and learning, Performance management, admissions, complaints and persistent complaints, curriculum, gov's allowances, H&S, Discipline, anti-bullying, equal opportunities, diversity, disability and equality, freedom of information, data protection (GDPR), SRE, staff pay and conditions, charging, letting and use of premises, emergency lockdown procedures, child protection, child protection statement, Code of conduct, ESDGC, safeguarding, attendance, Health care and infection, Whole school risk assessment, staff handbook, use of restrictive physical interventions statement, Intimate care policy, confidentiality, food and fitness, bilingualism, communications, community links, EAL, Governors visits, Inclusion, School self- evaluation, school toilets, school uniform, staff development, school trips, transition, ARR and feedback, collective worship, homework, safe use of ICT, Live Streaming guidance and blended learning, substance misuse (drugs), Fire, race equality, administration of medicines, acceptable use, use of images, radicalisation and extremism, school security, instrument of government, staff wellbeing, accessibility plan, MAT, time management, Business continuity plan Grievance, LOA, staff discipline, early retirement and redundancy, harassment, job share, management of absence, maternity, paternity, capability, stress, whistleblowing, rarely cover, home to school transport  
 Produce and publish annual review of strategic equality plan  
 EAL, smoking, sun, bomb hoaxes, home school links, domestic abuse, LAC policy, ARR and feedback, MAT Curriculum  
 All AoLEs  
 Panning, substance misuse, Cwricwlwm Cymreig, differentiation, display, outdoor learning, Gov's report to parents, prospectus, rarely cover

## **5. CURRICULUM ORGANISATION**

At Burlais Primary School, we aim to -

### **School motto:**

‘Working Together, Learning Forever’

- Focus to be placed on teamwork at all levels, a sense of community, citizens for the 21<sup>st</sup> Century, empathy, respect and life -long learning enthusiasm and skills

### **School mission statement:**

“We aim to provide a happy, caring, consistent and inclusive environment where all pupils feel safe, secure and valued to be the best that they can be. We want our children to develop a positive attitude to and lead their own learning whilst enjoying rich learning experiences. We expect pupils to become increasingly independent and confident whilst showing empathy and respect to others and become ethical and informed citizens of our local community, Wales and the world.”

### **School aims**

All our children will be supported to develop as:

**ambitious, capable learners who:**

- set themselves high standards and seek and enjoy challenge
- are building up a body of knowledge and have the skills to connect and apply that knowledge in different contexts
- are questioning and enjoy solving problems
- can communicate effectively in different forms and settings, using both Welsh and English
- can explain the ideas and concepts they are learning about
- can use number effectively in different contexts
- understand how to interpret data and apply mathematical concepts
- use digital technologies creatively to communicate, find and analyse information
- undertake research and evaluate critically what they find

**and are ready to learn throughout their lives**

**enterprising, creative contributors who:**

- connect and apply their knowledge and skills to create ideas and products
- think creatively to reframe and solve problems
- identify and grasp opportunities
- take measured risks
- lead and play different roles in teams effectively and responsibly
- express ideas and emotions through different media
- give of their energy and skills so that other people will benefit

**and are ready to play a full part in life and work**

**ethical, informed citizens who:**

- find, evaluate and use evidence in forming views
- engage with contemporary issues based upon their knowledge and values
- understand and exercise their human and democratic responsibilities and rights
- understand and consider the impact of their actions when making choices and acting
- are knowledgeable about their culture, community, society and the world, now and in the past
- respect the needs and rights of others, as a member of a diverse society
- show their commitment to the sustainability of the planet

**and are ready to be citizens of Wales and the world**

**healthy, confident individuals who:**

- have secure values and are establishing their spiritual and ethical beliefs
- are building their mental and emotional well-being by developing confidence, resilience and empathy
- apply knowledge about the impact of diet and exercise on physical and mental health in their daily lives
- know how to find the information and support to keep safe and well
- take part in physical activity

- take measured decisions about lifestyle and manage risk
- have the confidence to participate in performance
- form positive relationships based upon trust and mutual respect
- face and overcome challenge
- have the skills and knowledge to manage everyday life as independently as they can

The school is currently working on a new framework for the Curriculum for Wales 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.

### **Curriculum/Learning Resources:**

From September 2022, your child has been following the **Curriculum for Wales 2022**. The curriculum is designed to provide a firm foundation in the 4 core purposes and is organised into 6 Areas of Learning and Experience. The children will work through progression steps and this will continue into their secondary school. A full summary of our curriculum can be found on our website in the Parent section>new curriculum >summary overview.

The school staff have attended courses in curricular areas such as Language, Literacy and Communication, Maths and Numeracy, Foundation Phase, ALN, Leadership, trauma and attachment, assessment and IT to provide a wide variety of experiences and have been released to address leadership responsibilities. Members of staff have worked closely with the Headteacher regarding School Self-evaluation, and Mr. David Thomas, (LA School Improvement Officer), has been supportive in reviewing the school's progress towards its stated aims.

The Headteacher has led the evaluation of last year's improvement plan and the development of this year's which outlines the priorities and breaks them down into a year's detailed actions against which there are clear costing, staffing roles, success criteria and outcomes.

Burlais has its own robust tracking system that enables the school to produce individual pupil profiles covering a range of assessment scores and data on each pupil. These profiles contain information regarding attendance, academic progress and well-being. National Reading and Numeracy personalised assessments have been completed by all children from Year 2 through to Year 6. The results from these are mapped onto our individual electronic pupil tracking profiles. These help us to accurately plot individual pupil progress as well as cohort progress (which we use to review teaching and learning) and set future targets for improvement.

Staff members have attended many courses throughout the year. A full list and the impact of attending such professional development opportunities can be obtained from the school office.

The school has achieved the level 1 UNICEF Rights Respecting Schools Award.

## **6. ADDITIONAL LEARNING NEEDS**

The school has a written policy for Additional Learning Needs procedures comply with the new ALNET Act 2018. 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. We are currently moving over to the system of IDPs.

The school also received additional funds to help support individual focus groups of pupils through the Pupil Development Grant (PDG) and LAEG Grant. The school is working with its partner primary schools to develop progression across all of the Areas of Learning and Experience.

Health Care Plans are in place for those who need them. 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 Coordinator.

## **Disability discrimination and the Strategic Equality Action Plan**

An Accessibility Plan and Disability Equality Plan is in place and identifies access needs in order that the school may be inclusive to all (updated in 2024). This has been used to inform the LA of school priorities in this area. All visitors are asked to inform the office if they have specific needs and we endeavour to meet requests.

The Governing Body has published a new Strategic Equality Action Plan which this year. The plan is progressing well and annual reviews of our progress are available on our website.

## **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 Improvement Advisor during his visits. The focus this year has been:

### **2023**

- To improve standards in Reading and Maths and the application of these skills across the curriculum (ascertained from monitoring activities and data analysis)
- Development of leadership at all levels and staff taking charge of their own professional learning (ascertained from SLO, National evaluation resource and SDP final review 2022)
- Implementation of progression and assessment in the new curriculum (ascertained from National resource evaluation)
- Implement a tracking system to ensure all pupil needs are identified and supported, linked to differentiation (ascertained from National evaluation resource and SDP final review 2022)

### **2024**

- Language, Literacy and Communication: To improve the use of reading strategies to find information and make meaning
- Mathematical Development and Numeracy: To improve pupil use of the 5 proficiencies

- To continue to co-construct a purposeful curriculum that builds systematically on pupils' existing knowledge understanding, skills and experiences to secure progression as they move through the school
- To develop an alternative provision for pupils unable to access the mainstream curriculum and environment
- To establish purposeful assessment procedures that secure pupil progression and achievement

## **9. FINANCIAL STATEMENT**

### **SCHOOL: Burlais Primary**

#### **STATEMENT OF ACTUAL EXPENDITURE 2023/24 FINANCIAL YEAR**

	<b>Delegated Expenditure £</b>	<b>Non-Delegated Expenditure £</b>	<b>Total Net Expenditure £</b>
Teachers Salaries	1,487,923		1,487,923
Salaries	868,498	62,464	930,962
Other Employee Costs	779	-110	670
Premises	71,399		71,399
Transport		108,396	108,396
Supplies & Services	426,405		426,405
Recharges	1,422.92		1,423
<b>Gross Expenditure</b>	<b>2,856,427</b>	<b>170,751</b>	<b>3,027,177</b>
Grant Income	-473,961		-473,961
Other Income	-165,992.76		-165,993
<b>Gross Income</b>	<b>-639,954</b>	<b>0</b>	<b>-639,954</b>
<b>Net Expenditure</b>	<b>2,216,473</b>	<b>170,751</b>	<b>2,387,224</b>

<b>RESERVES:</b>	<b>£</b>
FINAL FORMULA ALLOCATION:	2,227,845
TOTAL NET EXPENDITURE:	2,216,473
<b>TRANSFER TO / (FROM) RESERVES:</b>	<b>11,372</b>
OPENING BALANCE ON RESERVES 01/04/23	134,691
<b>CLOSING BALANCE ON RESERVES: 31/03/24</b>	<b>146,063</b>

## **10. COMMUNITY LINKS (INCLUDING POLICE)**

Burlais Primary School continues to be actively involved in the local and wider community. This year, the children have benefited greatly from the visits of police and fire officers, the road safety team and various theatre companies. There have also been visits from local authors, sports development teams and local community organisations.

To support our caring, sharing ethos, the school continues to extend through our support of various charities. Over the last academic year, donations were made to Children in Need and Comic Relief. We have also supported the NSPCC and Water Aid.

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. Over the last two academic years, the school has worked with the Pentrehafod Cluster on progression in the new curriculum.

Our local PCSOs have been regular visitors to the school, including supervising our Kerbcraft project and Chief Inspector J. Davies visited Y6 pupils to provide an aspirational talk. The Police Community Education officer PC Kyle has also delivered a number of lessons across the school.

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

The school continues to seek opportunities to develop links with local industry through its cross-curricular topic work.

## **11. EXTRA CURRICULAR ACTIVITIES 2023-2024**

### **Residential visits**

Y6 undertook residential visits to Borfa House

Y5 undertook a residential visit to Llangrannog

Y4 undertook a residential visit to the Urdd in Cardiff

### **School productions/concerts Autumn Term 2023 – Summer 2024**

All pupils participated in the school Christmas Concerts and Eisteddfod. The Y6 pupils performed a leaver's assembly for their parents.

### **Extra -curricular activities**

<b>Club</b>	<b>Staff</b>
Football	Mr. Webster & Mr. Thomas
Tennis/Cricket	Mr. Webster & Mr. Thomas
Netball	Miss Hill
Gymnastics	Mrs. Byrom & Mrs. Thompson

Funky Fitness	Mrs. Worley
Craft	Mrs. Davies, Mrs. Bartlett & Miss Rowe
Code Club	Mr. Wotherspoon
Puzzle Club	Mrs. Maher & Miss Scrine
Lego Club	Mrs. Colfer
Drawing Club Infants	Mrs. Bird & Mrs. Evans
Drawing Club Juniors	Mrs. Byrom & Ms. Thompson
Mindfulness Juniors	Miss Sneade & Miss Prangle
Mindfulness Infants	Mrs. Jones & Mrs. Bishop
Board games	Mr. Bowen & Mrs. Jenkins
Maths Club	Mrs. Meredith-Williams & Mrs. Gay

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. This year the school has participated in football, rugby, netball and basketball tournaments across the city. A number of sporting clubs have also been provided after school.

## **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 subjects and is taught as part of the National Curriculum across all progression steps. 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. Transition arrangements are in place for pupils as they move on to new schools.

For those pupils for whom English is an additional language, there is additional support, which funded via a MEGRT grant. At Burlais, a specialist teacher is employed to support pupils with EAL and fund the additional resources necessary to support these learners.

## **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
- Promoting Healthy Lunch Boxes
- Encouraging pupils to drink water
- Breakfast Club
- A range of after school activities
- A range of outdoor learning activities and residential visits

## **16. ATTENDANCE INFORMATION**

The school continues to work on improving attitudes to attendance and punctuality. Our attendance target is 93% 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:

### **Attendance Information 2022-23**

The following statistics relate to the number of authorised and unauthorised absences expressed as a percentage of the total number of attendance days. Please be aware that the figures quoted below are not a true representation of attendance at Burlais owing to the COVID pandemic

**Period: 10/09/2022 to 31/08/2023**

<b>Group</b>	<b>Present s</b>	<b>AEA</b>	<b>Authorised Absences</b>	<b>Unauthorised Absences</b>	<b>Possible</b>	<b>% Attend</b>
Y1MW	9541	0	675	354	10570	90.3
Y1ER	9527	0	675	172	10374	91.8
Y2G	8883	0	575	360	9818	90.5
Y2MB	9064	324	660	370	10418	90.1
Y3DW	11265	1	608	390	12264	91.9
Y3H	10863	0	616	735	12214	88.9
Y4J	9694	61	517	222	10494	93.0
Y4P	9713	62	522	361	10658	91.7
Y5S	9233	200	518	181	10132	93.1
Y5B	9670	124	644	338	10776	90.9
Y6GT	7208	158	600	252	8218	89.6
Y6MW	7355	136	626	295	8412	89.1
Y6W	7828	161	457	242	8688	92.0
STF1	1085	0	177	2	1264	85.8
STF2	2120	0	142	18	2280	93.0

STF3	2596	18	142	22	2778	94.1
Totals	125645	1245	8154	4314	139358	91.1

### **Attendance Information 2023-2024**

The following statistics relate to the number of authorised and unauthorised absences expressed as a percentage of the total number of attendance days (Figures up until 7/6/24)

Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
Y1MW	7101	73	497	255	7926	90.5
Y1ER	7205	73	503	339	8120	89.6
Y2G	8814	0	536	160	9510	92.7
Y2MB	8470	26	553	409	9458	89.8
Y3DW	8080	426	390	554	9450	90.0
Y3H	8479	118	650	311	9558	89.9
Y4P	10335	210	789	430	11764	89.6
Y5S	8607	228	666	233	9734	90.8
Y5B	8757	161	486	370	9774	91.2
Y6MW	8897	54	504	249	9704	92.2
Y6W	8891	27	613	271	9802	91.0
STF1	1899	12	162	35	2108	90.7
Totals	95535	1408	6349	3616	106908	90.7

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.

### **INSET DAYS 2023– 2024**

School was closed for staff training on the following dates:-

1.9.23, 4.9.23, 6.11.23, 22.12.23, 9.2.24 & 24.5.24

### **School Holidays 2024/2025**

			Mid Term Holidays			
Term	Term Begins	Term Ends	Begins	Ends	Term Begins	Term Ends
Autumn 2024	Monday 2 <sup>nd</sup> September	Friday 25 <sup>th</sup> October	Monday 28 <sup>th</sup> October	Friday 1 <sup>st</sup> November	Monday 4 <sup>th</sup> November	Friday 20 <sup>th</sup> December
Spring 2025	Monday 6 <sup>th</sup> January	Friday 21 <sup>st</sup> February	Monday 24 <sup>th</sup> February	Friday 28 <sup>th</sup> February	Monday 3 <sup>rd</sup> March	Friday 11 <sup>th</sup> April
Summer 2025	Monday 28 <sup>th</sup> April	Friday 23 <sup>rd</sup> May	Monday 26 <sup>th</sup> May	Friday 30 <sup>th</sup> May	Monday 2 <sup>nd</sup> June	Monday 21 <sup>st</sup> July

### **Bank holidays**

18 April 2025 - Good Friday

21 April 2025 - Easter Monday

5 May 2025 - May Day

26 May 2025 - Spring Bank Holiday

Please note that this calendar is subject to any changes that may arise as a result of Welsh Government issuing a direction on term dates.

Swansea Council does not accept any liability for any losses incurred in respect of altered holiday arrangements following changes to the timetable in any direction issued by the Welsh Government.

Schools will be closed to pupils for Inset/staff preparation on six days between Monday 2<sup>nd</sup> September 2024 and Monday 21<sup>st</sup> July. Dates will be shared via school newsletters