GOVERNING BODY ANNUAL REPORT TO PARENTS 2022-2023



"Working Together, Learning Forever"

Burlais Primary School
GERDDI ALEXANDER
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September 2023

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 more of a return to normal, with parents once again being allowed in to play a full part in the life of the school. I know this has been appreciated by all.

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 concerts this year, both teachers and pupils have worked hard very hard and had a great deal of fun in the production and the performance. 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:

NAME	STATUS	TERM OF OFFICE		
Cllr Chris Holley O.B.E. (Chair)	LA	27/01/2025		
Mr Nigel Hawkins (Vice Chair)	Community	10/12/2024		
Mr. Mark Thompson	Headteacher	N/A		
Mrs Julie Palmer	Community	26/01/2025		
Mr G. Rogers	Community	21/01/2025		
Mrs Amena Jamal	Community	10/12/2024		
Mr M Cassamo	Parent	02/12/2024		
Ms H. Cooper	Parent	01/05/2025		
Samantha Jones	Parent	31/03/2026		
Mrs Eve Dewson	Parent	31/10/2024		
Mr Matthew Giffard	Parent	17/12/2023		
Mr Gavin Thomas	Teacher	31/08/2024		
Mr David Webster	Teacher	18/09/2023		
Mrs Nicola Smith	Support Staff	25/05/2026		
Cllr Graham Thomas	LA	27/01/2025		
Peter Black	LA	27/01/2025		

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:

- p.5 Amended staff list accordingly
- p.9 Amended list of Governors
- p.15 Removed section on Class Dojo
- p.15 Amended Golden Time to include Year 1
- p.18 Amended the number of STF class to two
- p. 20 Amended school dinners section to include free lunches up to Year 2 and the possibility that from September this could be for other year groups.
- p.20 Added in a paragraph about SQUID potentially changing in September 2023
- p.21 Taken out the names of the Chairs of the PTFA and replaced with please contact the school
- p.22 Amended the months of parents meetings and replaced with autumn and spring terms
- p.23 Removed the words with a logo from the uniform lists
- p.25 The table for attendance 2021-2022 has been replaced with the full years data for 2021-2022
- p. 26 New school holidays added to the table for the academic year 2023-2024
- p. 29 Removed the name of the attendance officer
- p. 32 Amended Religious Education to Religion, Values and Ethics
- p.37 Updated list of after school clubs available
- p.38 Removed old ALN terminology and updated with references to IDP's
- p.39 Changed number of STF classes from 3 to 2
- p.39 Updated terminology to Relationships and Sexuality Education
- p.41 Updated homework section to include monthly missions.

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: -

Equality Plan, Teaching and learning, Performance management, admissions, complaints and persistent complaints, curriculum, governors allowances, H&S, Discipline, antibullying, 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, 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, Governors visits, Inclusion, School self- evaluation, school toilets, school uniform, professional development, school trips, transition, ARR and feedback, collective worship,

homework, safe use of ICT, Live Streaming guidance and bended learning, substance misuse (drugs), Fire, code of conduct, race equality, administration of medicines, acceptable use, use of images, radicalisation and extremism, school security, instrument of government, students, time management, Business continuity plan, curriculum, Grievance, LOA, staff discipline, early retirement and redundancy, harassment, job share, management of absence, maternity, paternity, capability, stress, whistleblowing, rarely cover, pay, home to school transport, NQTs, EAL, smoking, sun, bomb hoaxes, , home school links, domestic abuse, LAC policy, All AoLEs MAT, planning, substance misuse, Cwricwlwm Cymreig, differentiation, display, outdoor learning

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 21st 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. Darren Casker, (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 provided extra-curricular music tuition from the Swansea Music Service.

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 ALP 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. 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 Strategic Equality Action Plan which was updated 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:

2022

Inspection area 1

Improving reading standards and attitudes throughout the school Improve the teaching of Maths using the CPA approach.

Inspection area 2

Improve healthy choices and levels of exercise Reintroduce pupil voice in the strategic life of the school Improve behaviour for a minority of pupils

Inspection area 3

Revisit all AFL agreements to ensure consistency of principle and practice Reintroduction of after school clubs, trips and visitors Improvement of outdoor learning in KS2 and linked to enhancing the outdoor environment

ALNET bill

Revision of AoLe teams

Development of curriculum 2022

Ensure all planning formats are consistent and agreed and introduce Taith 360 as a tool for planning and assessment

Agree a consistent whole school approach to involving pupils in designing their curriculum

Inspection area 4

EAL tracking Introduce a whole school tracking system

Reintroduce Senedd pupil voice work
SRE policy to be updated in light of new guidance
Update school anti bullying policy inline with updated WG guidance.
Ensure all Senior leaders have undertaken statutory CP and H & S courses
Undertake up to date Fire Safety and Marshal training

Inspection area 5

Clarify and revisit the roles of all senior leaders Complete vision with all stakeholders Improve leadership communication

Develop consistent opportunities for staff to share good practice with one another and link to good practice outside of the school Improve the outdoor environment of the school Ensure budget outlay is in line with the resources delegated to the school

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)

9. FINANCIAL STATEMENT

SCHOOL: Burlais Primary

STATEMENT OF ACTUAL EXPENDITURE 2022/23 FINANCIAL YEAR

	Delegated Expend	iture Non-Delegated	Total Net Expen
		Expenditure	
	$\underline{\boldsymbol{\mathcal{E}}}$	$\underline{\boldsymbol{\pounds}}$	$\underline{\mathfrak{t}}$
<u>Teachers Salaries</u>	1,496,593	<u>3,067</u>	<u>1,499,661</u>
<u>Salaries</u>	863,861	44,008	907,869
Other Employee Costs	2,299	127	2,426
<u>Premises</u>	32,301	0	32,301
Transport	<u>0</u>	92,527	92,527
Supplies & Services	461,219	0	461,219
Recharges	<u>0</u>	0	0
Gross Expenditure	2,856,273	139,729	2,996,002

Grant Income	<u>-514,801</u>	<u>0</u>	<u>-514,801</u>
Other Income	<u>-67,646</u>	<u>0</u>	<u>-67,646</u>
Gross Income	<u>-582,447</u>	<u>0</u>	<u>-582,447</u>
<u>Net Expenditure</u>	<u>2,273,826</u>	<u>139,729</u>	<u>2,413,555</u>

RESERVES:	$\underline{\mathfrak{t}}$
FINAL FORMULA	2,144,708
ALLOCATION:	
TOTAL NET EXPENDITURE:	<u>2,273,826</u>
TRANSFER TO / (FROM) RESERVES:	<u>-129,118</u>
OPENING BALANCE ON RESERVES 01/04/22	263,809
CLOSING BALANCE ON RESERVES: 31/03/23	134,691

10. COMMUNITY LINKS (INCLUDING POLICE)

Burlais Primary School continues to be actively involved in the local and wider community. This year, despite restrictions 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 National Autistic Society local branch 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 a joint Empathy Project and progression in the new curriculum.

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

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 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. The school took part on the Swansea Enterprise Challenge during the Summer term of 2022, also linking in with Coastal Housing who provided some of the materials and staff support.

11. EXTRA CURRICULAR ACTIVITIES 2022 - 2023

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 2022 – Summer 2023

All pupils participated in the school Christmas Concerts and Eisteddfod. The Expressive Arts after school club undertook a performance for the wider community and the school choir sang at community events. The Y6 pupils performed a leaver's assembly for their parents.

Extra -curricular activities

Club	Staff
Football	Mr. Webster and Mr. Thomas
Tennis/Cricket	Mr. Webster and Mr. Thomas
Rugby	Mr. Webster and Mr. Thomas
Netball	Miss Hill
Drama	Mr. Bowen and Mrs. Jenkins
Badminton	Mrs. Huxtable and Miss Sneade
Gymnastics	Mrs. Byrom and Mrs. Thompson
Rounders	Mrs. Byrom and Mrs. Thompson
Funky Fitness	Mrs. Worley
Library	Miss Jenkins and Miss Prangle
Sign Language	Miss Jenkins and Miss Prangle
Craft	Mrs. Davies, Mrs. Bartlett and Miss Rowe
Choir	Mrs. Pridmore
Adventure Club	Mrs. Meredith-William and Mrs. Gay
Craft Club	Mrs. Evans and Mrs. Tucker
Code Club	Mr. Wotherspoon
Puzzle Club	Mrs. Maher, Mrs. Bishop and Mrs. Davies
Lego Club	Mrs. Colfer
Drawing Club	Mrs. Bird, Mrs. Jones and Mrs. Evans

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' bilingualism 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 2021 - 2022

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:

Attendance Information 2021-2022

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

Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
Year R	17269	0	2321	620	20210	85.4
Year 1	15922	0	1897	557	18376	86.6
Year 2	21326	0	2114	893	24333	87.6
Year 3	20330	0	1762	475	22567	90.1
Year 4	19515	0	1629	464	21608	90.3
Year 5	24644	233	2305	688	27870	89.3
Year 6	24492	646	2191	640	27969	89.9
Totals	143498	879	14219	4337	162933	<mark>88.6</mark>

Attendance Information 2022-2023

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 26/6/23)

Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
Year 1	15848	0	1116	416	17380	91.2
Year 2	15078	254	1084	658	17074	89.8
Year 3	18694	0	1016	910	20620	90.7
Year 4	16723	123	938	510	18294	92.1
Year 5	16731	274	1046	433	18484	92.0
Year 6	19632	295	1436	577	21940	90.8
Totals	102706	946	6636	3504	113792	<mark>91.1</mark>

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 2022–2023

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

5.9.22, 6.9.22, 7.11.22, 9.1.23, 26.5.23 & 24.7.23

School Holidays 2023/2024

			Mid Term Holidays			
Term	Term Begins	Term Ends	Begins	Ends	Term Begins	Term Ends
Autumn 2023	Friday 1 st September	Friday 27 th October	Monday 30 th October	Friday 3 rd November	Monday 6 th November	Friday 22 nd December
Spring 2024	Monday 8 th January	Friday 9 th February	Monday 12 th February	Friday 16 th February	Monday 19 th February	Friday 22 nd March
Summer 2024	Monday 8 th April	Friday 24 th May	Monday 27 th May	Friday 31 st May	Monday 3 rd June	Friday 19 th July

Schools will be closed to pupils for Inset/staff preparation on six days between Friday 1st September 2023 and Friday 19th July 2024.

September 1st 2023 - INSET Day September 4th 2023 - INSET Day

(Further dates will be shared via school newsletters)