

GOVERNING BODY ANNUAL REPORT TO PARENTS 2024-2025



“Working Together, Learning Forever”

Burlais Primary School
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September 2025

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 first class inspection report from Estyn.

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:

	Started	Ending
Councillor Chris Holley Local Authority Governor	27/2/2025	26/02/2029
Councillor Graham Thomas Local Authority Governor	27/03/2025	26/03/2029
Councillor Peter Black Local Authority Governor	23/11/2024	22/11/2028
Miss Magan Sneade Teacher Governor	13/03/2024	12/03/2028
Miss Maryann Enereba Local Authority Governor	23/05/2024	22/05/2028
Mr Mark Thompson Head Teacher Governor	02/09/2021	N/A
Mr Nigel Hawkins Community Governor	13/11/2024	12/11/2028
Mr Stuart Thomas Parent Governor	06/12/2023	05/12/2027
Mrs Eve Dewson Parent Governor	02/11/2024	01/11/2028
Mrs Helen Cooper Parent Governor	13/05/2025	12/05/2029
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	11/12/2024	10/12/2029
Ms Sharon Couch Staff Governor	01/09/2023	31/08/2027
Ms Melanie Wright	10/12/2024	09/12/2028

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
- Updated attendance information
- Updated school term dates
- Updated designation of the STF

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 bended 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, 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
 Planning, substance misuse, Cwricwlwm Cymreig, differentiation, display, outdoor learning , Govs 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 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. 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 Social Communication with Speech and Language Difficulties (SC and SL) 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 Development Plans (IDPs.) are in place for pupils who need them.

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 reviewed its Strategic Equality Action Plan this year. The plan is progressing well and annual reviews of our progress are available on our website.

7. INSPECTION

In September 2024, Estyn - Her Majesty's Inspectorate for Education and Training in Wales, inspected the school. Following the inspection, Estyn noted many strengths and in summary noted:

Burlais Primary School is a **happy, safe and successful** school where all pupils are **valued and respected**, and their **achievements celebrated**. The headteacher provides thoughtful and dedicated leadership and the **committed team** of staff and governors support him well.

Throughout the school, **strong and purposeful working relationships** between staff and pupils enable pupils to **learn in a caring and positive environment**. Teachers and classroom assistants know pupils well and plan an engaging range of activities that support their well-being and learning needs successfully. As a result, most pupils, including those with additional learning needs (ALN) and those who attend the two specialist teaching facilities (STFs), **make strong progress** from their individual starting points. The school has developed its curriculum to include a wide and varied range of beneficial learning experiences. However, teachers do not always provide opportunities for pupils to make choices in their learning or to develop effectively as independent learners.

Leaders have a sound knowledge of what the school does well and what needs to improve. Recent work to develop pupils' **reading skills has been particularly successful** and a **sharp focus on well-being** has led to **valuable improvements in pupils' behaviour and attendance**. However, the school's work to improve pupils' Welsh language skills is underdeveloped.

The school's approach to caring for pupils and their families is a strength. Staff, including those in the STFs, work closely with parents and outside agencies to provide **invaluable advice, signposting and access to resources**.

The school received 2 spotlights of excellent practice for improvements in behavior and pastoral provision.

Estyn made two recommendations for improvement:

R1 Develop all pupils as effective independent learners

R2 Improve pupils' Welsh language skills

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 had a new School Improvement Plan following the Estyn Inspection which started in January 2025. The areas for development are:

- Further develop a range of teaching approaches across the school so that pupils develop as independent learners
- Improve pupils' Welsh Language skills
- Improve the role of Governors in collecting first hand evidence in relation to the quality of learning and teaching
- Develop an enquiry based approach to professional development

The areas for development in the previous year 2024 were:

- 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 2024/25 FINANCIAL YEAR

	<u>Delegated Expenditure</u>	<u>Non-Delegated Expenditure</u>
	<u>£</u>	<u>£</u>
<u>Teachers Salaries</u>	<u>1,523,202</u>	<u>0</u>
<u>Salaries</u>	<u>836,283</u>	<u>68,894</u>
<u>Other Employee Costs</u>	<u>2,852</u>	<u>219</u>
<u>Premises</u>	<u>26,451</u>	<u>0</u>
<u>Transport</u>	<u>(3)</u>	<u>126,086</u>
<u>Supplies & Services</u>	<u>526,883</u>	<u>0</u>
<u>Recharges</u>	<u>0</u>	<u>0</u>
<u>Gross Expenditure</u>	<u>2,915,667</u>	<u>195,199</u>
<u>Grant Income</u>	<u>-588,564</u>	<u>0</u>
<u>Other Income</u>	<u>-101,707</u>	<u>0</u>
<u>Gross Income</u>	<u>-690,270</u>	<u>0</u>
<u>Net Expenditure</u>	<u>2,225,397</u>	<u>195,199</u>

<u>RESERVES:</u>	<u>£</u>
<u>FINAL FORMULA ALLOCATION:</u>	<u>2,242,588</u>
<u>TOTAL NET EXPENDITURE:</u>	<u>2,225,397</u>
<u>TRANSFER TO / (FROM) RESERVES:</u>	<u>17,191</u>

<u>OPENING BALANCE ON RESERVES 01/04/24</u>	<u>146,063</u>
<u>CLOSING BALANCE ON RESERVES: 31/03/25</u>	<u>163,254</u>

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. 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 2024-2025

Residential visits

Y6 undertook a residential visit 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 2024 – Summer 2025

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

Extra –curricular activities

Club	Staff
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
Maths Club	Mrs. Meredith-Williams & Mrs. Gay
Rugby	Mr. Webster & Mr. Thomas
Choir	Mr. Bowen & Mrs. Jenkins
Karoake	Mr. Bowen & Mrs. Jenkins
Rounders	Mrs. Byrom and Ms. Thompson

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 and netball 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 2023-24 & 2024-2025

Attendance Information 2023-24

The following statistics relate to the number of authorised and unauthorised absences expressed as a percentage of the total number of attendance days.

Period: 02/09/2023 to 31/08/2024

Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
RECT	9856	83	901	350	11190	88.8
RECR	7740	69	678	221	8708	89.7
Y1MW	8490	123	608	325	9546	90.2
Y1ER	8530	125	569	446	9670	89.5

Y2G	10356	52	696	206	11310	92.0
Y2MB	9985	80	691	502	11258	89.4
Y3DW	9687	536	474	647	11344	90.1
Y3H	10132	172	765	381	11450	90.0
Y4P	12310	249	922	561	14042	89.4
Y4T	12095	200	743	530	13568	90.6
Y5S	10398	290	789	293	11770	90.8
Y5B	10572	163	611	464	11810	90.9
Y6MW	10277	351	570	306	11504	92.4
Y6W	10309	251	726	366	11652	90.6
STF1	2279	26	178	45	2528	91.2
STF 2	4635	78	278	23	5014	94.0
Totals	147651	2848	10199	5666	166364	90.5

Attendance Information 2024-2025

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 15/6/24)

Period: 02/09/2024 to 15/06/2025

Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
Y1MW	8872	0	521	203	9596	92.5
Y1ES	8496	0	675	269	9440	90.0
Y2MB	7907	106	396	393	8802	91.0
Y2G	7908	156	497	283	8844	91.2
Y3DW	9364	155	663	258	10440	91.2
Y3H	9406	148	493	349	10396	91.9
Y4Y	9097	182	600	425	10304	90.1
Y4T	8520	488	550	480	10038	89.7
Y5S	10834	297	688	427	12246	90.9
Y5B	10478	288	806	378	11950	90.1
Y6MW	8877	82	477	426	9862	90.8
Y6W	9407	156	773	316	10652	89.8
STF1	2177	22	186	185	2570	85.6
STF 2	2697	12	203	2	2914	93.0
Totals	114040	2092	7528	4394	128054	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 2024– 2025

The school was closed for staff training on the following dates:- 2.9.24, 25.9.24, 4.11.24, 20.12.24, 11.4.25 & 21.7.25.

School Holidays 2025/2026

			Mid Term Holidays			
Term	Term Begins	Term Ends	Begins	Ends	Term Begins	Term Ends
Autumn 2025	Monday 1 st September	Friday 24 th October	Monday 27 th October	Friday 31 st October	Monday 3 rd November	Friday 19 th December
Spring 2026	Monday 5 th January	Friday 13 th February	Monday 16 th February	Friday 20 th February	Monday 23 rd February	Friday 27 th March
Summer 2026	Monday 13 th April	Friday 22 nd May	Monday 25 th May	Friday 29 th May	Monday 1 st June	Monday 20 th July

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 1st September 2025 and Monday 20th July. Dates will be shared via school newsletters