

# Rhiwbeina Primary School

Governors Annual Report to Parents

Adruddiad Blynyddol y Llywodraethwyr i'r Rhieni

2023/2024



**Chair of Governors: Mr M Sutton**

**Headteacher: Mrs C Harry**

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## Message from the Chair of Governors/ Neges gan Gadeirydd y Llywodraethwyr

Dear Parents and Carers

On behalf of the governing body I am pleased to introduce the 2023/24 Rhiwbeina Primary School Annual Governors' report.

The report provides an overview of the school's vision, priorities, governing body and finance as well as other useful information.

The school received a scheduled Estyn inspection last year and received another glowing report. A short summary from the report (and recommendations) is included within. The full report is available on the school website. Notwithstanding budget pressures (the school receives the lowest per pupil funding of any primary school in Cardiff) the school has provided an excellent and varied education to all pupils. A report that the teachers and children can rightly feel very proud of.

The changes to the Curriculum for Wales have been embraced by the school to ensure the best education for our children. A copy of the curriculum and its aims are available on the school website. There are also a range of extra-curricular clubs providing opportunities for sporting, cultural and intellectual activities.

The school provides parents, carers and governors with opportunities to visit the school to witness, first hand, the continuing development and achievement of our children – across open days, assemblies, parents' evenings and others. The class assemblies are always a particular highlight and Estyn has asked the school to share a case study of its use of creative approaches and drama as an example of best practice.

As a governing body, our aim is to provide the support and challenge our school needs and deserves. As always, please don't hesitate to get in touch if you have any questions or suggestions.

I would like to thank the PTA for its many fundraising activities this year. A fantastic £14,342 was raised. There is a summary of the support this provided within the report.

Finally, I would like to thank the headteacher and all staff members and pupils for their hard work over the year and to parents and carers who continue to support us, as a schooling community.

Best wishes

Matt Sutton, Chair of Governors



## The school Vision/Gweledigaeth yr Ysgol

Providing a safe, happy and inspirational learning environment for all learners to “Aim high” and unlock their full potential for future learning in a fast-changing world.

**We are a TEAM**

**Together Everyone Achieves More**

We respectfully share expertise and learn from each other

<p><b>Achievement &amp; Attainment</b></p> <p><i>All Pupils regardless of background or ability should be inspired and enabled to achieve the best possible outcomes.</i></p>	<p><b>Well-being &amp; Ethos</b></p> <p><i>Every child is important to us and will be cared for as an individual. We want all pupils to be safe &amp; happy &amp; feel valued so that they enjoy coming to school to learn.</i></p>
<p><b>Provision</b></p> <p><i>As a school we will provide a high-quality learning environment and a rich variety of experiences in the classroom &amp; beyond, for all our children.</i></p>	<p><b>Values &amp; Attitude</b></p> <p><i>We believe in developing caring &amp; resilient young people with a love of learning who understand their Welsh culture and are able to participate fully as responsible global citizens.</i></p>



### Our Governing Body/Ein Corff Llywodraethu

The Governing Body and the Headteacher share responsibility for the strategic management of the school acting within the framework set by national legislation and by policies of the local authority (LA). While the LA is the employer, the Governing Body and the Headteacher have separate and particular responsibilities for the selection and management of staff. The internal management and day- to-day running of the school is the responsibility of the headteacher. The full Governing Body meets every term. In addition, sub-committees meet to discuss specific issues. The minutes of the Governing Body meetings are available from the clerk to the Governors on request.

All Governors appointed/elected to serve a term of 4 years.

The Chair and Vice Chair are elected annually by the Governing Body.

The Governing Body structure for our school is outlined below.

Headteacher	Mrs C. Harry
Community Governors	Mrs B. Hampson Mr J.Davies Mr. A. Jones
LA Governors	Mr S. Sivapalan Mr A. Wilson Mr T. Gallard Dr. S. Williams
Parent Governors	Mrs E. Roberts Mr M. Sutton (Chair of Governors) Mrs T. Rooney Mrs S. Bettles Mrs S. Baker
Teacher Governors	Miss S. Bracken Mrs R. Coombs
Clerk	Ms A. Marks

The Governing Body has a number of sub committees, both statutory and non-statutory.

#### Statutory:

Staff discipline, Dismissal, Redundancy, Grievance and Complaints, Appeals and Pupils Discipline, Exclusions.

#### Non-Statutory:

Curriculum/Standards, Health & Safety, Finance, Personal, Pay Review/Policy Review.



## **Financial Statement/Datganiad Ariannol**

Our school has a designated budget allocated by the Local Authority. This is allocated using a specific formula which is applied across all schools in Cardiff.

The Governor Approved budget for the financial year 2023/24 is included in the report. A member of the local Authority Financial Management Team monitors the spending plan with the headteacher.

There were no payments to Governors for travel or subsistence during 2023/24.

The Governor's Charging and Remission Policy is available on the school website.

[www/Rhiwbeinaprm.co.uk](http://www/Rhiwbeinaprm.co.uk)

*No pupils will be excluded from school activities due to financial difficulties.*

The Rhiwbeina PTA exists to bring children, staff and parents together to support the school and enhance the Educational provision for our children. The PTA communicates with parents via newsletters and electronic updates.

In 2023/24, the PTA raised £14,342.91 for 2023/24 academic year.

We spent £7,588.98

£980 on a contribution to year 6 yearbooks

£2,800 on 20 scooters & helmets

£418.98 on Christmas books for nursery & reception

£400 Santa visit for reception to yr3

£240 scooter course for yr1

£240 skateboard course for yr4

£930 Forest schools

£1,580 Kitchen Garden

## **Attendance Data/Data Presenoldeb**

The Attendance data is closely monitored by the Headteacher and the School Attendance Officer and where pupil attendance falls below 95% the attendance office will follow up with a letter to parents or a home visit as appropriate.

Attendance for 2023/24 was very good, averaging 95.5%. A 'First day response' is in operation, which entails contacting parents of absent pupils on the first day of absence, if the school has not been contacted. Any holidays taken within term time are recorded as unauthorised in line with the Welsh Government guidance, unless there are exceptional circumstances. A fixed penalty may be issued.



### **Admissions/Derbyniadau**

Number on roll September 2023: 675

Rhiwbeina is a mainstream primary school. Admissions are made by the Local Authority admission team. Admission procedures are forwarded to parents. There are three parallel single age classes per year group from Reception to Y6. The standard admission number for each year group is 90 pupils. The school has a 40 pupil Nursery, consisting of 2 classes of 40 children am and 40 children pm.

### **Transition arrangements/Trefniadau pontio**

The majority of pupils continue their education in Whitchurch high School. Strong links have been established with the local cluster of schools to achieve a common approach and agree a Transition Plan. All relevant pupil information is passed to the various High Schools electronically.

### **School Improvement Priorities 2022/23/Blaenoriaethau gwella ysgolion 2022/23**

Each academic year the Headteacher and Governors produce a School Improvement Plan. This document represents the aspects for improvement in the form of targets and actions and reflects a commitment to improve achievement in all aspects of school life. The progress of the School Improvement Plan is monitored termly by SMT, Governors and the School Improvement Partner.

The Estyn report (September 2023) highlighted the school's strengths and areas for development.

An Action Plan (the basis of the S.I.P.) 2023/24 was drawn up to address the recommendations.

The school was praised for its creative approaches to stimulating high quality pupil oracy and writing skills and a case study was produced for dissemination on the Estyn website.

### **Strengthening Community Links/Cryfhau cysylltiadau cymunedol**

We constantly aim to create a positive link with the local community. On the school website, you will find information, recent news and photos celebrating daily life in our school. If you wish to contact the school, follow the details on the relevant page. Working together, we can improve the educational experiences and prepare our children for the future.

We are pleased to be associated with all aspects of community life and the children readily participate in community events, local festivals and concerts. We have strong community links with a number of local businesses and sporting organisations, including Miss Tilly's, Rhiwbeina Tennis, Bowls and Rugby clubs, and Rhiwbina Library. The local churches provide workshops for pupils at Christmas and Easter and our Community PCSO supports the school well. The children are always engaged in raising money for charities in very creative ways. We routinely invite visitors to school to enhance the curriculum and introduce



the children to the world of work. Recent visitors were The Royal Navy, The Ambulance Service, the Fire Service, IT Coding Services and local artists and writers.

### **Securing Improvement/Sicrhau gwelliant**

We continue to identify ways to improve our school, in particular further developing teaching and learning. This is a result of evaluating, monitoring and measuring the impact of our provision.

Along with other key headline areas, during the Academic Year 2023/24, we were reviewing our provision to ensure compliance with the CFW, which came into effect in Sept. 2022 by:

- Developing staff and pupils digital capabilities
- Reviewing and revising ALN procedure to comply with ALNET legislation.
- Reviewing our curriculum planning and developing an integrated approach to teaching and independent learning.
- Reviewing assessment procedures in light of the CFW expectation.
- Streamline communication with parents with the introduction of ClassDojo and a termly Family Planner outlining dates of all school activities.

### **Our Targets for Improvement in 2023/24 /Ein targedau ar gyfer gwelliant 2023/24**

To maintain our good standards, targets are set annually by the Headteacher and Governors, and agreed by the School Improvement Partner. Progress towards those targets is regularly monitored by the Headteacher, Improvement Partner, staff and Governing Body. The school targets were largely aligned to the Estyn recommendations (Sept. 2023)



A report on Rhiwbeina Primary School  
September 2023

## Overview

Rhiwbeina Primary School is a vibrant school where staff encourage all pupils to achieve the best they can. As a result of this and effective teaching, nearly all pupils make strong progress from their individual starting points.

Teachers plan an exciting curriculum, which takes good account of the views of pupils and makes worthwhile use of the local community. They provide a beneficial range of stimulating activities which ensure that pupils fully engage in their learning. The school's use of drama and other creative approaches are noteworthy and effective. These help to bring history and other curriculum areas alive for pupils and support them to empathise with others whilst improving their communication and social skills. As a result, standards of literacy across the school are high.

The school provides beneficial opportunities for pupils to learn about Welsh heritage and culture and to gain an understanding of equality and diversity. However, provision for improving pupils' Welsh language skills does not focus sufficiently on developing pupils' Welsh speaking skills and, as a result, most pupils make limited progress in this area.

Leaders ensure that the school meets the requirements of national reform such as the development of the curriculum and changes to additional learning needs (ALN) provision. The headteacher carefully monitors pupil progress and teaching across the school and works with governors to ensure that safeguarding arrangements are appropriate. However, processes for self-evaluation and school improvement do not sufficiently involve all stakeholders to ensure that they play a positive role in influencing and shaping school development.

Across the school, teaching is generally strong. Teachers and support staff receive appropriate professional development to support them with their work. However, the school provides limited opportunities for staff to collaborate and share best practice.

Governors work closely with the headteacher to monitor and manage the school's budget effectively. They have a clear understanding of spending plans and support the headteacher to secure appropriate resources for teaching and learning.

## Recommendations

- R1 Improve strategic planning to involve all stakeholders and further improve the quality of teaching and learning
- R2 Improve professional learning to ensure that all staff have opportunity to collaborate and share best practice
- R3 Improve pupils' spoken Welsh



## **Staff Development**

Each year schools must allocate five days to staff training (INSET) in addition to weekly twilight sessions. Topics covered relate to Curriculum development outlined in the School Improvement Plan and enable staff to carry out their responsibilities and meet the needs of the School and the CFW. For 2022/23 and 2023/24 the Welsh Government allocated 6 INSET days to enable schools to establish the New Curriculum.

## **The Curriculum/Y cwricwlwm**

A summary of our Curriculum provision is available on the school website and in the school prospectus which is also available on the school website.

We aim to provide a curriculum which ensures challenge and achievement for all, and which empowers pupils to take an active part in their own learning. We believe these aims will help them to develop the skills they need for independent learning and life in the 21st Century as:

- Ambitious, Capable learners
- Healthy, confident learners
- Enterprising, creative citizens
- Ethically informed citizens

All our pupils are individuals, and we need to provide them with a curriculum that is relevant, and accessible for their own needs. Some of our pupils may need extra support in order to access some learning opportunities to extend their learning further. These pupils may be placed on the ALN Register. Progress is carefully monitored and tracked. Intervention programmes are put in place and, if external support is thought necessary, utilising a specialist teacher or school psychologist, this is agreed with parents.

The progress of identified 'More able' pupils is carefully tracked to allow for appropriate levels of challenge.

The school ALNCO is Mrs H. Bradley who coordinates Additional Learning Needs. The Headteacher is the inclusion manager.

## **National Pupil Profiles Y2-Y6/Proffiliau Disgyblion Cenedlaethol B2-B6**

Assessment (as defined in Curriculum for Wales)

To support learners on a daily basis

To identify and capture progress over time

To reflect on overall performance

Children from Y2-Y6 complete the Welsh Government Pupil Profile in Procedural and Reasoning aspects of maths and reading, and the results are available to parents. Internal screening assists in the identification of children requiring support or further challenge in literacy and numeracy skills.



### **Welsh Language/Yr Iaith Gymraeg**

Pupils in all English medium schools are taught Welsh as a second language. We recognise that very few children at Rhiwbeina Primary School speak Welsh at home.

The aim of teaching Welsh at Rhiwbeina Primary are:

- To develop pupils' knowledge, understanding and skill within an integrated programme of reading and writing, but the emphasis is on spoken Welsh.
- To create a Welsh ethos within which to promote the teaching of the Welsh language.
- To create opportunities for children to enjoy the rich heritage of Wales.
- To offer pupils opportunities to perform in Welsh, for example, during school Eisteddfods and assemblies.
- Opportunities to fully extend pupil's spoken Welsh have been identified following the recommendations of the Estyn report.

### **Premises/Mangre**

The Governors considered the Health and Safety reports of the school carried out by the School Health and Safety Officer and his Half Termly visits. No major work was identified for 2023/24. On the recommendation of the various LA agencies, Coed Cerios is no longer used as a school entrance/exit.

### **Toilet Facilities/Cyfleusterau toiled**

There are sufficient toilets for staff and the number of pupils on roll, including fully furnished disabled facilities. All pupils in the school have access to single sex cubicles of an appropriate height for their age. These toilets are cleared on a daily basis.

### **Pupil Participation in Sport & Extra-curricular Sports Activities/Cyfranogiad Disgyblion mewn Chwaraeon a Gweithgareddau Chwaraeon Allgyrsiol**

The pupils have the opportunity to participate in a wide range of extracurricular sporting activities including football, rugby, netball and cricket tournaments. All pupils participate in PE, dance, yoga and games activities throughout the week.

### **Promoting a Healthy Lifestyle/Hyrwyddo Ffordd Iach o Fyw**

As in previous years, we continue to support and promote our pupils' health and wellbeing. The development of a healthy lifestyle is a high priority in our school. Children take part in a range of activities to ensure that they feel safe and staff and Governors receive annual Child Protection training. Our RSE curriculum is available on the school website. In school surveys, children highlight very positive attitudes to school life and report that they feel happy and safe at Rhiwbeina Primary School. The school continues to have robust safeguarding and Child Protection procedures in place. The Headteacher is the School Safeguarding Officer. The annual training for all school staff and Governors is provided annually.



### **Nutrition and Diet/Maeth a Diet**

The school kitchen was completely refurbished for the larger numbers of children entitled to take up the offer of free school meals.

School lunches are nutritionally balanced by the local authority and we actively encourage parents to supply pupils with a healthy packed lunch, where school meals are not required. Pupils are only allowed to bring fruit as a snack at break time to promote healthy eating habits.

### **Traffic Management/Rheoli Traffig**

Part of Lon Y Dail is closed between 08.30 to 09.15 and 15.15 to 16.00 throughout the year to enable parents to distance and keep the children safe from vehicular traffic.

### **The School Prospectus/Prosbectws yr Ysgol**

The School Prospectus is available on the school website and updated annually.

### **School Policies/Polisiâu ysgol**

Statutory school policies are reviewed annually and adapted to meet the needs of the school and to comply with National and Local legislation. The statutory school policies are available on the school website.

### **Staffing Structure: Teaching Staff**

Mrs C A Harry	Headteacher	Strategic overview of the school
Mr M Clarke	DHT	Teaching and Learning
Mrs H Bradley	DHT	Care Support and Guidance
Mrs R Coombs	AHT/CT Y2	Foundation Learning/Digital Lead
Mrs F Nash	CT: Nursery	
Mrs E Forrester	CT: Reception	
Miss V Di Mauro	CT: Reception	
Mrs A Hadley	CT: Reception	
Miss D Smith	CT: Y1	



Mrs M McCarthy	CT: Y1	
Mrs L Brown	CT: Y1	
Mrs R Coombs	CT: Y2	
Miss H Johnson	CT: Y2	
Mrs C King	CT: Y2	
Mrs K Smith	CT: Y3	
Mr R Sweetnam	CT: Y3	
Miss S Bracken	CT: Y3 0.6	
Mr L Coles	CT: Y3 0.4	
Mrs R Scully	CT: Y4 0.6	
Mrs E Hughes	CT: Y4 0.4	
Mr M Thomas	CT: Y4	
Miss E Pearce	CT: Y4	
Mr I Hammond	CT: Y5	
Mrs M Evans	CT: Y5 0.5	
Mrs A Strangis	CT: Y5 0.6	
Mr R Leyshon	CT: Y5	
Mrs J Matthew	CT: Y6 0.5	
Mrs S Hopkins	CT: Y6 0.5	
Mrs H Davies	TLR/CT: Y6	



Mr D Howard	CT: Y6	
PPA Cover		
Mrs E Hughes	PPA Cover 0.2	
Miss L Denty	PPA Cover 0.6	
Mr L Coles	PPA Cover 0.2	

#### Staffing Structure: Non Teaching Staff

Mrs L Hyett	Administrative Assistant
Mrs G Coleman	Administrative Assistant
Mrs L Hoddinott	Administrative Assistant 0.4
Mr R Hardacre	Caretaker
Mrs J Davies	STA Nursery
Mrs L Powell	TA Nursery
Miss S Fudgell	TA Nursery
Mrs J Jones	STA Nursery
Mrs K Jones	STA Reception
Mrs E Chell	STA
Mrs C Small	STA
Mrs S Harvey	TA Reception Support



Mrs S Dowden	STA Y1
Mrs R Owen	TA Support Y1
Mrs C Lewis	STA Y1 0.6
Mrs C Morgan	STA Y1
Mrs L Thomas	STA Reception 0.6
Mrs F Rich	STA Y2
Mrs J Evans	STA Y2
Mrs S Coray	STA Y2
Support Staff	
Mr H Marshall	Intervention Support
Mrs K James	Intervention Support
Mrs L Powling	ELSA
Mrs N Greenman	KS2 Support
Miss S. Riella	TA Support
Mr R Gatward	TA Support
Mr J Day	TA Support KS2



### Complaints/Cwynion

The Governors hope that any concerns/problems can be addressed by discussions with the Headteacher prior to becoming a complaint for the attention of the Governing Body. The first point of the procedure is always with the Headteacher. If there are further issues which cannot be resolved then a copy of the Complaints Procedure is on the school website. The Chair of Governors can be contacted in writing via the school.

### Equality/Cydraddoldeb

The school opposes all forms of prejudice and discrimination. We are committed to promoting positive approaches fostering respect for all. Language or behaviour which is racist or potentially damaging to any minority group will be challenged.

Finally, the Governing body wish to acknowledge their appreciation of the headteacher and school staff, who show a high level of commitment to our children year on year.

<b>Term Dates 2024/25</b>			
	<b>Term Starts</b>	<b>Half Term</b>	<b>Term Ends</b>
<b>Autumn</b>	2.9.24	28.10.24-1.11.24	20.12.24
<b>Spring</b>	6.1.25	24.2.25-28.2.25	11.4.25
<b>Summer</b>	28.4.25	26.5.25-30.5.25	18.7.25

**CARDIFF COUNCIL/GYNGOR CAERDYDD**  
**SCHOOLS OUTTURN OF EXPENDITURE/CANLYNIAD GWARIANT YSGOLION 2023-2024**

Governing Body/Corff Llywodraethu of: **Rhiwbelna Primary School**

	Governor Approved Budget/Cyllideb a Gymeradwywyd gan y Llywodraethwyr		Actual Expenditure/ Gwariant Cyflawnedig	
	£	£	£	£
<b>Staffing costs/Costau Staff</b>				
Teaching Costs/Costau Addysgu	1,637,578		1,602,588	
Special Needs Teachers/Athrawon Anghenion Arbennig	0		0	
Teachers for statemented pupils/Athrawon ar gyfer disgyblion sy'n destun datganiad	0		0	
Short Term Supply/Llanw Byr Dymor	5,000		38,776	
Long Term Supply/Llanw Hir Dymor	52,602		85,712	
Special Needs Support Staff/Staff Cymorth Anghenion Arbennig	112,796		140,213	
Nursery Assts/ Teachers Aides / Adult Helpers/Cynorthwyyr Meithrinfa/ Cymhorthion Athrawon / Cynorthwyyr	406,393		416,106	
Foreign Language Assistants/Cynorthwyyr Ieithoedd Tramor	0		0	
Technicians/Technegwyr	0		0	
Mid Day Supervisors/Gorychwylwyr Canol Dydd	61,077		67,741	
Library Staff / Attend Officer/Staff Llyfrgell / Swyddog Presenoldeb	0		0	
Administrative Staff/Staff Gweinyddol	60,521		60,873	
Non teaching supply costs/Costau llanw staff heb fod yn athrawon	0		0	
Training Costs/Costau hyfforddi	12,649		355	
Other Staff Costs/Costau staff eraill	44,822		89,149	
Performance Management/Rheoli Perfformiad	0		0	
<b>Total Staffing Costs/Cyfanswm Costau Staff</b>		<b>2,393,438</b>		<b>2,501,512</b>
<b>Premises Related Costs/Costau Eiddo</b>				
Caretaking Staff/Staff Gofalwyr	38,068		38,408	
Domestic Staff/Staff Domestig	15,427		19,823	
Grounds Staff/Staff y Tir	9,600		9,310	
Cleaning Costs/Costau Glanhau	71,518		59,305	
Energy Costs/Costau Ynni	46,512		38,979	
Rates/Cyfraddau	43,870		43,870	
Repairs and Maintenance/Atgyweiriau a Chynhaliath	41,716		34,963	
Water/Dŵr	3,316		2,729	
<b>Total Premises Related Costs/Cyfanswm Costau Eiddo</b>		<b>270,027</b>		<b>247,387</b>
<b>Transport Costs/Costau Cludiant</b>				
Pupil Transport Costs/Costau Cludiant Disgyblion	0		0	
Staff Transport Costs/Costau Cludiant Staff	0		0	
Vehicle Costs/Costau Cerbydau	0		0	
<b>Total Transport Costs/Cyfanswm Costau Cludiant</b>		<b>0</b>		<b>0</b>
<b>Supplies and Services/Cyflenwadau a Gwasanaethau</b>				
Teaching Materials/Adnoddau Addysgu	40,000		33,861	
Equipment, Furniture, Materials & music tuition/Offer, Dodrefn, Deunyddiau a hyfforddiant cerddoriaeth	170		1,722	
Library Books & Materials/Llyfrau a Deunyddiau Llyfrgell	0		0	
Catering Costs/Costau Arlwy	2,250		3,937	
Unallocated / Savings to be found/Arian heb ei ddsbarthu / Cynilion	118,218		0	
Communications Equipment and Services/Offer a Gwasanaethau Cyfathrebu	4,300		13,422	
Consultants Fees/Ffioedd Ymgynghorwyr	0		0	
Examinations Fees/Ffioedd Arholiadau	0		0	
Games & School Activities/Gemau a Gweithgareddau Ysgol	2,000		4,550	
Clerk to Governing Body/Clerc y Corff Llywodraethu	1,100		1,115	
Other office costs/Costau swyddfa eraill	525		1,236	
Printing & Stationery/Argraffu a Deunydd Ysgrifennu	15,000		11,929	
Pupil Exclusions/Gwaharddiadau Disgyblion	0		0	
Subsistence and expenses/Cynhaliath a threuliau	0		0	
<b>Total Supplies and Services/Cyfanswm Cyflenwadau a Gwasanaethau</b>		<b>183,563</b>		<b>71,770</b>
<b>Central Services/Gwasanaethau Canolog</b>				
School Meals/Prydau Ysgol	0		0	
Service Level Agreements/Trefniadau Lefel Gwasanaeth	17,983		17,703	
<b>Total for Central Services/Cyfanswm ar gyfer Gwasanaethau Canolog</b>		<b>17,983</b>		<b>17,703</b>

