



**COEDFFRANC
PRIMARY**

Giving our children the roots to grow
and the wings to fly

**Governors'
Annual
Report to
Parents
covering
2023-2024**

COEDFFRANC PRIMARY SCHOOL

Dear Parents and Carers,

On behalf of the Governors of Coedffranc Primary School it gives me great pleasure to forward to you a copy of our most recent Annual Report to parents and carers which shows the many achievements the school has made to the 31st of July 2024.

We are delighted to report that Coedffranc Primary School continues to embed new initiatives throughout the school to further develop and enhance learning opportunities for our pupils. We are proud to see these achievements were recognised in the 2022/23 Estyn Inspection report which noted:

"School leaders address national and local priorities well, including curriculum and additional learning needs (ALN) reform. Leaders across the school, including school governors, have consistently high expectations of themselves and staff and high aspirations for all pupils."

The school staff continue to provide a broad and balanced curriculum that matches the spirit and aspirations of the Curriculum for Wales through our concept approach while also delivering opportunities to develop pupils' literacy, numeracy and digital competency skills along with supporting their well-being.

In addition to the continued developments in learning and support provision, construction of our new canteen building on the school's grounds is well underway and will no doubt be of benefit to our school and community. We will continue to keep you updated on progress as the building works proceed.

Mr Geraint Jones, Headteacher continues on his two-year secondment to the Welsh Government with Mr Tim Richards continuing as Acting Headteacher in his absence. Our strong senior leadership team bring a wide range of skills and experience to the school and we continue to build on our achievements at Coedffranc Primary School.

Whilst we are very proud of these successes we are constantly striving for improvement. The running of the school is a joint task - the head teacher, teachers, support staff and the Governors are fully committed members of that team. It is however, vital that parents, grandparents, carers and the whole community are also involved with our children and with our school.

Thank you for your support and I would like to take this opportunity to ask for your continued support; our children deserve nothing less.



Best wishes,

Steve James

Mr. Steve James
Chair of the Governing Body

The Governing Body of Coedffranc Primary

The Governing Body and the Headteacher share responsibility for the strategic direction 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 of staff, the Governing Body and Headteacher have separate and particular responsibilities for the selection and management of staff. The internal management of the school is the responsibility of the Headteacher.

The full Governing Body meets at least once a term, usually more frequently. In addition, sub-committees meet regularly to discuss specific issues.

There are eighteen Governors appointed, they consist of five parents, four LEA (Local Education Authority) appointees, four Community Members, a LEA Link Governor, Two Teacher Governors, a Non-Teaching Staff Governor and the Headteacher.

Minutes of Governing Body meetings are available from the clerk to governors, Miss. K. Daniels

The School Governors

The Governing Body serve for a period of four years.

Governor Type	Name of Governor
Community	Vacancy Sian Owens Sarah James Dunnett Rachel Mellin (Vice Chair)
Parent	Sewak Singh Tracey Hillier-Lewis Rebecca Beynon Daniel Lewis Emma Jones
Staff	Emma Jenkins (Non-teaching) Carys Roderick (Teaching) Liam Lloyd (Teaching) Tim Richards (Acting Headteacher)



LEA	Steve James (Chair) Cllr. Nathan Goldup-John Vacancy Vacancy
-----	---

Clerk to Governors: Mrs. Karen Daniels

School Mission Statement and Vision

Our mission statement has been formed from information and views gathered from our children, staff, governors and parents. As an ever-evolving school, with the exciting opportunities through the our curriculum, we will continue to strive to deliver our vision that provides excellence for our children and families.

Our Mission Statement is:

‘Giving all of our pupils the roots to grow and the wings to fly for life.’

Our Vision is:

“In Coedffranc Primary school we want to achieve excellence in all areas of our provision. We aim to be a school where all pupils strive to flourish personally, emotionally and academically – always progressing towards the 4 purposes. We aim to be a school where all of our team are highly skilled, highly motivated and passionate about all pupils’ progress. We strive for our local community to view us proudly as a place of safety, support and development for their children. A trusted place at the heart of the community where families feel their aspirations for their children are in safe, secure and skilled hands.”

Our School Aims

Our aim at Coedffranc Primary is to aspire to develop the whole child in order to achieve their full potential, to participate in wider community and develop transferable skills enabling them to become successful citizens.

At Coedffranc Primary School, we aim to

- provide a school ethos where each child feels valued, respected and proud of themselves, their school and their local community
- Work towards the four purposes developing our children as ethically, informed citizens who are ambitious capable learners, that are healthy, confident individuals who can be enterprising, creative contributors



- encourage children to develop a hunger for and enthusiasm of learning through a lively, enquiring mind and develop in each child, self-confidence, self-esteem, a positive attitude and a love for learning which will stay with him/her forever.
- encourage and develop independence of learning and to help pupils acquire knowledge, skills and values relevant to future life.
- ensure that all pupils experience high quality and purposeful teaching and learning – encouraging and enabling all pupils to achieve their potential.
- ensure that all pupils have access to high quality resources and expertise. These will be provided within an interactive environment that encourages fun, creativity, respect and enjoyment.
- work in partnership with parents, carers, governors and other professionals to provide support, guidance and training through clear information on all aspects of school life and targets for self-improvement.
- to provide a caring, secure and ordered environment where all can work and play with confidence. We strive to achieve this by ensuring school rules and policies are correctly adhered to. Communicating and acting upon risks and hazards in the environment and making necessary improvements where appropriate.
- achieve a partnership with parents and carers in the education of their children through providing parents with clear information on all aspects of school life, and in particular targets for self-improvement.
- promote the use of the bilingualism in order that it becomes a natural part of daily school life foster the child's integrity, by spiritual awareness, so that the child recognises certain principles of moral behaviour and shows respect for all racial and cultural backgrounds.
- actively seek to raise all standards and be part of an ongoing self-evaluation process.

Financial Statement of Income and Expenditure for April 2023 to March 2024

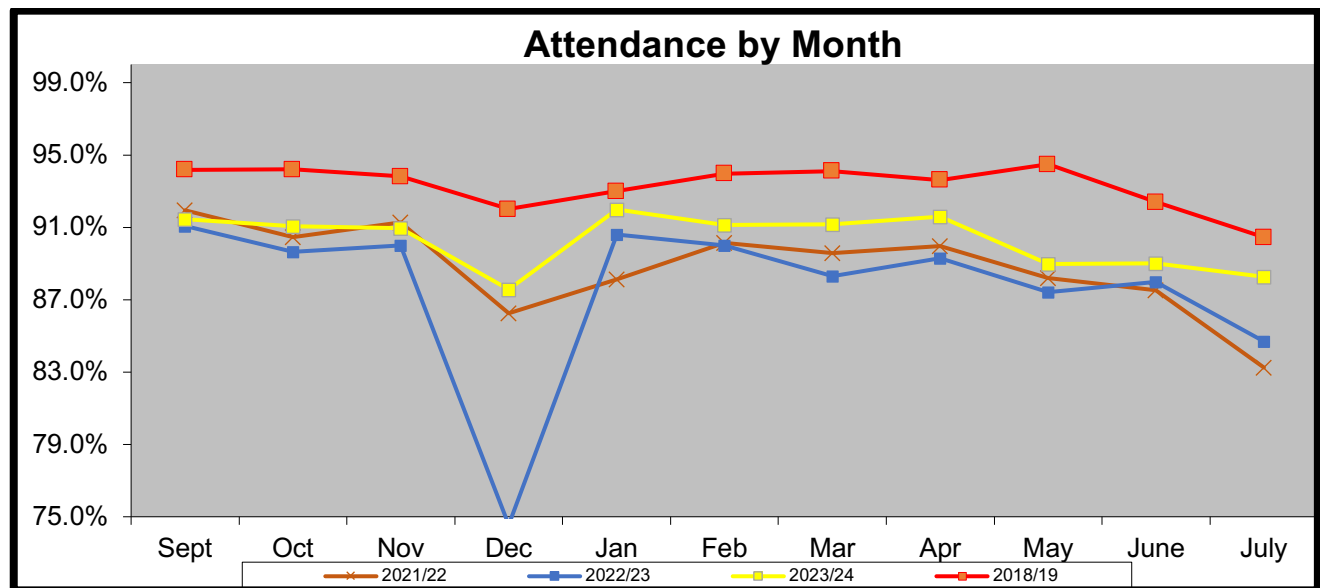
BUDGET	£	EXPENDITURE	Actual
Formula Allocation	£1,866,015	Teaching Costs	£1,179,373
		Payroll Costs	£728,893
		Other Employee Costs	£3,580
TOTAL	£	Administration Costs	£13,097
		Subscriptions	£14,523
		Local Authority Costs	£142,396
		Contract Costs	£10,429
		Premises Costs	£142,342
		Capitation Costs	£54,193



	GROSS EXPENDITURE	£2,289,326
	Income	£423,311
	NET EXPENDITURE	£1,866,015
Total Reserves 1/4/24		
		£52,984

School Attendance 2023-24

The school is able to report the following whole-school attendance information for the 2023/24 academic year:



Year	Total	Boys	Girls	eFSM	Non-FSM	All SEN	Non SEN	Unauthorised
2023/24 School	90.35%	90.85%	89.84%	86.91%	92.06%	90.73%	90.35%	5.04%
2023/24 NPT Average	90.96%	90.84%	91.08%	87.44%	92.43%	88.18%	91.48%	4.00%

School Links with the Community, Business and Industry

The school uses the local environment as an integral part of its learning experiences. We would very much like to develop further meaningful links with other local businesses and industry for the benefit of our pupils; if you can help in this area please let us know.

- We have strong links with Dwr Y Felin Comprehensive School and its cluster primaries. We aim to ensure a smooth transition for our Year 6 pupils as they move on to their secondary education. Transition visits and activities, including lessons and sporting events, are planned throughout the year providing opportunities for pupils to



familiarise themselves with what will become their next school and the other pupils and staff they will meet there. There is regular liaison between Coedffranc staff and Dwr Y Felin staff to ensure the needs of all pupils will be adequately met following transition.

- We have strong links with our local community police liaison officers who visit our school to promote the safety of our children both inside and outside of school. They also offer advice and support to parents through their drop-in sessions.
- We have positive links with local sporting organisations, in particular, Skewen RFC, Skewen Cricket and Cricket Wales and the Ospreys. The children have thoroughly enjoyed being involved in sporting initiatives offered by these organisations and benefited enormously from the coaching they have received.
- The school has linked well with the local library, appearing in a promotional video for the service.
- Our PTA worked tirelessly throughout the year to raise much needed funds to subsidise out of school visits and extra equipment for school. Governors recognise and thank members of the PTA for all their hard work. They are a key part of the school community. If you're interested in joining, please do!
- The school has taken part in the School Holiday Enrichment Programme (SHEP) for three weeks in the summer holiday for pupils from Reception to Year 6.
- The school has entered netball, football and rugby competitions organised within the local area through cluster schools.
- We are lucky to be supported by Macron Skewen and Skewen Rugby club to purchase a sports kit for the pupils to wear at competitions.

School Improvement Targets for 2023/24

<u>Target</u>	<u>Project Team</u>
Target 1: Progression and Assessment (Year 1 of target)	Mrs. Roderick and Mr. Richards
Target 2: To develop pupils' higher order thinking skills (Year 3 of target)	Mrs. C. Harris and Mrs. R. Mellin
Target 3: To improve pupil attendance (Year 1 of target)	Mr. T. Richards and Cllr. N. Goldup-John
Target 4: To develop pupils' number skills and increase opportunities to apply purposefully across the curriculum (Year 2 of target)	Mr. L. Lloyd, Mrs. L. Harvey and Mrs. R. Mellin



Target 5: To ensure all eFSM pupils' wellbeing/learning are supported by an effective home/school partnership and to develop all parents understanding of progression in the new curriculum (Year 1 of target)

Mr. T. Richards and Mrs. Roderick

In the next academic year, Targets One and Five will be merged with a new fifth target being established to improve the higher order reading skills of the pupils in the school.

Action Taken to Implement and Review School Policies and School Strategies

The Governing Body plays a part in reviewing and amending a whole range of school policies as and when appropriate. All policies, both curriculum and non-curriculum, and curriculum plans are reviewed and amended, as necessary at regular intervals.

The Governors also participate in self-evaluation activities so that they can hear the voice of the children and parents when evaluating the strengths and areas for development of the school.

General (and more specific) school strategies, such as those strategies adopted for school improvement purposes, are outlined in detailed format in the School Improvement Plan as identified as part of our self-evaluation report. The School Improvement Plan is reviewed and updated termly.

School Terms and Holiday Dates (2024/25 academic year)

Term	Term Begins	Half-Term holiday Begins	Half-Term holiday Ends	Term ends
Autumn 2024	Monday 02/09/24	Mon 28/10/24	Friday 01/11/24	Friday 20/12/24
Spring 2024	Monday 06/01/25	Mon 24/02/25	Friday 28/02/25	Friday 11/04/25
Summer 2024	Monday 28/04/25	Mon 26/05/25	Friday 30/05/25	Monday 21/07/25

INSET Days for the Academic Year 2024-25

There will be 6 INSET days granted by Welsh Government in the 2023/24 academic year. The planned closure days are as follows:

INSET Day 1: Monday 2nd of September 2024

INSET Day 2: Tuesday 3rd of September 2024



INSET Day 3: Friday 25th of October 2024

INSET Day 4: Monday 6th of January 2025

INSET Day 5: Friday 11th of April 2025

INSET Day 6: Monday 21st of July 2025

***Please apply these dates to the calendar at the top of this page**

Curriculum and Organisation

It is through the curriculum that the teachers at Coedffranc Primary School attempt to fulfill our aims and the aims of the Curriculum for Wales. The curriculum encompasses all the teaching and learning which takes place both in and out of the classroom. We offer a curriculum which is broad and balanced, and we acknowledge that not all children develop at the same rate. Therefore, we actively attempt to match the tasks given to each child with his/her stage of development.

We create and follow a concept-based curriculum which ensures all skills, knowledge and experiences are covered progressively throughout the school giving children the chance to be explicitly taught, apply with support and then apply independently a host of knowledge and skills in a range of contexts.

Our School ensures that we plan to meet the objectives from the Four Purposes of the Curriculum for Wales and the statutory frameworks and mandatory elements within.

The school curriculum has taken the concepts outlined within the Curriculum for Wales and planned carefully crafted units of work to develop the skills, knowledge and experiences needed within the Areas of Learning and Experience and Mandatory Frameworks (literacy, numeracy and digital competency) in meaningful, real-life contexts for the pupils so that they make progress.

The planned curriculum is focused on the four purposes of the Curriculum for Wales. The four purposes are also underpinned by integral skills which are developed within a wide range of learning and teaching experiences.

Pupils are generally grouped in classes according to age. Within each class pupils are grouped according to ability or in social groups according to the task or activity. Pupils may be taught as a whole class, as a group or individually depending on the activity. Pupils are mainly taught by their class teacher but there are times when an alternative member of staff/relief teacher may teach the class.

Additional Learning Needs

The school identifies and supports children with specific needs including More Able and Talented children. The school has a named Additional Learning Needs Co-ordinator



(ALNCO); Mrs Suzy Jones. Progress of all pupils is carefully monitored and tracked, intervention programmes are in place and external support is sought where required. Minority and underachieving groups are supported and their progress is carefully tracked in order that they may attain their potential.

Teaching assistants reinforce and support learning effectively, working with groups and/or individuals depending on the identified needs.

The Learning Support Centre (The Phoenix Centre) supports pupils displaying Social and Emotional Behavioural difficulties from within and outside the school's catchment area and is funded by the local authority. The LSC has two classes that respond to the needs of a maximum of 12 pupils at any one time. Pupils in the Phoenix Centre have an individual integration timetable that is appropriate to their needs. Very effective liaison exists between the Phoenix Centre and mainstream staff.

The school's ALN records are kept fully up-to-date. Regular reviews of current practice are undertaken in order to identify appropriate measures to further improve and develop ALN provision. The ALNCO receives regular non-contact time to be able to carry out the role effectively within the school

Safeguarding

School leaders and the Governing body annually review the Safeguarding Policy. All staff are made aware of the contents of the policy and receive annual training. The school has 3 designated safeguarding officers – Mr T. Richards, Mrs. C. Roderick and Mrs S. Jeremiah. Mr. S. James is the Link Governor for Safeguarding.

More information on Safeguarding can be found in the school reception area and on the school website.

Disability/Equality Policy

The school has a comprehensive Policy for Equal Opportunities and a Strategic Equality Plan. The Governing Body, Headteacher and all staff seek to promote equal opportunities and good relations between persons of different racial groups, able bodies and disabled persons and between males and females. Equal opportunity is promoted as a school, we do everything we possibly can to ensure that disabled pupils are treated as equals. We take great care to include all children regardless of age, gender, physical ability or ethnic background in every activity the school provides.

Welsh Language Use

At Coedffranc Primary the curriculum is delivered through the medium of English. However, our curriculum promotes learners' bilingual skills and reflects the language and culture of Wales. The term 'Cwricwlwm Cymreig' is used to identify those aspects of the curriculum



that are unique to Wales. The 'Welsh dimension' of the curriculum is developed through a Welsh ethos within the school, through the selection of appropriate subject content and through the learning of Welsh. The use of Welsh is encouraged throughout the school day and we are proud of our Bronze Starter Iaith award.

Toilets

There is adequate provision and age appropriate toilet facilities for pupils throughout the school. The school also has unisex disabled toilets located in each area of the school. Toilets are cleaned daily and any operational or cleaning issues are addressed promptly by staff. The school has an up-to-date Toilet Policy which is reviewed every three years.

Healthy School

The school endeavours to follow guidance outlined in the Welsh Government's Appetite for Life Action Plan. Pupils have access to drinking water throughout the school day. All school prepared meals, those served at lunchtime and as part of Breakfast Club, are healthy and meet Welsh Government requirements. Those pupils who choose to bring their own lunch are encouraged to bring a healthy packed lunch.

Physical Activity and Sporting Aims

We develop positive attitudes to sport and a healthy, active lifestyle whilst promoting an enjoyment of the challenge and physical demands of activities. This is achieved through regular PE lessons, use of experts from 'outside', and after-school clubs such as netball, Tag rugby, and sports clubs.

Physical activity is encouraged at both break and lunch time with sports such as football encouraged and other physical games through both yard markings and resources. Areas of the yard are marked up for sports and used well by the children to enjoy their play and lunch time in the school.

The school enjoys annual sports days held at local parks. The SHEP project has sports activities every day which are enjoyed by the children. This year, the children in upper year groups have taken part in football and rugby tournaments.

School Security

Arrangements Coedffranc Primary offers a safe and caring environment for its pupils. There are two main entrance/exit points – those on Stanley Road and Old Road. The school gates on Stanley Road are locked at 9.15am and opened at 2.45pm daily.

The single pedestrian gate on Old Road is open for family access throughout the day. The vehicle gates on the Old Road are closed at 8:45am and access is only then granted with permission from the main office. Gates to the yard at the bottom of the demountable will be locked while there are children in it.



All school visitors are required to report to the school office. Visitors who remain on site are required to sign in and wear identification badges for the duration of their stay. DBS checked visitors should wear green visitor lanyards, non-DBS checked staff should wear red visitor lanyards.

The school building is accessed via a coded keypad. The building is fitted with an intruder alarm system and monitored by CCTV cameras. School security undergoes regular maintenance and review.

School Prospectus

The school prospectus has been prepared by the school and has been published. An electronic copy of the prospectus can be found on the school website. A copy will be given on admission to school.

S. James
Chair of Governors

T. Richards
Acting Headteacher

