



# Annual Report to Parents

2022 – 2023



Summary version

**Pentyrch Primary School**

Mrs Nicola Crocker Chair of Governors  
Mrs Sarah Coombes Executive Headteacher

## Governing Body Membership Details as of July 2023

Mr Gavin Hill John	Chair
Mr Jonathan Fortune	Vice-Chair
Mrs Christine James	Clerk to the Governing Body

		Term of Office End Date
Mr Gavin Hill John	Chair (Local Authority Representatives)	28.09.25
Mr Jonathan Fortune	Vice-Chair (Community Representative)	30.04.25
Mrs Sarah Coombes	Executive Headteacher	
Mr Owen Wood	Local Authority Representatives	30.11.25
Mrs Lesley Rees	Local Authority Representatives	22.10.24
Mrs Nicola Crocker	Community Representatives	20.04.25
Mrs Lucy Rowles	Community Governor	30.01.25
Mrs Alison Bates	Teaching Staff Representative	30.01.26
Mr Peter Murphy	Non-teaching Staff Representative	15.01.27
Mrs Sally Childs	Parent Representative	09.03.24
Mrs Michaela Murphy	Parent Representative	07.07.25
Mrs Nicola Harding	Local Authority Representative	14.11.13
Mrs Jenny Hughes	Parent Representative	07.07.25
Mrs Elizabeth Rees	Parent Representative	06.01.26
Mrs Amanda Reynolds	Head of School	

The next anticipated election of a Parent Governor will be in March 2024

### **Annual Parents Meeting**

As a result of the School Standards and Organisation (Wales) Act 2013, which came into force on 4th May 2013, a school governing body is no longer required to hold an annual parent meeting. However, the Act provided for new arrangements whereby parents may petition up to three meetings a year with the Governing Body, on request of the parents of at least 30 registered pupils.

In 2022-2023 no such requests were made, subsequently no parents' meetings were held.

*Members of the Governing Body can be contacted c/o Pentyrch Primary School*

## About our school

Pentyrch Primary School was built in the 1907 and is situated north of the city centre in the village of Pentyrch. The school is set in extensive grounds which provide the pupils and staff with a very pleasant working, learning and playing environment.

All pupils are taught through the medium of English with Welsh taught as a 2nd language.

The school has six classes accommodating children from Reception to Year 6.

The children have toilet facilities in each phase for both boys and girls; these are cleaned every day and checked regularly throughout each day.

The school has strong links with the community and is fortunate in having a significant amount of support from parents, governors and the PTA (known as FOPSA).

### **Collaboration: Llanishen Fach and Pentyrch Primary School**

Llanishen Fach Primary School has supported Pentyrch Primary School for a number of years in various capacities but primarily the collaboration has been to provide leadership support and capacity for Pentyrch Primary and to provide high quality learning experiences for the children of the Pentyrch community. In addition, the collaboration has been deemed necessary by the Local Authority and Central South Consortium to support the current expansion of Pentyrch Primary that has resulted from 'Section 106' funding from private developers due to local developments in the surrounding area of the school. The expansion will include a nursery facility and a new Foundation Phase building and will increase in the overall capacity of the school.

The schools are aligned as one learning organisation where the engaging atmosphere and inclusive ethos are major determining factors in the schools' ability to positively impact on the health and wellbeing of all pupils and staff. The collaboration's forward-thinking and innovative curriculum, ensures pupils acquire a wide-range of skills and a caring, empathetic outlook.

An interim staffing structure is in place to facilitate the collaboration which formalises roles and responsibilities and the line management of staff. This includes an Executive Headteacher, Deputy Executive Headteacher, Business Manager and Compliance Manager across the collaboration with a Head of School in each school.

The collaboration will take place for a period of five years. Both schools have retained their own identities, Governing Bodies and budget. A Joint Committee of both school's Governing Bodies, with clear terms of reference, monitors the effectiveness of collaboration, and challenges and supports the schools.

## Term Dates 2022 - 2023

Term	Term Begins	Half-Term Begins	Half-Term Ends	Term Ends
Autumn	5th September	31st October	4th November	23rd December
Spring	9th January	20th February	24th February	31st March
Summer	17th April	29th May	2nd June	24th July

## Session Times

	Mornings	Afternoons
Foundation Phase	8.55am to 12.00pm	1.00pm to 3.30pm
Key Stage 2	8.55am to 12.00pm	1.00pm to 3.30pm

Some flexibility in timings of lunch breaks is currently in place to facilitate Welsh Government initiated changes to the provision of children school dinners.

## Welsh Language

Our school is part of the Welsh language initiative, Siarter Iaith Gymraeg (Welsh Language Charter), which promotes the use of Welsh in schools. The aim of the charter is to promote a strong Welsh ethos in schools and to provide a range of enriching activities to help children learn Welsh and understand Welsh culture and history.

We have a well-established, and very popular, 'Cryw Cymraeg', a group of pupils who lead this initiative and who were chosen for their enthusiasm in using the Welsh language.

Our home nation of Wales and the Welsh language are ever present in the work our children do, never more so than in the spring term when the school comes together for a 'Wonderful Wales learning expedition culminating in our annual eisteddfod, a joyous and creative outpouring of pride at being citizens of Wales.

Through these activities, and many more, our pupils grow in their knowledge and love for their home and language.

## Financial Details

	Governor Approved Budget		Actual Expenditure	
	£	£	£	£
<b>Staffing costs</b>				
Teaching Costs	477,588		504,289	
Special Needs Teachers	0		0	
Teachers for statemented pupils	0		0	
Short Term Supply	0		0	
Long Term Supply	13,611		23,484	
Special Needs Support Staff	0		0	
Nursery Assts/ Teachers Aides / Adult Helpers	88,493		64,112	
Foreign Language Assistants	0		0	
Technicians	0		0	
Mid Day Supervisors	6,168		7,155	
Library Staff / Attend Officer	0		0	
Administrative Staff	30,701		34,797	
Non teaching supply costs	0		0	
Training Costs	4,951		3,575	
Other Staff Costs	10,398		49,996	
Performance Management	0		0	
<b>Total Staffing Costs</b>		631,910		687,408
<b>Premises Related Costs</b>				
Caretaking Staff	21,022		24,289	
Domestic Staff	5,403		6,594	
Grounds Staff	1,704		1,361	
Cleaning Costs	15,900		28,150	
Energy Costs	14,656		12,945	
Rates	11,636		11,636	
Repairs and Maintenance	11,663		32,201	
Water	2,523		2,138	
<b>Total Premises Related Costs</b>		84,507		119,314

<b>Transport Costs</b>			
Pupil Transport Costs	0		0
Staff Transport Costs	0		0
Vehicle Costs	0		0
<b>Total Transport Costs</b>		0	0
<b>Supplies and Services</b>			
Teaching Materials Equipment, Furniture, Materials & music tuition	14,000		9,540
Library Books & Materials	103		50
Catering Costs	0		0
Unallocated / Savings to be found	1,061		1,617
Communications	371		0
Equipment and Services	2,838		9,524
Consultants Fees	0		0
Examinations Fees	0		0
Games & School Activities	1,545		1,240
Clerk to Governing Body	1,000		1,050
Other office costs	0		610
Printing & Stationery	2,500		4,513
Pupil Exclusions	0		0
Subsistence and expenses	0		0
<b>Total Supplies and Services</b>		23,418	28,143
<b>Central Services</b>			
School Meals Service Level Agreements	0		0
	12,113		11,760

<b>Total for Central Services</b>		12,113		11,760
<b>Income</b>				
Additional Central Funding	-62,697		-36,331	
Community Education	0		0	
Donations	0		0	
Lettings	0		0	
Other Income	-9,000		-8,400	
Grant Income	-2,052		-	
			101,670	
Sales	0		0	
School Meals Recharge	0		0	
Training and Tuition Income	-1,400		-1,950	
<b>Total Income</b>		-75,149		-148,351
<b>Interest and Other</b>				
Interest on investments	0		0	
School Investments	0		0	
<b>Withdrawal Investments</b>	0		0	
School Deficit				
Temporary Loans	0		0	
Temporary Loans Interest	0		0	
<b>Total Interest and Other</b>		0		0
<b>Total Net Expenditure</b>		676,799		698,274

Less Uninvested Balance Brought Forward	-53,259		
Less earmarked Rates	-11,636.25		-11,636.25
Contribution to / from balances			-74,734
<b>Revised Net Expenditure</b>		<b>611,904</b>	<b>611,904</b>

## Financial Report cont. Summary

Total resources available in 2022-2023	£
School balances Brought forward from 2021-2022	<b>53,259</b>
School Loans Brought forward from 2020-2021	<b>0</b>
Prior Year Adjustment	<b>0</b>
Total delegated resources	<b>623,540</b>
<b>Total</b>	<b>676,799</b>
Actual Expenditure	<b>698,274</b>
Less change in investments	<b>0</b>
Less movements in Temporary Loan	<b>0</b>
Less variance in earmarked rates	<b>0</b>
<b>Total balance carried forward to 2023-2024</b>	<b>-21,475</b>

Statement of Balances Held	£
Uninvested Balance as at 31st March 2023	<b>-21,475</b>
Invested Balance as at 31st March 2023	
Outstanding Loans as at 31st March 2023	
<b>Total Balances held as at 31st March 2023</b>	<b>-21,475</b>

No claims were made by any governing body members in lieu of travelling and/or subsistence expenses in the academic year 2022 -2023

## Organisation and Policies ALN

Additional Learning Needs Code 2021 gives information to parents, teachers and governors about the way individual pupils can be supported. This sets out its aims that underpin an inclusive Additional Learning Needs (ALN) system.

The school has regard to the Additional Learning Needs Code and adheres to current statutory guidance. The purpose of the code is to overcome barriers to learning and enable all learners to reach their full potential regardless of their starting points.

The legislative framework of this new system is created by the Additional Learning Needs and Education Tribunal (Wales) Act 2018 ('the Act'), the ALN Code for Wales and regulations made under the Act. An ALN Implementation Guide was published by the Welsh Government outlining the roll-out programme for IDPs (Individual Development Plans) in each cohort. This roll out is now complete and schools are following whole heartily the Additional Learning Needs Code 2021.

## Pupils with disabilities

Where a community school is named in a child's statement of Special Educational Needs (SEN), or Local Authority maintained Individual Development Plan (IDP), a child must be admitted to that school.

All pupils identified as having ALN, regardless of the severity or complexity of their learning difficulty or disability, will be entitled to a statutory support plan called an 'Individual Development Plan' (IDP). Children and young people with ALN will receive support called additional learning provision (ALP) which will be set out in their IDP.

At Pentyrch Primary, pupils who have disabilities are included in every aspect of school with inclusion being at the heart of our school community. The school has always adopted an inclusive policy that operates for all our pupils.

Pupils with diagnosed medical needs hold an Individual Healthcare Plan (IHCP). The plan identifies support required in an emergency situation, medical professionals from Health working with the pupil and any medication required in an emergency.

Some areas of the school are accessible to wheelchair users. There are identified disabled and modified toilet facilities. Handrails have also been installed to assist pupils who have mobility problems along with potential areas of difficulty e.g. steps painted yellow to assist children with visual impairments.

On starting at Pentyrch, a looked after child can expect to have an effective, high quality personal education plan (PEP) initiated as part of their Care Plan. The PEP sets clear targets related to academic achievement, out-of-school activities, and personal/behavioural targets. The PEP adopts a holistic view, placing the child at the centre of the process and taking on board their views and opinions. Parents and/or family members and carers are also fully involved. The designated member of staff with responsibility for promoting the educational achievement of looked after children works closely with colleagues across the school, supports and promotes children who are looked after with all aspects of their education, monitoring their achievements, and assisting them in overcoming any barriers to success, ensuring they achieve their full potential. Additionally, we liaise closely with a wide range of relevant agencies to support the child and accommodate them on their road to success.

## Changes to the School Prospectus

The school prospectus is reviewed annually. It is available to download from the school website.

*This report has been prepared in accordance with the requirements of the School Governors' Annual Reports (Wales) Regulations 2011 and 2013.*