



Ysgol Gynradd Pentrebane Primary School

Governors' Annual Report to Parents
2023—24



Words from the Chair of the Governing Body 2023—24

Dear Parents/Carers

May I, as Chair of Governors, take this opportunity to outline a summary of the responsibilities of the Governing Body in the discharge of their duties.

Much of the life of the school, its statistics and achievements are listed in this report. The work of the Governing Body continues to operate mainly through the Standing Advisory Committees together with Statutory Committees as required by the Local Education Authority.

As I am sure you are aware this is a time of significant change for the school. I took up the role of Chair of Governors in September this year, and we also have several new Governors who have joined the Governing Body in the last twelve months. We also in September this year welcomed a new Head Teacher, Mrs Elizabeth Prescott who takes up the role following the departure of Mrs Sheena Duggan in July. As Chair I look forward to working with my colleagues on the Governing Body and also with the new Head Teacher and all the staff at Pentrebane Primary. The report also gives me the opportunity to thank the whole school staff for their unfailing dedication to the education of our children during what has been a very difficult time, particularly following the Estyn Inspection in June when the school was placed in Special Measures. I will address some of the issues raised in the Inspection as part of this report.

I also want to take this opportunity to thank you, our parents and carers. Your co-operation in all that the school asks of you is much appreciated. Pentrebane Primary School has a great future, a school to be proud of, where every pupil is helped to achieve their full potential, for their own future and the future of our community.

Working together - staff, parents, governors and pupils - we can all face with enthusiasm the challenges which lie ahead.

Doug Corp
Chair of Governors
Pentrebane Primary School



Governors of Pentrebane Primary School 2023—24

CHAIR OF GOVERNORS

Mr Doug Corp

HEADTEACHER

Mrs Elizabeth Prescott

CARDIFF LA APPOINTED GOVERNORS

Mr Doug Corp

Mr Ayobami Oladejo

Ms Lisa Clayton

COMMUNITY GOVERNORS

Mr Darren Evans (Vice Chair of Governors)

Mrs Lisa Purcell

Ms Mair Hewett

OBSERVER

Miss Julia Perry (Deputy Headteacher)

PARENT GOVERNORS

(Appointed following parent vote)

Ms Fiona Burton

Ms Siobhan Pimm

Ms Lucy Jeffreys

Ms Corinna Nott

TEACHER GOVERNOR

(Appointed following teacher vote)

Mrs Sarah Ford

NON –TEACHER GOVERNOR

(Appointed following support staff vote)

Mrs Zoe Harris

CLERK TO THE GOVERNORS

Mrs Alison Talbot

All governors are contactable at the school:

Pentrebane Primary School, Beechley Drive, Cardiff, CF5 3SG

Telephone: 02920535773

or by contacting the Clerk to the Governing Body: Alison.Talbot2@cardiff.gov.uk

This Full Report has been prepared to provide parents with information about the business of the school over the last academic year 2023 – 2024.

The Governing Body has a wide variety of skills and experience and work closely with the Headteacher, formulating the direction of the school. No individual governor has any power unless it is delegated to them by the governing body as a whole. The Chair of the Governing Body, however, has the power to answer letters, deals with emergencies and liaises with the Headteacher without recourse to the full board of governors. All governors are volunteers.

Please note that the list of Governors shows the position at the start of the new academic year in September 2024 as there have been a number of changes during the 2023-2024 year.

One of the changes was due to the sudden and unexpected passing of Maggie Nicholls. Maggie had been a Governor for some years, and was also a huge supporter of the school, giving up her time to come in and listen to and encourage the children with their reading. Maggie was also responsible for writing the school poem. Her contribution to the school and Governing Body will be sadly missed.

There is no longer a requirement to hold an annual parents meeting. Section 94 of The School Standards and Organisation (Wales) Act 2013 enables parents of registered pupils at the school to request up to three meetings per year with the governing body via a petition. Further information on this process can be found in the Welsh Government's statutory guidance on parent meetings:

<https://beta.gov.wales/parent-meetings-guidancegoverning-bodies>

Governor Involvement

Governors are responsible for ensuring that the school has appropriate policies and procedures in place, and that these are reviewed from time to time. Whilst Governors' responsibilities are wide ranging, extensive training is provided by the Local Authority. All Governors are encouraged to avail themselves of courses as and when the need arises. The Governing Body involves itself in all aspects of school life, including its cultural and sporting events.

The full Governing Body meets at least six times per year, with smaller committees meeting regularly. The Finance Committee makes recommendations as to how the delegated school budget is to be spent, including the vital decisions on staffing structure, salaries, school facilities, and the purchase of essential resources, considering the priorities determined within the annual School Improvement Plan. Members regularly monitor out-turn expenditure against budget and decide, if necessary, to reallocate funds should circumstances change during the year. The Curriculum and Standards Committee assists in setting targets each year and challenges any divergence between these targets and the results actually achieved. Members receive regular reports on pupil progress against targets set, scrutinise curriculum documentation and question standards of teaching for learning each term. The Health & Safety/ Premises Committee meets regularly to examine the grounds and buildings and to identify problem areas likely to require allocation of funds for repair or renovation. Other Committees nominally exist to cover matters of Pupil Discipline & Exclusions and Staff Disciplinary & Dismissal issues.

FINANCE COMMITTEE

Liz Prescott
Lisa Clayton - Chair
Doug Corp
Lisa Purcell – Vice Chair
Ayobami Oladejo

HEALTH & SAFETY/PREMISES COMMITTEE

Liz Prescott
Darren Evans - Chair
Zoe Harris
Sarah Ford – Vice Chair
Siobhan Pimm

COMPLAINTS COMMITTEE

Darren Evans
Fiona Fry
Lisa Purcell

CURRICULUM COMMITTEE

Liz Prescott
Fiona Fry - Chair
Corinna Nott
Lucy Jeffreys
Mair Hewett - Vice Chair
Doug Corp

PERFORMANCE MANAGEMENT

Doug Corp - Chair
Darren Evans
Lisa Clayton

STAFF DISCIPLINARY & DISMISSAL

Lisa Purcell
Ayobami Oladejo
Fiona Fry

STAFF DISCIPLINARY & DISMISSAL APPEALS

Doug Corp
Mair Hewett
Siobhan Pimm
Lucy Jeffreys

PUPIL DISCIPLINE & EXCLUSION

Darren Evans
Lisa Clayton
Mair Hewett

Lisa Purcell is also the nominated Governor for Safeguarding and Child Protection.

Our Vision and Values

Our vision at Pentrebane Primary School is:

To provide a nurturing environment where everyone feels valued and has the skills, ambition and confidence to reach their full potential through work and play.

Our Mission Statement is:

Working together, building an inclusive and nurturing community of kindness, honesty and respect in which everyone can succeed.

Our school Values are:

KINDNESS

HONESTY

RESPECT

DETERMINATION



Provision for Pupils with Additional Needs

Pentrebane Primary School prides itself on its inclusive ethos. An important part of our school includes a Local Authority funded Special Resource Base for pupils with social communication needs. We also provide a range of support as part of our usually available offer.

In January 2022, all schools adopted the ALN Code as their ALN policy. This can be viewed on our school website.

Pupils with disabilities

We comply with the LA admissions policy which outlines arrangements for the fair admission of all pupils. Our Equalities and Accessibility Policy outlines our endeavours to ensure that all individuals are treated fairly and have equal access to quality education. At present Pentrebane Primary School's facilities are very limited in enabling access to the school by pupils with limited mobility. However, our Accessibility Action Plan outlines our provision for access to the curriculum.

Key School Data for 2023—2024

Number of pupils on roll	209
Pupils of statutory school age	165
Number in nursery class	44
Number in SRB	24
Main language	English
Percentage of pupils with English as an additional language	17.6%
Percentage of pupils who speak Welsh at home	0%
Percentage of pupils identified as having additional learning needs	26.1%
Percentage of pupils eligible for free school meals	58.8%

Latest Estyn Inspection

The Estyn Inspection in June 2023 identified a number of areas of concern which resulted in the school being put into Special Measures. A Post Inspection Action Plan has been developed in order to address the five recommendations highlighted in the Estyn Inspection Report. Each of the plans contain objectives, milestones and targets and progress against these are monitored internally by the Senior Leadership Team with nominated Governors quality assuring the progress and feeding back into the full Governing Body in order to ensure they have a clear understanding of progress. Estyn will also review progress through regular visits to the school and careful monitoring of the data demonstrating achievement against each of the recommendations.

A follow up visit by Estyn in the spring term confirmed that there is further work to do but was generally very positive and recognised the progress that had been made so far in achieving the recommendations from the inspection. That progress is down the hard work and dedication of all the staff at Pentrebane Primary School.

POST INSPECTION ACTION PLAN AUTUMN TERM 2023

RECOMMENDATION 1

Address the safeguarding issues identified during the inspection.

RECOMMENDATION 2

Establish an effective leadership and governance structure that evaluates the impact of teaching and assessment on raising pupils' standards appropriately.

RECOMMENDATION 3

Improve the quality of teaching and assessment so that pupils make appropriate progress, particularly in writing, numeracy, ICT and Welsh.

RECOMMENDATION 4

Develop an effective curriculum that engages all pupils and supports the progressive development of their skills across the curriculum.

RECOMMENDATION 5

Improve pupils' attendance

Pentrebane Primary School Times of the Day

Mainstream Reception to Year 6

8.55 a.m. - 3.30 p.m.

Pentrebane Special Resource Base

8.50 a.m. - 3.00 p.m.

Lunchtime

12 p.m.—1 p.m.

Pentrebane Nursery Times

Morning session – 9.00 a.m. – 11.30 a.m.

Afternoon session – 1.00 p.m. – 3.30 p.m.

Free School Meals

The percentage of pupils in receipt of free school meals was 58.8% in 2023—24, compared to the LA percentage of 21.5% and Wales 18.4%. The school is in Free School Meal (FSM) benchmarking group 5. The school has actively encouraged all parents and carers who are eligible for free school meals to take up this provision and has provided support and guidance to all those who have approached the school to enquire.

Term Dates 2024—2025

Autumn	Spring	Summer
Starts: Monday 2 September 2024	Starts: Monday 6 January 2025	Starts: Monday 28 April 2025
Half term: Monday 28 October 2024 to Friday 1 November 2024	Half term: Monday 24 February 2025 to Friday 28 February 2025	Half term: Monday 26 May 2025 to Friday 30 May 2025
Ends: Friday 20 December 2024	Ends: Friday 11 April 2025	Ends: Monday 21 July 2025



Pupil Voice

The United Nations Convention on The Rights of the Child, Article 12, says that children have the right to have a voice when decisions are being made that affect them. The principles of effective pupil voice include:

- Recognising that pupils have logical perspectives and opinions on issues that matter in the classroom, in the school, and in the community
- Giving pupils an active role in influencing decisions about these issues as well as in the implementation of decisions
- Enabling pupils to participate as active young citizens In order to develop a leadership model which builds upon the knowledge and skills of all pupils within a school, pupil leadership can take a number of forms.

In the classroom:

- Involving pupils in conversations and decisions about 'expectations and behaviour'
- Engaging pupils in conversations and decisions about teaching, learning and assessment
- Encouraging pupils to develop and share their own opinions about issues and to engage in debate, discussion and analysis of those issues In the school

All pupils from year 2 to year 6 are now part of one of seven ministries within our Pupil Parliament. These ministries have responsibility for monitoring progress and making suggestions for improvements across a range of school related activities and are chaired by pupils with support from teaching staff.

Actions during 2023—2024:

Ministry of Finance: worked with other ministries to raise money to purchase resources

Ministry of Education: created a survey asking pupils' opinions about school

Ministry for the Environment: carried out litter picking in the community

Ministry of Health: bought playground resources

Ministry for the Community: worked with the PTA to carry out community events

Ministry for School Affairs: have discussed ways of encouraging uniform and attendance and have introduced the provision of Dojo Points for this.

Ministry of Culture: organised Shwmae Day.



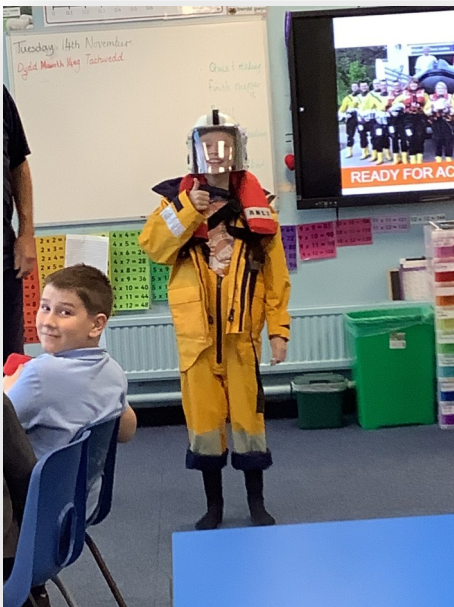
School Links with the Community

We have continued to work hard to promote links with local businesses and other organisations within our community and our children benefit greatly from their support. We have strong links with Cantonian High School and the cluster primary schools of Fairwater and Peter Lea Primaries. We work together to ensure a smooth transition for our Year 6 pupils as they move to Cantonian High School. Cantonian High School teachers visited in the Summer Term to meet the children of Year 6 and to consult with teachers.

We have established close links with a number of local sports organisations, including Fairwater Rugby Club and Cardiff Blues Rugby. The children at school have benefited from the coaching provided by experts within these organisations and have thoroughly enjoyed being involved in sporting initiatives during the year.

Musically, the school encouraged pupils to participate in a wide variety of exciting activities. Children have learnt how to play PBuzz and PBone instruments, and attended a performance event at All Saints Church. Our choir took part in the annual cluster service at Llandaff Cathedral along with choirs from our cluster schools.

Pupils had many opportunities to listen to a wide range of speakers from various agencies. These included sessions with Police Community Support Officers, Emergency Services, and a range of artists, actors and musicians. We have strong links with local churches and have enjoyed assemblies provided by ministers and preachers. We visited local places of worship. We have supported charities including BBC Children in Need and Comic Relief.



Language Category

Pentrebane Primary School is an English medium primary school.

Welsh Language

All pupils have Welsh Language lessons and the opportunity to practise their oral Welsh skills daily. We recognise the need for our pupils to practise their Welsh language skills and we regularly use incidental Welsh phrases throughout the day. All areas of the curriculum offer opportunities for our pupils to develop an understanding of Welsh culture and customs, history and traditions. All staff use incidental Welsh when talking with pupils and each other around the school. We have made good links with our neighbouring Welsh Medium School, Ysgol Coed y Gof.



Curriculum

It is important that our children are given the opportunity to learn through first hand experiential activities with 'play' providing the vehicle. Through their play, children can practise and consolidate their learning, play with ideas, experiment, take risks, solve problems and make decision individually, in small and large groups. The revised curriculum allows us to organise and deliver the curriculum in ways that best suits the needs of the children. The reduction in prescription surrounding the curriculum has given control and responsibilities back to school and to the learners themselves. This has paved the way to the development of more imaginative and innovative ways of delivering the curriculum, in the formulation of contexts for learning. A thematic approach has resulted in carefully chosen topics being adopted across a range of subjects to provide a meaningful, relevant and motivating curriculum. Skill development is the driving force behind this approach. Skills identified for each subject and from the Skills Framework are developed and applied through a range of contexts, opportunities and activities with continuity and progression being carefully built into learning plans. The learner centred curriculum enables all learners to learn in the way and at the pace that allows them to succeed. Appropriate differentiation and sufficient range and challenge within tasks allows all learners to participate, experiences are varied, interactive and enjoyable and learners have opportunities to take responsibility for their own learning.



Sporting Activities

As part of their weekly timetable, pupils at Pentrebane Primary take part in a variety of sporting activities including games, gymnastics and dance. Year 5 pupils receive swimming lessons at Fairwater leisure centre. A rugby coach from the WRU provides weekly lessons to Years 5 and 6. The SRB pupils receive weekly Taekwon-do lessons.

Extra-curricular

Pupils can attend a weekly Fitness Club which takes place after school. We have regular visitors who provide coaching in such sports as rugby and tennis.

Toileting Facilities

We provide all members of our school community with the appropriate access to use the school toilets and encourage them to wash their hands thoroughly afterwards. The school provides soap, warm water and paper towels to ensure hand hygiene compliance. Posters are displayed to encourage good personal hygiene habits. All toilets are cleaned on a daily basis by our cleaners and the physical environment is well maintained to ensure that the toilet areas meet the needs of all our pupils and adults. All statutory 'Health and Safety' checks are made in respect of toilet areas. The school follows the guidance from Welsh Government as detailed in "School toilets: Good Practice Guidance for schools in Wales".

Healthy Eating

The promotion of healthy eating continues to be a priority of the school. Children are encouraged to bring a healthy snack each day as well as a labelled water bottle. Children can refill bottles throughout the day.

School Prospectus

In line with the Welsh Governments' document 'Education (School Information) (Wales) Regulations 2011', the school updates and publishes an annual School Prospectus. Our School Prospectus is fully compliant with these regulations and includes photographs and other information that gives both the context and flavour of school life in Pentrebane Primary School. Copies of this document can be downloaded from the school website or are available on request from the school office.



Financial Statement for 2023/24

CARDIFF COUNCIL/GYNGOR CAERDYDD

SCHOOLS OUTTURN OF EXPENDITURE/CANLYNIAD GWARIANT YSGOLION 2023-2024

Governing Body of:

Pentrebane Primary School

Governor Approved Budget

	£	£
Staffing costs/Costau Staff		
Teaching Costs/Costau Addysgu	576,210	
Special Needs Teachers/Athrawon Anghenion Arbennig	128,152	
Teachers for statemented pupils/Athrawon ar gyfer disgyblion sy'n destun datganiad	0	
Short Term Supply/Llanw Byr Dymor	0	
Long Term Supply/Llanw Hir Dymor	36,873	
Special Needs Support Staff/Staff Cymorth Anghenion Arbennig	328,259	
Nursery Assts/ Teachers Aides / Adult Helpers/		
Cynorthwyyr Meithrinfa/ Cymhorthion Athrawon / Cynorthwyyr	205,646	
Foreign Language Assistants/Cynorthwyyr Ieithoedd Tra-mor	0	
Technicians/Technegwyr	0	
Mid Day Supervisors/Gorychwylwyr Canol Dydd	0	
Library Staff / Attend Officer/Staff Llyfrgell / Swyddog Presenoldeb	0	
Administrative Staff/Staff Gweinyddol	0	
Non teaching supply costs/Costau llanw staff heb fod yn athrawon	0	
Training Costs/Costau hyfforddi	51,537	
Other Staff Costs/Costau staff eraill	62,335	
Performance Management/Rheoli Perfformiad	5,240	
Total Staffing Costs/Cyfanswm Costau Staff		1,394,252
Premises Related Costs/Costau Eiddo		
Caretaking Staff/Staff Gofalwyr	0	
Domestic Staff/Staff Domestig / Grounds Staff/Staff y	13,296	
Cleaning Costs/Costau Glanhau	47,687	
Energy Costs/Costau Ynni	18,720	
Rates/Cyfraddau	11,235	
Repairs and Maintenance/Atgyweiriau a Chynhaliaeth	49,767	
Water/Dŵr	3,675	
Total Premises Related Costs/Cyfanswm Costau Eiddo		144,380

Financial Statement for 2023/24

Supplies and Services/Cyflenwadau a Gwasanaethau

Teaching Materials/Adnoddau Addysgu	9,999	
Equipment, Furniture, Materials & music tuition/Offer, Dodrefn, Deunyddiau a hyfforddiant cerddoriaeth	2,290	
Library Books & Materials/Llyfrau a Deunyddiau Llyfrgell	2,000	
Catering Costs/Costau Arlwyo	1,600	
Unallocated / Savings to be found/Arian heb ei ddsbarthu / Cynilion	36,744	
Communications Equipment and Services/Offer a Gwasanaethau Cyfathrebu	3,980	
Consultants Fees/Ffioedd Ymgynghorwyr	0	
Examinations Fees/Ffioedd Arholiadau	0	
Games & School Activities/Gemau a Gweithgareddau Ysgol	0	
Clerk to Governing Body/Clerc y Corff Llywodraethu	2,570	
Other office costs/Costau swyddfa eraill	5,750	
Printing & Stationery/Argraffu a Deunydd Ysgrifennu	9,000	
Pupil Exclusions/Gwaharddiadau Disgyblion	0	
Subsistence and expenses/Cynhالياeth a threuliau	19,500	

Total Supplies and Services/Cyfanswm Cyflenwadau a Gwasanaethau 93,433

Central Services/Gwasanaethau Canolog

School Meals/Prydau Ysgol	0	
Service Level Agreements/Trefniadau Lefel Gwasanaeth	15,060	

Total for Central Services/Cyfanswm ar gyfer Gwasanaethau Canolog 15,060

Income/Incwm

Additional Central Funding/Nawdd Canolog Ychwanegol	-296,562	
Community Education/Addysg Cymunedol	0	
Donations/Rhoddion	0	
Lettings/Gosodiadau	0	
Other Income/Incwm arall	0	
Grant Income/Incwm rhent	-10,934	
Sales/Gwerthiannau	0	
School Meals Recharge/Talu am Brydau Ysgol	0	
Training and Tuition Income/Incwm Hyfforddiant	-11,455	

Total Income/Cyfanswm Incwm -318,951

Total Net Expenditure/Cyfanswm Gwariant Net 1,328,174

Less Uninvested Balance Brought Forward/Llai'r Balans na fuddsoddwyd a ddy-gwyd ymlaen	-88,154	
Less earmarked Rates/Llai'r Cyfraddau a glustnodwyd	-11,235.00	
Contribution to / from balances/Cyfraniad i / o falansys		

Revised Net Expenditure/Gwariant Net Diwygiedig 1,228,785

Financial Statement for 2023/24

Summary/Crynodeb

Total resources available in 2022-2023 / Cyfanswm adnoddau ar gael yn 2022-2023	£
School balances Brought forward from 2021-2022/Balansau ysgol a ddygwyd ymlaen o 2021-2022	88,153.96
School Loans Brought forward from 2021-2022/Benthyciadau Ysgol a Ddygwyd ymlaen o 2021-2022	0.00
Prior Year Adjustment/Cyn Addasiad Blwyddyn	0.00
Total delegated resources/Cyfanswm adnoddau dirprwyedig	1,240,020
Total/Cyfanswm	1,328,173.96
Actual Expenditure/Gwariant Cyflawnedig	1,347,155.11
Less change in investments/Llai'r newid mewn buddsoddiadau	0.00
Less Movements in Temporary Loan/Llai'r Symudiadau â Benthyciadau Dros Dro	0.00
Less variance in earmarked rates/Llai'r amrywiant â chyfraddau a glustnodir	0.00
Total balance carried forward to 2023-2024/Cyfanswm Balans a ddygwyd ymlaen i 2023-2024	-18,981.15

Statement of Balances Held/Datganiad Balansau

£

Uninvested Balance as at 31st March 2023/Balans na fuddsoddwyd ar 31 Mawrth 2023	-18,980.86
Invested Balance as at 31st March 2023/Balans a fuddsoddwyd ar 31 Mawrth 2023	0.00
Outstanding Loans as at 31st March 2023/Benthyciadau dros ben ar 31 Mawrth 2023	0.00
Total Balances held as at 31st March 2023/Cyfanswm Balansau ar 31 Mawrth 2023	-18,980.86

Pentrebane Primary School is currently running a deficit budget. Staff and Governors are working together with the Local Authority Finance Officer to find ways to cut spending and reduce the deficit moving forward.

Governors' expenses

During the years 2023– 2024 no travelling and subsistence expenses were paid to members of the governing body. No claims were made.

Gifts and Hospitality

No significant gifts were received during 2023—24.