



Ysgol Gynradd Pentrebane Primary School

Governors' Annual Report to Parents
2024—25



Words from the Chair of the Governing Body 2024—25

Dear Parents/Carers,

May I, as Chair of Governors, take the 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 covered in this report. The work of the Governing Body operates through the Standing Advisory Committees together with the Statutory Committees as required by the Local Education Authority. I have provided further detail of the membership of those committees as part of this report.

As I am sure you are aware the past year has been a time of significant change. Following the school being placed in special measures by Estyn last year, this academic year has focussed on taking the necessary steps, in line with the Post Inspection Action Plan, to move the school out of special measures. I am delighted to be able to report that, following a revisit in June, Estyn confirmed that the school has made the necessary improvements for that to happen.

The removal of the special measures and the changes which have made that possible are testament to the hard work and dedication of every member of staff, and I would like to put on record my thanks on behalf of the Governing Body to each and every one for achieving so much over the course of the last year.

I also want to thank you, our parents and carers, for all the support you have given during a difficult period for the school. Your co-operation in all that the school asks of you is much appreciated. Pentrebane Primary School has a great future and Estyn recognised the great strides the school has made over the last year. As a school we now need to keep developing and improving so that every pupil is given the opportunity to grow to their full potential.

Working together - staff, parents/carers, governors and pupils – we can all face a future which will still have challenges but in a school which I have no doubt will now go from strength to strength.

Doug Corp

Chair of Governors

Pentrebane Primary School



Governors of Pentrebane Primary School 2024—25

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

Mr Joe Dyer

OBSERVER

Miss Julia Perry (Deputy Headteacher)

PARENT GOVERNORS

(Appointed following parent vote)

Ms Fiona Burton

Ms Lucy Jeffreys

Mr Lewis Pettican

(Vacancy)

TEACHER GOVERNOR

(Appointed following teacher vote)

Ms Kara Griffiths

NON –TEACHER GOVERNOR

(Appointed following support staff vote)

Mrs Zoe Harris

CLERK TO THE GOVERNORS

Mrs Sarah Williams

All governors can be contacted via the school on 02920535773 or by contacting the Clerk to the Governing Body at the school.

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

The Governing Body would like to express their thanks to Alison Talbot, our long-serving clerk, who stepped down this year.

There is no longer a requirement to hold an annual parents meeting. Section 94 of the School Standards Organisation (Wales) Act 2013 enables parents of registered pupils at the school to request up to three meetings a 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 evenings:

<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 on an annual basis. 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 is required to meet a minimum of three times a year, with sub-committees meeting prior to full Governing Body meetings. That ensures that sub-committees are able to update the full Governing Body with feedback on their own particular areas of responsibility.

FINANCE COMMITTEE

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 taking into consideration 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.

CURRICULUM & STANDARDS COMMITTEE

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.

HEALTH & SAFETY/PREMISES COMMITTEE

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 and Exclusion, and Staff Disciplinary and Dismissal issues.

FINANCE COMMITTEE

Liz Prescott
Lisa Clayton (Chair)
Doug Corp
Lisa Purcell (Vice Chair)
Ayobami Oladejo

CURRICULUM & STANDARDS COMMITTEE

Liz Prescott
Fiona Fry (Chair)
Lucy Jeffreys
Joe Dyer
Doug Corp

HEALTH & SAFETY/PREMISES COMMITTEE

Liz Prescott
Darren Evans (Chair)
Zoe Harris
Kara Griffiths
Lewis Pettican

PERFORMANCE MANAGEMENT

Doug Corp
Darren Evans
Lisa Clayton

COMPLAINTS COMMITTEE

Darren Evans (Chair)
Fiona Fry
Lisa Clayton

STAFF DISCIPLINARY & DISMISSAL

Lewis Pettican
Ayobami Oladejo
Fiona Fry

PUPIL DISCIPLINE & EXCLUSION

Darren Evans
Lisa Clayton
Joe Dyer

STAFF DISCIPLINARY & DISMISSAL APPEALS

Lisa Clayton
Lisa Purcell
Lucy Jeffreys

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	211
Pupils of statutory school age	167
Number in nursery class	44
Number in SRB	25
Main language	English
Percentage of pupils with English as an additional language	23.4%
Percentage of pupils who speak Welsh at home	0%
Percentage of pupils identified as having additional learning needs	24.6%
Percentage of pupils eligible for free school meals	63%

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 – 12.45 p.m. – 3.15 p.m.

Free School Meals

The percentage of pupils in receipt of free school meals was 63% in 2024—25, 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 2025—2026

Autumn	Spring	Summer
Starts: Monday 1 September 2024	Starts: Monday 5 January 2025	Starts: Monday 13 April 2025
Half term: Monday 27 October 2024 to Friday 31 October 2024	Half term: Monday 16 February 2025 to Friday 20 February 2025	Half term: Monday 25 May 2025 to Friday 29 May 2025
Ends: Friday 19 December 2024	Ends: Friday 27 March 2025	Ends: Monday 20 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 the 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 2024—2025:

Nominated pupils from Y2—6 visited County Hall to learn about how our election system works in Wales. Chairs of the Ministries took part in a Rights Respecting Event in Techniquest. Pupil from the Ministry of Health successfully bid with Tesco Stronger Starts to raise funds to improve our garden areas. Our Ministry for the Community visited Plas Bryn, our local care home and organised a community Easter event raising nearly £200. The Ministry for School Affairs made posters to encourage all children to wear uniform.



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 providers, including WRU Hub officer, tennis and Cardiff City FC . 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.

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, speak with and learn from a wide range of visitors from various agencies. These include Police Community Support Officers, Emergency Services, Mark Drakeford, BSL, First Aid, Give Racism the Red Card, Welsh Water and a range of artists, actors and musicians. We have strong links with local churches and have enjoyed assemblies provided by a local minister. We visited local places of worship such as a church and synagogue. We have supported charities including BBC Children in Need and Comic Relief.

On the 80th VE Day celebrations, our Year 6 pupils visited Plas Bryn, our local care home, to talk about the work we have done about World War II and to hear their stories.



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.

Extra-curricular

We have regular visitors who provide coaching in such sports as football, 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 2024/25

CARDIFF COUNCIL/GYNGOR CAERDYDD

SCHOOLS OUTTURN OF EXPENDITURE/CANLYNIAD GWARIANT YSGOLION 2024-2025

Governing Body/Corff Llywodraethu of: Pentrebane Primary School

	Governor Ap- proved Budget		Actual Ex- penditure	
	£	£	£	£
Staffing costs/Costau Staff				
Teaching Costs/Costau Addysgu	691,387		750,917	
Teachers for statemented pupils/ Athrawon ar gyfer disgyblion sy'n destun datganiad	203,886		168,326	
Long Term Supply/Llanw Hir Dymor	39,753		111,884	
Special Needs Support Staff/Staff Cymorth Anghenion Arbennig	371,172		388,500	
Nursery Assts/ Teachers Aides / Adult Helpers/Cynorthwyr Meithrinfa/ Cym- horthion Athrawon / Cynorthwyr	199,100		198,789	
Administrative Staff/Staff Gweinyddol	36,599		38,659	
Training Costs/Costau hyfforddi	8,969		4,306	
Other Staff Costs/Costau staff eraill	35,807		62,751	
Total Staffing Costs/Cyfanswm Costau Staff		1,586,673		1,724,132
Premises Related Costs/Costau Eiddo				
Caretaking Staff/Staff Gofalwyr	16,879		17,533	
Domestic Staff/Staff Domestig	10,783		10,714	
Grounds Staff/Staff y Tir	1,826		2,073	
Cleaning Costs/Costau Glanhau	40,758		40,073	
Energy Costs/Costau Ynni	44,000		38,330	
Rates/Cyfraddau	12,786		12,786	
Repairs and Maintenance/Atgyweiriau a Chynhaliaeth	33,664		27,532	
Water/Dŵr	3,961		4,050	
Total Premises Related Costs/Cyfanswm Costau Eiddo		164,657		153,091
Transport Costs/Costau Cludiant				
Pupil Transport Costs/Costau Cludiant Dis- gyblion	0		1,892	
Vehicle Costs/Costau Cerbydau	0		69	
Total Transport Costs/Cyfanswm Costau Cludiant		0		1,961

Financial Statement for 2024/25

Supplies and Services/Cyflenwadau a Gwasanaethau

Teaching Materials/Adnoddau Addysgu	20,000		18,012	
Equipment, Furniture, Materials & music tuition/Offer, Dodrefn, Deunyddiau a hyfforddiant cerddoriaeth	5,120		1,607	
Library Books & Materials/Llyfrau a Deunyddiau Llyfrgell	10,000		0	
Catering Costs/Costau Arlwyo	1,995		3,221	
Unallocated / Savings to be found/Arian heb ei ddsbarthu / Cynilion	-69,756		0	
Communications Equipment and Services/Offer a Gwasanaethau Cyfathrebu	893		1,814	
Consultants Fees/Ffioedd Ymgynghorwyr	0		0	
Examinations Fees/Ffioedd Arholiadau	0		0	
Games & School Activities/Gemau a Gweithgareddau Ysgol	3,000		9,448	
Clerk to Governing Body/Clerc y Corff Llywodraethu	2,200		2,225	
Other office costs/Costau swyddfa eraill	8,641		13,223	
Printing & Stationery/Argraffu a Deunydd Ysgrifennu	14,000		15,491	
Subsistence and expenses/Cynhaliaeth a threuliau	0		2,396	
Total Supplies and Services		-3,907		67,437
Central Services/Gwasanaethau Canolog				
Service Level Agreements/Trefniadau Lefel Gwasanaeth	16,764		14,423	
Total for Central Services/Cyfanswm ar gyfer Gwasanaethau Canolog		16,764		14,423
Income/Incwm				
Additional Central Funding/Nawdd Canolog Ychwanegol	-435,731		-201,434	
Donations/Rhoddion	0		-10,374	
Other Income/Incwm arall	0		-71,128	
Grant Income/Incwm rhent	0		-308,654	
Training and Tuition Income/Incwm	0		-1,129	
Total Income/Cyfanswm Incwm		-435,731		-592,717

Financial Statement for 2024/25

Total Net Expenditure/Cyfanswm Gwariant Net	1,328,455	1,368,326
Less Uninvested Balance Brought Forward/ Llai'r Balans na fuddsodwyd a ddygwyd ymlaen	72,975	
Less earmarked Rates/Llai'r Cyfraddau a glustnodwyd	-12,786	-12,786
Contribution to / from balances/Cyfraniad i / o falansys		33,104
Revised Net Expenditure/Gwariant Net Diwygiedig	1,388,645	1,388,645

Summary/Crynodeb

Total resources available in 2024-2025 / Cyfanswm adnoddau ar gael yn 2024-2025

School balances Brought forward from 2023-2024/Balansau ysgol a ddygwyd ymlaen o 2023-2024	£	-72,975
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Total delegated resources/Cyfanswm adnoddau dirprwyedig	1,401,430
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Total/Cyfanswm	1,328,455
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Actual Expenditure/Gwariant Cyflawnedig	1,368,326
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Total balance carried forward to 2025-2026/Cyfanswm

Balans a ddygwyd ymlaen i 2025-2026	-39,871
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Statement of Balances Held/Datganiad Balansau

Uninvested Balance as at 31st March 2025/Balans na fuddsodwyd ar 31 Mawrth 2025	£	-39,871
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Total Balances held as at 31st March 2025/Cyfanswm Balansau ar 31 Mawrth 2025	-39,871
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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 2024—5no 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 2024 –5