



Governing Body of Dafen School

Annual Report to Parents and Carers 2019/20

This report is a summary of the steps taken by the Governing Body in the discharge of its functions during the school year, 2019/20.

1. Clerk to the Governing Body

The Clerk to the Governing Body is Mrs. Lynda Morgan, c/o Dafen School
Tel. 01554 773290

2. Chairperson of the Governing Body

During 2019/20 the Chairperson of the Governing Body was Mr. Gareth Edwards. The Vice Chair was Mr Emyr Brown.

3. Members of the Governing Body

The following people are currently members of the Governing Body.

Name	Category of Governor	Appointed By	Retirement Date
Mr G Edwards Cllr R Evans Mrs M Lloyd	LEA	Council Members	14.04.2023 03.09.2021 26.03.2024
Mrs T Blacklaw-Davies Mrs A Jones Mrs E Jones Ms F Healey-Benson	Parent	Parents	28.09.2021 06.02.2024 20.10.2023 01.10.2022
Mr E Brown Cllr S Lewis Cllr A Rogers	Community Governors	Governors	21.03.2022 28.09.2021 18.05.2023
Cllr J Evans	Additional Community Representative	Community	20.05.2022
Mrs F Muldoon	Staff	Support Staff	31.08.2020
Miss T Singleton	Teacher	Teaching Staff	23.05.2023
Mrs I Greville	Head Teacher		

When fully constituted this governing body is made up as follows:

LEA Representatives	3
Parent Governors	4
Staff Representative	1
Headteacher	1

Community Governors	3
Teacher Governor(s)	1
Additional Community Representative	1
Total	14

4. Resolutions

There were no resolutions passed at the last meeting.

5. Election of Parent Governors

Mrs A Jones and Mrs E Jones were appointed as Parent Governors during 2019/20.

6. Informal Federation

The Informal Federation between Swiss Valley and Dafen Community Primary Schools came to an end in July 2019. Mr Morris returned to his full-time role as Head of Swiss Valley School at the start of the School Year 2019/2020 and Mrs I Greville was appointed Headteacher of Dafen School as of September 2019.

7. Coronavirus Pandemic

In March 2020, the Welsh Government ordered the closure of all schools as a result of the threat to health caused by the spread of the coronavirus, Covid-19. The staff of the school very quickly responded and put in place a comprehensive programme of remote/home learning for the children. School work was uploaded weekly onto the Hwb Learning Platform for the pupils to access. Foundation Phase, Years 3/4 and 4/5 pupils used J2e while Year 5/6 pupils used Google Classroom. Placed on the school website was a weekly overview of work that pupils could carry out without the use of ICT.

The Home-School Learning continued throughout the period of 'lockdown'. This was a magnificent response by all concerned: staff, children and parents/carers.

Communication during this time was via SCHOOP and the website, as well as via Twitter. In addition, teachers and teaching assistants kept in regular telephone contact with parents and children. The local authority put in place a protocol to try to ensure that all families had some access to technology to assist in the learning process.

Some children, whose parents were designated front-line keyworkers during the pandemic, were able to attend one of the local authority 'hubs' which provided childcare, staffed by local school staff on rotation.

On 29 June 2020, for a period of three weeks, the school reopened for the Welsh Government's programme, 'Check in, catch up, prepare for summer and September'. During this period, all of the pupils had an opportunity to return to school for one day per week. A Hub provision was available at school for children of Key Workers. Home-School Learning continued alongside this provision.

At the time of writing, it is hoped that the school will be able to open as normal, or as close to normal, in September 2020.

8. School Finances

The School is financed through a 'Fair Funding' formula allocation from Carmarthenshire County Council, the Pupil Development Grant, the Early Years Pupil Development Grant, and the Education Improvement Grant. All income and expenditure is strictly monitored by the Governors, with the assistance of the Finance and Premises Committee of the Governing Body which reports regularly to the full governing body.

Although we have endeavoured to make as many savings as possible over recent years, the school's overall income has reduced, owing to local authority and national cuts, despite maintaining a comparable school roll to previous years. Consequently, there continues to be severe pressure on the school to reduce expenditure even further. The appointment of Mrs Greville and the discontinuance of the post of deputy headteacher together with the removal of two teaching assistant posts proved our commitment to doing what is necessary in budgetary terms. As a result of these measures, the school recorded a small surplus at the end of the financial year in March 2020 (the first time for several years) thus reducing the school's historic deficit. This was the result of careful monitoring of expenditure by Mrs Greville who is to be commended upon her diligence and skill in this regard. The budget set for 2020/21 aims to maintain the same staffing levels as the school continues to strive to provide the best education it can for our children.

9. School Prospectus

The School Prospectus is updated annually to include any changes required by the Welsh Assembly Government or other related bodies. A copy of the prospectus is issued to parents whose children are starting school for the first time or to the parents of those children transferring to us from other schools. A simplified version can be seen on the school's web site.

Parents are informed if any amendments are made to the existing prospectus. There have not been any amendments to the prospectus made since our last report.

10. School Development Plan

Governors are responsible for drawing up (in conjunction with school staff) the School Development Plan. The plan identifies the direction the school will take, over a three-year period, in delivering the curriculum. The plan is regularly monitored and revised to take account of progress made and any changes to curriculum requirements.

The targets set include short, medium and long-term aims. Targets are regularly reviewed by the Governing Body.

The main priorities for 2019/20 were:

- ensure that individual educational plans include clearly defined targets in order to measure progress effectively.
- adopt a ALN approach across the school in line with the new ALN reform.
- improve learning and progress in writing through embedding a consistent approach to effective written feedback.
- develop and embed the teaching and learning pedagogy within the New Curriculum for Wales.
- strengthen distributed leadership across the school in line with professional standards.
- improve progress in Language, Literacy and Communication/English and Welsh Oracy by raising the level of challenge for learners especially MAT.

11. Use of the Welsh Language – Communication

This school is an English medium school. Lessons and other school activities are communicated through the medium of English. Welsh is taught as a second language and the school is currently involved in the Siarter Iaith Cymraeg. The Cymraeg Language Charter has been created by ERW Welsh in Education officers and is the first charter specifically created to develop Welsh in English medium schools. The charter consists of three awards - bronze, silver and gold. Each award comprises of ten targets and these targets become more challenging as you progress through the awards.

In the Foundation Phase Bilingualism incorporates the teaching of Welsh. Through “Welsh Language Development” we aim to provide children with a basic vocabulary, enabling them to converse in Welsh. Initially the lessons are entirely of an oral nature and will also involve learning simple songs and rhymes to reinforce the vocabulary. As the children mature and their understanding of the language grows, they are introduced to Welsh in its written form, where they will be encouraged to read and write Welsh as well as improving their oral proficiency. At Key Stage 2 (Year 3 to Year 6) formal teaching of Welsh as a 2nd Language takes place; however, bilingualism and incidental Welsh is common practice during all lessons. At the end of the key stage pupils are assessed by their teacher and their Level of competency is reported to parents in line with Welsh Government assessment procedures.

Pupils for whom English is a second language are catered for according to their needs.

12. Term Dates and Holidays 2020/2021 Academic Year

	Term Begins	Half Term Starts	Half Term Ends	Term Ends
Autumn 2020	2 September 2020	26 October 2020	30 October 2020	22 December 2020
	74 days			
Spring 2021	5 January 2021	15 February 2021	19 February 2021	26 March 2021
	60 days			
Summer 2021	12 April 2021	31 May 2021	4 June 2021	16 July 2021
	59 days			
	2 designated INSET Days			
	TOTAL 195 days			

Schools will be closed on Tuesday 1 September 2020 and Monday 4 January 2020 for LA designated INSET days.

Schools usually have 5 INSET days during the academic year. Please note that the Welsh Government has enabled schools to close to pupils for an additional INSET day during the summer term 2021 for the specific purpose of Professional Learning to prepare for the realisation of the new curriculum.

School Timings – 2020/2021

Foundation Phase

Morning Session - 9.00am to 12.00pm
Morning Break – 10.30am to 10.45am
Lunch Break - 12.00pm to 1.00pm
Afternoon Session - 1.00pm to 3.00pm
Afternoon Break - 2.15pm to 2.25pm

Key Stage 2

Morning Session - 9.00am to 12.15pm
Morning Break – 10.30am to 10.45am
Lunch Break - 12.15pm to 1.00pm
Afternoon Session - 1.00pm to 3.05pm

13. Review of School Policies

The school has a large number of Policy documents covering both curriculum and non-subject areas. These documents are regularly reviewed/revised by staff/governors to incorporate changing trends and legislation. Further information is available by contacting the Headteacher during school time.

14. Additional Learning Needs

The School's Policy for the Assessment of and Provision for pupils with additional learning needs is summarised as follows:

The School's policy for the identification, assessment and provision for pupils with Additional Learning Needs is consistent with the requirements of the Special Educational Needs Code of Practice for Wales issued by the Welsh Assembly Government in January 2002.

There were no changes to the policy during the 2019-2020 academic year.

A new ALN code of practice is expected soon and consequently this will be an area which we will be aiming to improve further during 2020/21.

Pupil Development Grant

In 2019/20 Dafen School was provided with a Pupil Development Grant allocation of (£44,250).

The Pupil Development Grant (PDG) is allocated to schools with pupils who come from low-income families and are currently known to be eligible for free school meals (e-FSM) and pupils who have been looked after continuously for more than six months (LAC).

Schools are expected to make the best use of this funding to implement sustainable strategies that will quickly bring about changes for learners eligible for free school meals or who are LAC. As a school, we identified the following three steps:

1. to identify the target group of pupils, its characteristics and needs
2. to plan interventions which make the most effective use of resources
3. to monitor and evaluate the impact of resources

At Dafen School we have a comprehensive plan, agreed and monitored by Carmarthenshire Local Authority and ERW, to promote progress and remove barriers to learning for students eligible for this funding.

In 2019-2020 the school has used the funding available for:

- Literacy Support - for individuals and groups of learners.
- Numeracy Support - small intervention groups.
- Learner Well-being Support – for individual and groups of learners
- Monitoring and Tracking Support - subscription to the Assessment Foundation.

15. Access for Disabled Pupils

The governing body is mindful of the requirements of the Disability Discrimination Act (DDA) 1995 and The Special Needs and Disability Act (SENDA) 2005 in drawing up the School Development Plan, and the day to day operation of the whole site.

The school is committed to ensuring that all pupils are able to participate in the school curriculum and (where they desire) in activities such as after school clubs, leisure/sporting events and educational visits. All aspects of accessibility, including access to written information are included in the planning process.

The Authority has in place an Accessibility Strategy and in line with this strategy has had an audit of the school site undertaken, as part of an Authority wide brief, to identify any potential barriers and (ultimately) improve the access to the school.

16. Building Premises

Owing to budgetary constraints new work was limited during 2019/20.

Priorities for 2020/21 are:

- Work is required of the Council to address water damage caused by missing guttering and downpipes.
- Improved access to the outside learning areas for Foundation Phase pupils.

The school employs its own caretaker. Cleaning staff are employed by Carmarthenshire County Council who also monitor and inspect the standard of cleaning. Any observations please raise and discuss with the Headteacher. During the 'Check in, catch up, prepare for summer and September' return to school period, Carmarthenshire County Council employed a cleaner to be on the school premises throughout the day.

17. Target Setting

All Teachers set challenging targets for the children in their care. Pupil progress is monitored closely using the INCERTS tracking programme.

18. Healthy Eating

The school operates a healthy eating policy and, as a consequence, crisps, sweets and pop are not allowed as break time snacks. The children are able to purchase fruit during morning break.

There is a successfully run free breakfast club for pupils at school. This promotes healthy eating.

The children are entitled to receive a cooked meal during midday break at the school canteen at a cost. Parents pay for the meals through ParentPay which is a cashless school payments system. Any child who wishes to bring a packed lunch to school is accommodated at the canteen. On an occasion when the child forgets to bring a packed lunch, every effort will be made to contact the home, failing this, a cooked meal will be provided and the cost is met by parents.

19. Admission/Transition Arrangements

The County Council is the Admissions Authority for all schools (other than Church schools where the governing body is the admissions authority) within the Authority's boundary. The school's admission arrangements are therefore operated in line with the Authority's policy on school admissions which is contained in the publication Starting School book. The book is made available to parents at the point of their application for their child's admission to school. The contents of this book can also be accessed online on the Authority's website. Admission applications must be made online via: - www.carmarthenshire.gov.uk/schooladmissions

Pupils will usually remain in the school until they complete year six and then transfer to secondary school. This school is a close partner with Bryngwyn Comprehensive School, however, pupils may apply to attend any secondary school they choose subject to compliance with the Authority's admissions policy.

20. **Sporting Aims and Achievements**

The school encourages all pupils to participate in a wide range of sporting activities throughout the year. Pupils take part in numerous sporting activities and festivals including football, rugby, netball, cricket etc. However due to the school closure in March the participation in such team events was restricted.

In addition to these, pupils in Year 6 have the opportunity to go on a residential visit to Manor Adventure. This visit helps pupils develop many life skills whilst also giving them wonderful opportunities to experience a wide range of outdoor adventure activities which would not be available at school. However, as a result of the school closure in March this residential visit had to be cancelled.

21. **Projects and Initiatives**

The following includes some of the Teaching and Learning Initiatives/Visits and Visitors during the academic year 2019/20. Due to the closure of the school on March 20th the initiatives/visits **were limited**.

- Mr. Gwion Jenkins (Maescanner Chapel) and Mrs. Michelle Lloyd (Dafen Church) have been regular guest speakers at morning assembly.
- 'Design to Smile' have taught pupils on how to look after their own teeth.
- The School Eco Council and the Criw Cymraeg visited Senedd Cymru and took part in a question and answer session with Lee Waters MS.
- Foundation Class 1 and 2, and also Year $\frac{3}{4}$, visited the Botanic Gardens.
- Year 5/6 visited the Swansea Bay Museum.
- Pupils took part in football and netball tournaments.
- Rhythmic Gymnastics Taster Session at school.
- Colorfoto Photography.
- Fire Brigade Officer held a Key Stage 2 assembly informing the pupils on Halloween and Bonfire Night safety.
- A number of Christmas activities were undertaken which included, Christmas Fair, Christmas Jumper Day, Christmas Concert, Father Christmas Visit.
- The school choir performed at Dafen Carnival.
- St David's Day Celebration was held at school where the children took part in a school 'Eisteddfod'.
- PC Ruth Courtney visited school to talk to pupils about a variety of issues e.g. Cyber Bullying and Safety on the Internet.
- A series of ERW Core visits have been undertaken by the school's Challenge Advisor, Mr Richard Lashley.
- Pupils in Year 4/5 were involved in a Bible Studies programme of study delivered by Mrs Janet Hawking.
- A number of 'fun' events were celebrated at school which included World Book Day, Roald Dahl Day, Fancy Dress Day – raising money for the Australian Wild-fires.

EntreComp Education

Teachers and Teaching Assistants at school have successfully completed the EntreComp Education Project. The staff undertook a series of modules aimed at building creative and entrepreneurial mind-sets in educators in order to develop an entrepreneurial approach to the teaching and learning at school. The skills developed in the training will be used to support the implementation of the Curriculum for Wales 2022.

As a result, the school has been awarded 'EntreCompEdu Pioneer School' status. Dafen School is the first school to receive this accolade **globally**, and ahead of the CPD being rolled out to 15+ countries in its next phase. To honour this achievement a plaque will be presented to the school this autumn.

The Governing Body wishes to congratulate all the staff on completing this project during 'lockdown' while working so hard on providing remote learning for pupils. Thanks also go to Parent Governor, Mrs Healey-Benson, for facilitating this valuable initiative.

22. Parents, Teachers and Friends of Dafen School

The school continues to receive support from The Parents, Teachers, and Friends of Dafen School which is run by a hardworking and enthusiastic small group. Events were held throughout the school year from which money raised was used to enhance the educational opportunities of the children. Inevitably, 'lockdown' curtailed their activities. Nevertheless, on behalf of the children, staff, and governors, I thank them most sincerely for their vital contribution to the school community.

23. And Finally:

The Governing Body would like to thank and congratulate the children and the staff for all their many efforts and successes throughout the year, who have been very ably led by Mrs Greville. It has been an unquestionably difficult time for the school during the lockdown and reopening period in late June/July. The staff has worked tirelessly to provide home learning opportunities for the children and, in return, the children have responded magnificently.

Parents and carers have been very supportive of the staff's efforts to maintain education through these trying times and the Governing Body wishes to thank you too.

We will be pleased to discuss this report or any aspect of the school's activities with you, if you require. In the event that a meeting is held, should you wish to raise any relevant business at the meeting, I should be grateful if you would advise me in advance by telephoning the Head Teacher on 01554 773290 or e-mail admin@dafen.ysgolccc.org.uk in order that a reply may be given. However, I must point out that this will not preclude you from discussing any other relevant matters raised at the meeting.

Gareth Edwards

(Chairperson of the Governing Body of Dafen School)



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