

Rhondda Cynon Taf County Borough Council

Governing Body of Ysgol Hen Felin

This report is a summary of the steps taken by the Governing Body in the discharge of its functions since the last report was published.

1. Clerk to the Governing Body

The Clerk to the Governing Body is Mr N Meredith, Ty Trevithick, Abercynon, Mountain Ash, CF45 4UQ.

2. Chairperson of the Governing Body

The Chairperson of the Governing Body is Mrs B Nelson c/o Ysgol Hen Felin, Gelligaled Park, Ystrad, RCT, CF41 7SZ.

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 I Bailey Cllr L Jones Mrs H Thomas	LEA	Council Members	19/11/2023 14/02/2022 19/11/2023
Mr J Cowland Mrs J Carpenter	Community Governors	Governing Body	06/09/2021 06/09/2021
Mrs H Dancovici Miss M Evans Mrs N Forster Mrs B Nelson	Parent	Parents	02/10/2023 02/10/2023 04/09/2023 23/10/2021
Mr L Tingay	Voluntary Aided Organisation Representative	Governing Body	24/02/2024
Mrs R Mellor	Teacher	Teaching Staff	11/10/2024
Miss E Pain	Staff	Non-Teaching Staff	15/01/2024
Mr A Bradley	Headteacher		

When fully constituted this governing body is made up as follows

LEA Representatives	3
Parent Governors	4
Staff Representative	1
Headteacher	1

Community Governors	2
Teacher Governor(s)	1
Voluntary aided organisation representative	1
Total	13

4. Resolutions

There were no resolutions passed at the last meeting.

5. Election of Parent Governors

The next election of parent governors is due to take place on 23rd October 2021. If, however, any Parent Governor(s) resign before this date arrangements will be made for an election to be undertaken at the appropriate time.

In line with Welsh Government Guidance there are currently no election of parent governors being undertaken. This will be undertaken when the situation normalises.

6. School Performance Data

This information is not available due to the pandemic restrictions.

7. Financial Statement – Period Covered 2019 – 2020

Enclosed, as appendix A is a copy of the school's financial statement for the Financial Year 2019/20.

8. 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 generally issued to parents whose children are starting school for the first time or transferring from Infant to Junior school or Junior/ Primary to Comprehensive School.

Parents are informed if any amendments are made to the existing prospectus. The prospectus has recently been updated with the following information:

- Updated governor representation
- Updated key stage information
- Updated school term dates
- Outreach information added

9. School Development Plan

Governors are responsible for drawing up (in conjunction with 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 School Development Plan for the 2020/21 academic year has been considered and approved by Governors and is currently being implemented by

the staff. The targets set include short, medium and long-term aims. Targets are regularly reviewed by the Governing Body. Further information on the current targets and progress being made will be available at the meeting.

The school has refined its approach to planning and the implementation of IEP's. In line with the school's self-evaluation process, the TLR holders have developed a working party to refine and share the school's best practice. These changes reflect curriculum changes and updates. Ongoing work involves curriculum mapping throughout the school and re-alignment of the curriculum to meet the needs of the new Curriculum for Wales.

All teachers were involved in lesson observations in 2019-2020. These observations were led by the Senior Leadership Team (SLT). This strategy helped to ensure that teaching and learning was delivered consistently and that best practice was replicated across the school.

The school also has an effective approach to curriculum learning walks. This includes a cross-section of stakeholders observing specific curriculum elements in a variety of classes. Following the 'learning walk' a report is produced and shared with staff and governors which highlights best practice observed through the process.

10. 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. The use of the Welsh language is promoted by the use of incidental Welsh with all pupils throughout the school day and by celebrating Welsh cultural themes for example St David's day and a school Eisteddfod.

Should parents request that their child is taught at this school in a language other than English this request will be given due consideration.

Pupils for whom English is a second language are catered for according to their needs with input from appropriate personnel.

The schools' Welsh coordinator role is shared by Mrs Delyth Stevens and Mrs Sara Peachy.

11. Post Inspection Action Plan

Governors are responsible for drawing up the Action Plan to address any key issues raised by Inspectors during the (external) inspection of the School. Parents are provided with a copy of the summary report produced by the inspectors.

Governors monitor progress of the plan at their termly meetings. More detailed information on the progress made will be given at the meeting if required.

12. Term Dates and Holidays 2020/2021 Academic Year

Term	Begin	Half term		End	No. of School Days
		Begin	End		
Autumn 2020	Tuesday 1 Sept 2020	Monday 26 Oct 2020	Friday 30 Oct 2020	Friday 18 Dec 2020	74
Spring 2021	Monday 4 Jan 2021	Monday 15 Feb 2021	Friday 19 Feb 2021	Friday 26 Mar 2021	55
Summer 2021	Monday 12 April 2021	Monday 31 May 2021	Friday 4 Jun 2021	Tuesday 20 July 2021	66
				TOTAL	195

- i) **Tuesday 1st Sept 2020** will be a designated INSET days for **all** LEA Maintained Schools. The remaining three INSET days to be taken will be at the discretion of each individual school following appropriate consultation with staff.

All schools will be closed on **Monday 3 May 2021** for the May Day Bank Holiday.

Significant dates: Christmas Friday 25 December 2020

 Easter Good Friday 2 April 2021
 Easter Monday 5 April 2021

 May Bank Holidays Monday 3 May 2021
 Monday 31 May 2021

Any closure(s) for election purposes are to be balanced during the academic year.

Significant Dates:

Inset days / Planning days:

Autumn Term	1 st September 2020 [planning day] 2 nd September 2020 [planning day]
Spring Term	4 th January 2021 5 th January 2021
Summer Term	12 th April 2021 7 th June 2021 19 th July 2021 20 th July 2021

The Welsh Assembly Government may decide to allocate additional INSET days, schools will be informed of these at the appropriate time.

The School day is organised as follows;

	Foundation Phase	Key Stage 2	KS3 and 14-19
Morning Session	08:50-11:30	08:50 - 12:00	08:50 -12:30
Lunch Break	11:30-12:30	12:00 - 13:00	12:30 -13:30
Afternoon Session	12:00-14:50	12:30 -14:50	13:00 -14:50

13. Community Focused Schools

A community-focused school is one that: ‘provides a range of services and activities’, often beyond the school day, to help meet the needs of its pupils, their families and the wider community. Across Wales many schools already provide some community services including adult education, study support, ICT facilities and community sports programmes’.

The development of community-focused schools is not just a short-term project or initiative, but a real opportunity for schools and communities to work together in new ways for the future benefit of children, young people and adults.

The school has established many community links, these include, Integration projects with local primary schools, South Wales Police deliver school beat sessions including topics such as anti-social behaviour, social media and bullying. The school has a high profile on its social media accounts that are gaining momentum and has a live school website.

We have a satellite provision at Coleg Y Cymoedd and continue to build excellent working partnerships with this organisation. The college delivered construction, painting & decoration, carpentry, tiling and hair and beauty units to our pupils, which has proven to be very successful.

Pupils are offered work experience in the local community at places such as Too Good To Waste, Arts Factory, Vision Products and Elite.

Ysgol Hen Felin regularly participates in fundraising for charities such as Comic Relief, Sport Relief and Children in Need.

14. Review of School Policies

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

Current policies are:

Safer Recruitment	Curriculum	Induction	Adverse weather
E Safety	Administration of Medicines	Health Care Needs	Emergency Plan
Intimate Care	Positive Behaviour Support	Healthy Schools	Guidance On The Use Of Quiet Rooms
Anti-Bullying	Pregnant Women at Work	Internal appeals	Dignity At Work
Attendance	Preventing Extremism And Radicalisation	School Emergency Policy	Disciplinary Procedures
Charging	Assessing And Managing Risks- Children Who Present Challenging Behaviour	Relationships and Sexuality Education	Anti-bullying
Complaints	Safeguarding Policy	Safeguarding	Absconding
CSC Capability Procedures. Teachers & Head Teachers	Teaching And Learning	Data protection	Grievance Procedures
Absence policy	Domestic Abuse Domestic Violence policy	Pay Policy	Managing Change Policy
Capability procedures	Grievance Policy	Performance Management Policy	
Dignity at Work	Leave of Absence Policy	Pregnant Women at Work Policy	
Disciplinary Procedures	Paternity Policy	Disclosure of Childhood Abuse who is now an Adult	

15. Additional Learning Needs

Ysgol Hen Felin is a Special School catering for pupils aged 3 to 19, who have a wide variety of Additional Learning Needs. Pupils are admitted to the school under the direction of the Local Authority following consideration of their needs by a panel of professionals.

All pupils at the school have a statement of special educational needs as assessed by the Local Authority's Access and Inclusion Service.

The Foundation Phase Profile is used to baseline and assess pupils in the Foundation Phase. This is a good tool for teachers to use in writing of their Individual Education Plans (IEPs) and for working with parents.

Each pupil has an IEP and progress against the targets set in this plan is closely monitored on a termly basis. Teaching and learning is adapted accordingly to best cater for pupils' individual needs. Pupils are moved between Key Stages (as appropriate in line with assessments) to ensure that their needs are met. The Key Stage refers to the educational position that is appropriate to a pupil's age.

The Special Educational Needs Code of Practice (2002) is a document that identifies how local authorities and schools should carry out their statutory duties to identify, assess and make provision for children's special educational needs. All pupils have a statement of Special Educational Needs and therefore have an annual statementing review once a year. These meetings are attended by a range of professionals, who work with our pupils, and are conducted in a child centred way.

16. 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/Post Inspection Action 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.

17. Fabric of the Building & Provision of Toilet Facilities

The building is generally in a good state of repair. Over the past year the following refurbishments / repairs have been carried out:

- Kitchens replaced in classrooms
- Classrooms and corridors have been painted
- Tracking hoists have been installed in specific classrooms
- A new classroom has been developed from the ICT suite

The site manager carries out the general inspection of the cleanliness of the school. Additional cleaning services access school on a daily basis. Toilets are located at regular intervals throughout the school corridor with signage clearly

visible. The cleaning of these areas is subject to monitoring by the Local Authority to ensure that a high standard of cleanliness is maintained.

Disabled facilities are available for students with an intimate care plan. A team of 5 staff members are allocated to ensure individual personal care needs are met. Manual Handling plans are in place where appropriate.

The Premises, Health and Safety Committee of the schools Governing Body meets on a termly basis to consider any matters brought to them by the Head-teacher, Site Supervisor, School Council and the staff Health and Safety group.

Governors have allocated funds for day to day repairs, expenditure of this money is managed by the Head-teacher. Governors are updated on this expenditure at the termly meetings of the Governing Body.

18. Target Setting

This information is not available due to the pandemic restrictions.

19. Attendance Information

This information is not available due to the pandemic restrictions.

20. Admission/Transition Arrangements

The County Borough Council is the Admissions Authority for all schools (other than Is where the schools 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.

Pupils are admitted to Ysgol Hen Felin as directed by the Local Authority. Pupils will remain at the school for as long as the school can meet their needs. Parents are involved in discussions on any reviews that may result in alternative placements for their child.

21. School Leavers

The total number of school leavers for the period September 2019 to July 2020 was fourteen.

The destinations of all these pupils are known and the breakdown is as follows:

<u>Number of pupils</u>	<u>Destination</u>
11	Coleg Y Cymoedd (Rhondda campus)
1	Coleg Y Cymoedd (Nantgarw Campus)

We wish these students well in their future endeavours.

22. Sporting Aims and Achievements

The school takes part in numerous sporting activities throughout the year including football, rugby, athletics, netball, basketball, swimming, tag rugby and gymnastics. Mrs Nicola Clarke is the PE & school sports co-ordinator.

Pupils participate in sporting activities throughout the school week including extra-curricular provision.

These include:

- After school club
- Weekly PE lessons as part of the curriculum
- Holiday Club

The school also offer residential experiences for pupils in Key stage 3 onwards.

23. Healthy Eating

The school complies with the regulations on the way the food allergen information is to be displayed and the requirement to provide allergen information for foods sold loose, or served out of the home.

Further information on this matter may be obtained on www.UFS.com/allergens and on www.rctcbc.gov.uk via school catering.

The school has a healthy eating policy which is implemented by all staff. The school has a healthy eating co-ordinator and we have achieved stage 5 of the healthy schools award. The school kitchen offer a broad and balanced diet.

Pupils are taught about the benefits of healthy eating through a variety of strategies including incorporating it into elements of learning such as food and fitness.

YSGOL HEN FELIN

PROVISIONAL FINANCIAL STATEMENT FOR 2019/2020

<u>EMPLOYEE COSTS</u>	<u>Total Spent</u>
TEACHERS (including Headteacher/Supply/Reading support)	£1,191,499
MANUAL WORKERS (Caretaker/Supervisory Assistants/Cleaners)	£50,624
A.P.T. + C (School Clerks/Nursery Nurses/School Aides)	£1,282,933
<u>PREMISES RELATED</u>	
REPAIRS TO BUILDING/SITE (INCLUDING GROUNDS MAINTENANCE/SECURITY)	£95,932
ENERGY	£37,321
RATES	£0
WATER	£8,401
CLEANING MATERIALS	£2,255
<u>SUPPLIES, SERVICES AND OTHER EXPENSES</u>	
SCHOOL EQUIPMENT AND FURNITURE	£79,442
POSTAGE	£49
TELEPHONES	£2,815
INSURANCE	£21,972
CLERKING GOVERNING BODY/FINANCIAL ADMINISTRATION/PERSONNEL	£68,490
MISCELLANEOUS	£96,704
TOTAL:	<u>£2,938,437</u>
<u>INCOME</u>	
FORMULA ALLOCATION	£2,712,987
CARRY FORWARD FIGURE 2019/2020	£70,118
WAG – FOUNDATION PHASE FUNDING	£110,759
MISCELLANEOUS	£131,638
TOTAL	<u>£3,025,502</u>
CARRY FORWARD FIGURE 2020/2021	<u>£87,065</u>

