

Rhondda Cynon Taf County Borough Council

Governing Body of Ysgol Hen Felin School

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 Mrs Gaynor Davies, Director of Education and Inclusion, Ty Trevithick, Abercynon, Mountain Ash, CF45 4UQ.

2. Chairperson of the Governing Body

The Chairperson of the Governing Body is Mrs Sarah Phelps 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 Miss Natasha Rees (1 Vacancy)	LEA	Council Members	19/11/2023 29/11/2026
Mrs H Dancovci Mrs Sarah Phelps Mrs Z Calaway Mrs L Nicholas	Parent	Parents	02/10/2026 29/09/2024 26/09/2025 16/12/2025
Mr J Cowland Mr P Carpenter (1 Vacancy)	Community Governor	Governing Body	03/11/2025 02/11/2025
Mrs N Clark	Teacher	Teaching Staff	11/10/2026
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	3
Teacher Governor(s)	1
Minor Authority (if applicable)	0
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 29th September 2024. If there are any parent governor resignations before this date, arrangements will be made for an election to take place to fill the vacancy.

6. School Performance Data

Appendix B provides an overview of the assessment processes which allow teachers to tailor a pupil centred curriculum for each of the learners at Ysgol Hen Felin. These assessments are used to devise an Individual Education Plan which is the main focus for pupils' progress.

7. Financial Statement

Enclosed, as appendix A is a copy of the school's financial statement for the Financial Year 2022/23. Further breakdown of the information is available upon request

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 another school.

Parents are informed if any amendments are made to the existing prospectus. There has been no amendments made this academic year.

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 2022-2023 academic year was approved by Governors. The targets set included short, medium, and long-term aims, and were 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 planning and 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 schools' 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 are involved in lesson observation in 2022-2023. These observations were led by the Senior Leadership Team (SLT). This strategy helped to ensure that teaching and learning was delivered consistently, and the best practice was replicated across the whole 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 (for English medium schools only)

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 using incidental Welsh with all pupils throughout the school day and by celebrating Welsh cultural themes for example St David's day and school Eisteddfod.

The schools Welsh coordinator is Chelsea Hughes.

11. English as a second language (EAL)

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 supported appropriately according to their needs.

12. Post Inspection Action Plan (PIAP) – if applicable

Governors are responsible for drawing up the Action Plan to address any key issues raised by Inspectors during the ESTYN 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.

13. School Holiday Dates 2023-2024

Term	Begin	Half term		End	No. of School Days
		Begin	End		
Autumn 2023	Monday 4 Sept 2023	Monday 30 Oct 2023	Friday 3 Nov 2023	Friday 22 Dec 2023	75

Spring 2024	Monday 8 Jan 2024	Monday 12 Feb 2024	Friday 16 Feb 2024	Friday 22 Mar 2024	50
Summer 2024	Monday 8 April 2024	Monday 24 May 2024	Friday 31 May 2024	Monday 22 July 2024	70
TOTAL					195

Mon 4 Sept 2023 and Monday 22 July 2024 will be designated INSET days for **all** LA 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 6 May 2024** for the May Day Bank Holiday.

Significant dates: Christmas Monday 25 December 2023

Easter Good Friday 29 March 2024
Easter Monday 1 April 2024

May Bank Holidays Monday 6 May 2024
Monday 27 May 2024

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

14. 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, bullying and anti-social behaviour. The school has a high profile on social media and their Twitter account.

We have a satellite provision at Coleg-Y-Cymoedd and continue to build excellent working partnerships with this organisation. The college delivers construction, painting and decorating, hair and beauty, carpentry and tiling units to our pupils which is very successful.

We have a community partnership coordinator in post Danielle Goodenough who has created new links within the community which allows our pupils to experience wider work experience opportunities, these include, The Lion Hotel, Green valley, Flowers by Kirsty and the Greenfield.

Ysgol Hen Felin regularly participate in fundraising for charities such as, Comic Relief, Children in Need, Macmillan Coffee Morning and Genes for Genes.

15. Review of School Policies

The school has many 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 on the school website or by contacting the Headteacher during school time.

16. 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 Additional Learning Needs Code for Wales (approved by the Senedd on 23rd March 2021) under section 4 of the Additional Learning Needs and Education Tribunal (Wales) Act 2018.

The school's Additional Learning Needs Co-ordinator (ALNCo) works closely with all other members of staff to ensure that individual educational plans are developed and implemented to meet the needs of pupils, appropriate to those who require them.

The ALNCo also liaises with all members of staff, to ensure that the progress of all pupils is regularly monitored and assessed and to ensure that each pupil reaches his or her potential.

During the academic year 2022/2023 35 pupils were in receipt of an Individual Development Plan (IDP)

17. Access for Disabled Pupils

The Governing Body is mindful of the requirements of the Equality Act 2010 and the Special Needs and Disability Act (SENDA) 2001 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 Plan 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 to improve the access to the school.

18. Fabric of the Building & Provision of Toilet Facilities

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

- Playground development
- Numeracy area
- Air con fitted throughout the school
- Solar panels fitted
- Therapies room installed
- Outdoor gym equipment installed
- Outdoor trampolines and playground equipment installed

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 school's Governing Body meets on a termly basis to consider any matters brought to them by the Headteacher, 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 Headteacher. Governors are updated on this expenditure at the termly meetings of the Governing Body.

The school has a cleaning contract with Solo for all areas of the school building

19. Target Setting

Targets for the school are noted in the SIP/SDP. Pupils Individual Education Plans (IEP's) are the main way that the School monitors the progress for our learners. IEP's are assessed termly for every pupil. We set challenging targets based on the IEP data.

20. Attendance Information

The school attendance was 82.08% for 2022/23. The target for 2023/24 is 86%. Attendance of all pupils is closely monitored.

21. Admission/Transition Arrangements

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

22. School Leavers

The total number of school leavers for the period September 2022 to July 2023 is 16.

The destinations of the pupils are known and explained in the table below.

<u>Number of pupils</u>	<u>Destination</u>
8	Coleg Y Cymoedd
3	Social Service provision
1	Drive
1	Learning Curve
1	Out of Wales provision
1	Western House
1	Brynner Jones Centre

23. 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. Layla Stanton and Mr Cobi Green are the PE & school sports co-ordinators.

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

These include:

Weekly PE lessons as part of the curriculum these may include swimming session or Hydrotherapy. Cwm Cycling or Rebound Therapy if appropriate.

The school has strong links with RCT Sport and some students participate in coaching, Play Leader Awards and Young Ambassador Programme.

The school also offer a range of Outdoor and Adventurous residential experiences for pupils in Key Stage 3 onwards. These may include PGL or Duke of Edinburgh Awards.

24. 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 offers 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.

APPENDIX A**Ysgol Hen Felin**

PROVISIONAL FINANCIAL STATEMENT FOR 2022/2023

<u>EMPLOYEE COSTS</u>	<u>Total Spent</u>
STAFFING COSTS INCLUDING SUPPLY	£3,479,060
<u>PREMISES RELATED COSTS</u>	
INCLUDES ENERGY, REPAIRS, CLEANING, BUILDING RELATED SLA's	£101,076
<u>TRANSPORT</u>	
INCLUDES INSURANCE, PETROL, TRAVEL CLAIMS	£64,530
<u>SUPPLIES AND SERVICES</u>	
INCLUDES CAPITATION, ICT, COURSES, PHOTOCOPYING, STAFF INSURANCE, SERVICE SLA's	£198,451
<u>GRANTS</u>	
EIG, PDG, EYPDG, PDGCLA	£15,486.00
<u>ADDITIONAL INCOME</u>	
INCLUDES WELSH GOVERNMENT GRANTS, MISCELLANEOUS, STAFF INSURANCE CLAIMS,	£3,439,168

Ysgol Hen Felin use performance **scales** (**P scales**) when reporting attainment for pupils with special educational needs who are working below level 1 of the national curriculum. Performance **scales** are also used for reporting teacher **assessment** to parents in other national curriculum subjects.

The school uses the 'B Squared' programme to assess and record pupils' progress. **B Squared** is a computer program that uses a series of statements that contribute to an overall score, recorded as a percentage of a P level achieved.

If you have any queries concerning any of these assessments / courses please don't hesitate to contact the school. We will be only too pleased to answer any questions.