

November 2019

Dear Parent/Carer

Annual Report 2019

Another year has quickly passed and it is with pleasure that I am writing to you with a brief introduction to the Annual Report from the Governing Body and Headteacher of the progress during the last academic year.

Lamphey Primary School has continued with its high standards for which the Governors thank Mr S Thomas, the teachers and all the ancillary staff. The high standards resulting in the school maintaining its 'Green', top level status, can only come about with an integrated, hard-working team.

It is a pleasure for me to see the happy children working hard too, for us to get the excellent results again.

There is only one area that worries me, and that is the attendance. We are struggling to meet our target and not reaching it. The overall school performance is based on a number of factors, one of which is attendance. We regularly meet the other targets and I would not like to see us fall from the top level due to attendance performance. Please support and help us in this area.

I thank all parents/carers for your support during the past year and also the support of my fellow Governors, who have the interest of the school and your children at heart.

I can assure you that the Governors will continue to manage Lamphey Primary School in such a way that it gives your children a good education and start in life.

Yours sincerely



Mr J R Lewis MBE
Chairman of Governors

LAMPHEY PRIMARY SCHOOL

Report to the Annual Governor Parent Meeting

November 2019



GENERAL INFORMATION

Chairman of Governors Mr M Ridout
6 Honeyhill Grove
Lamphey
PEMBROKE
Pembrokeshire
SA71 5NA

Clerk to the Governors Mrs K Evan-Hughes
Director of Education
Pembrokeshire County Council
County Hall
HAVERFORDWEST
Pembrokeshire
SA61 1TP

The full list of Governors is as follows:

NAME	STATUS	TERM OF OFFICE EXPIRES	APPOINTED BY
Mr M Ridout	Community	May 2021	Lamphey School Governing Body
VACANCY	Additional Community		Lamphey Community Council
Mr J Lewis MBE	Community	March 2022	Lamphey School Governing Body
Mrs P Parkhurst	Community	June 2022	Lamphey School Governing Body
Mr S Thomas	Headteacher		Lamphey School Governing Body
Mrs S Rees	Local Authority	March 2022	Pembrokeshire County Council
VACANCY	Local Authority		Pembrokeshire County Council
Mr C Collins	Local Authority	May 2022	Pembrokeshire County Council
Mr H John	Parent	November 2022	Parents of Lamphey School
Mrs J Colley	Parent	December 2021	Parents of Lamphey School
Mrs R Evans	Parent	June 2020	Parents of Lamphey School
Mr D Thompson	Parent	March 2021	Parents of Lamphey School
Mrs S Roblin	Staff Representative	June 2021	Staff of Lamphey School
Mrs N Williams	Teacher Representative	October 2021	Staff of Lamphey School

Chairman 2018/2019 Mr J Lewis MBE

Vice-Chairman 2018/2019 Mrs L Taylor

We would like to thank both Mr A Skeels and Mrs E Taylor (retiring Governors) for their hard work and support over many years.

Financial Details

Full Financial Statement for the School

The funding for the school from April 2018 was £772,552 in total, and from April 2019 was £772,923. The finance was closely monitored throughout the year.

Total Funding for year	£741,526
Education Improvement Grant (EIG)	£5,970
Surplus brought forward to 2019/2020	£56,199

Details of Any Gifts to the School

No gifts received during this financial year.

Details of Travelling and Expenses to Governors

No claims have been made by the Governors.

School Data

Numbers on Roll

	Part time	Full Time	FTE
April 2020 (predicted)	20	199	209
January 2020 (predicted)	20	194	204
September 2019	19	189	198.5
April 2019	20	217	227
January 2019	20	210	220
September 2018	27	195	208.5

Lamphey Primary School continues to attract pupils and parents from a wide area. This reflects our reputation and success throughout Pembrokeshire.

Attendance

	Actual %
Summer 2019	94.81
Spring 2019	94.71
Autumn 2018	94.48

It is with disappointment that we did not reach our target of 95.75% for the academic year 2018/2019. Our attendance fell short at 94.6%. It is hoped with continued support from families and the community we will reach our target of 95.75% this academic year. The Welsh Assembly Government target on attendance is 95%, which we have not exceeded, and we are down on last year's attendance which was 95.1%.

As you are aware Pembrokeshire County Council are authorising Penalty Notices for children whose attendance drops below 90% due to unauthorised absences and holidays. The school will continue to request information on pupils' absences, and where deemed necessary will request that a Pupil Welfare Officer or a member of staff visit the home.

Staffing

Staffing and Class Information Autumn Term 2019

Class	Teacher(s)	Learning Support Assistants (LSAs)	Time Allocation	Ages	Pupil Numbers
Nursery and Reception Unit	Mrs A McGilloway Miss E Alborn	Mrs C Butland Mrs M Eddison Mrs L Williams Mrs M Bowmer (1-to-1)	2 teachers plus 2 support staff per session	3-5 years	41/38
Class 1	Miss A-M Lewis (3 days per week)/Miss R Goodrick (2 days per week)	Mrs D Cook Mrs R Williams	1 teacher plus 1 support staff per day	5-6 years	
Class 2	Mrs N Williams	Miss B Power	1 teacher plus 1 support staff per day	6-7 years	
Class 3	Mrs D Jones		1 teacher per day	7-8 years	21
Class 4	Mr R Price	Mrs A Russell (1-to-1) Mrs M Llewellyn (1-to-1)	1 teacher per day	8-9 years	29
Class 5	Miss C Pegg (4 days per week)/Miss R Goodrick (1 day per week)		1 teacher per day	9-10 years	26
Class 6	Mrs M Thomas		1 teacher per day	10-11 years	28

The LSAs deliver catch-up programmes to individual children or small groups as identified within each Key Stage 2 class.

Staff Changes Since September 2018

This last year has seen few changes. Mr R Lloyd has retired and Mr R Price has been employed to take on his teaching role. Mrs M Thomas has returned from secondment to ERW. Miss R Goodrick has been employed this term until Mrs S Meiring returns from maternity leave. Mrs A McGilloway has been employed to cover Mrs H Guymer, who is on a Welsh Sabbatical and will return in September 2020. We were very sad to lose three valuable members of staff in Miss Amanda, Miss Nic and Miss Sara due to staff reorganisation.

School Council and Ambassadors

We would like to thank the School Council and School Ambassadors for their hard work over the past year. This group of pupils have met with the Governing Body regularly during the year while the Ambassadors had the opportunity to attend the Student Voice Conference, where they were able to discuss the Rights of the Child and the impact that they have had on Lamphey School. The children who were involved in this were:

Name	Class	School Council/Ambassador
Ava Midgley	6	School Ambassador
Alex Workman	6	School Ambassador
Dylan Lee	5	School Council
Amelia de Graaf	5	School Council
Rosie Oliver	4	School Council
Cai Francis	4	School Council
Erin Manning	3	School Council
Jack Davies	3	School Council

Staff Training and Continued Professional Development

We have a dedicated staff at Lamphey Primary School who are committed to Continuous Professional Development (CPD). Our extensive training programme is planned carefully to ensure consistent school improvements in line with our School Improvement Plan and professional development of all staff members. All staff undergo an annual appraisal known as Performance Management. This process results in professional objectives set for all staff for the following year.

Action Taken by the Governing Body/School

As a result of Resolutions from the last AGPM

There were no resolutions made at the AGPM, held October 2012. There were no meetings held in subsequent years.

School Development Plan (SDP)

Excellent progress has been made throughout the year towards the objectives of the School Development Plan. This progress is discussed and monitored on a termly basis at Governing Body Meetings. An up-to-date copy of the School Development Plan is available on the School website.

Progress Achieved by the SDP during the Autumn/Spring Terms

Description/Activity/Priority	Progress
<p>2 ½ days ‘Language Champions’ PLC to commence from 11th June to 9th July. Focus will be on Language Champions. Funding has been organized through ERW and the training will be for two LSAs to attend.</p> <p>Catrin Phillips, Welsh Advisory Teacher, attended staff meeting in which a whole-school strategic plan was identified and planned with members of the SMT and Governing Body.</p> <p>Welsh Books Council visited school on Wednesday 6th June. Welsh Co-ordinator purchased appropriate literature for the forthcoming academic year, which has been distributed to all classes.</p> <p>Criw Cymraeg and Miss Pegg attended a ‘Made in Wales’ day held at Pembrokeshire Archives. The impact of this was that Criw Cymraeg arranged a Shwmae Day.</p> <p>Shwmae Day undertaken to celebrate Welshness throughout the school. During the Core Visit Mrs H Reynolds commented on the positive impact this had on the ethos of the school.</p>	<p>On-going</p>
<p>The Governor Committee for attendance met on 13th November.</p> <p>At this meeting Penalty Notices were discussed. Further information will be disseminated at the Full Governing Body meeting.</p>	<p>On-going.</p>

<p>SMT still working alongside identified schools to share good practice. Headteacher working alongside Estyn on OECD for the development of the new self-evaluation for all schools throughout Wales.</p>	<p>On-going</p>
<p>ALN Policy has been reviewed in line with legal requirements. A draft copy to be finalized with Governors. In-house survey undertaken on wellbeing of staff. Findings of this survey are of a concern.</p> <p>School continues to provide advice to staff and parents about illness and infections with an emphasis this term on wellbeing and building resilience.</p> <p>Pupils' voice continues to be a strength of the school. School Ambassadors have been selected, met with Children's Commissioner for Wales, Prof. Sally Holland. The Community Council recognized this achievement and presented the children with a shield.</p>	<p>On-going</p> <p>Attendance NOT improving.</p>
<p>Staff to receive training on Pie Corbett strategies to ensure that this approach is evident in both Key Stages.</p>	<p>Completed</p>
<p>Staff begin to review schemes of work in line with the Donaldson Report.</p>	<p>On-going</p> <p>WG amended starting date (from 2019 to 2022)</p>
<p>A greater number of science experiments undertaken in Key Stage 2 to be identified during work scrutiny</p>	<p>On-going</p>
<p>To plan for an increase in pupil numbers in both the Reception and Nursery (Early Years Foundation Phase) ensuring staff and classrooms are appropriate for the needs of all children.</p>	<p>Class reorganization</p> <p>Nursery Classes now run am and pm</p>
<p>To ensure a closer correlation between attainment and progression at Foundation phase and Key Stage 2 with the Standardised National Tests (>115)</p>	<p>The Teaching & Learning Policy and Non-Negotiables Policy has been presented to all staff during an Inset. Book sharing undertaken and professional learning forums set up. Standardised approach identified. Strengths and weaknesses identified and acted upon.</p>

<p>To improve pupils' outcomes by embedding the four purposes of the New Curriculum for Wales – shaping whole-school practice</p>	<p>To raise the profile of the four purposes of the new curriculum throughout the whole school. This is in a stage of development with a twilight session being organized by the Leader of Learning on 8th May 2018. Governors on the Curriculum & Standards Committee also in attendance.</p>
<p>To improve pupils' attainment in Welsh, particularly those achieving the higher levels, by completing the Bronze Award of the 'Siartr Iaith Cymraeg' and link this to whole-school projects</p>	<p>Welsh subject leader has begun to review the Siartr Iaith expectations and is in the process of developing an action plan for all staff across the school.</p> <p>Subject leader is in the process of developing a folder of evidence in support of the assessment. All staff are working to develop a range of activities in line with the Siartr Iaith.</p> <p>Welsh subject leader and SMT are working with LA staff to further develop and embed the Welsh guided reading process. Welsh signs have been purchased to improve the overall ethos of the school and to encourage a greater use of incidental Welsh outside the classroom.</p>
<p>To continue to develop boys' writing at the higher level across both Key Stages</p>	<p>In-house training undertaken by Mrs Thomas to raise writing skills throughout the school. Training provided by the English Co-ordinator.</p> <p>Cold tasks undertaken to set baseline (extended writing exercise).</p>
<p>To improve rates of attendance through the embedding of a range of strategies and robust systems.</p>	<p>All parents and carers informed of the school's policy on attendance and Penalty Notices.</p> <p>Social Media and newsletters are used to disseminate information.</p> <p>Attendance of FSM children is closely monitored. Parents are frequently provided with data to show improvements. Continue to work alongside Pupil Welfare Officer and when appropriate make referrals for early interventions as policy.</p> <p>Working party formed and strategies discussed and so have implemented</p>
<p>To raise the levels of attainment of FSM pupils in the Standardised National Tests.</p>	<p>Pupils are identified and tracked.</p> <p>Needs of FSM pupils are assessed and IEPs written if appropriate. Parents to be informed.</p> <p>FSM pupils are receiving extra support as identified in IEPs</p>

<p>Professional Learning Schools</p> <p>Increase capacity to maintain school to school working supported by the continued sharing of best practice within the school.</p>	<p>The SMT has met with two of the schools identified by ERW as part of the Professional Learning Schools support programme - Targets have been set and good practice has been share on HWB.</p> <p>The Head Teacher has work alongside PODS by delivering examples of good practice on the implementation of the Four Purposes.</p> <p>All foundation phase staff have been involved work alongside ERW in the zonation of the outside classroom in the Foundation Phase</p>
<p>Professional Learning Schools</p> <p>Increase capacity to maintain school to school working supported by the continued sharing of best practice within the school.</p>	<p>The SMT has met with two of the schools identified by ERW as part of the Professional Learning Schools support programme - Targets have been set and good practice has been share on HWB.</p> <p>The Head Teacher has work alongside PODS by delivering examples of good practice on the implementation of the Four Purposes.</p> <p>All foundation phase staff have been involved work alongside ERW in the zonation of the outside classroom in the Foundation Phase</p>

School Improvement Plan- Summer Term

A complete copy of the School Improvement Plan was distributed to all Governors. Governors were asked to consider any future plans for Lamphey Primary School to be included in the School Improvement Plan for 2019-2021. This has been agreed and finalised.

Summary of Changes to the School Prospectus

The School Prospectus is currently being reviewed and will include current information and photographs about the school. The School Prospectus is annually reviewed by the Headteacher and Governing Body. A copy is available upon request, also an up-to-date version is available on the school website.

School, Staff and Pupils' Successes and Special Events

Lamphey Primary School is a very busy and exciting place. We have a natural 'have-a-go' ethos and are represented in many sporting, musical and art events and competitions.

The children really enjoy competing and are very proud to represent Lamphey Primary School.

Music and Drama
The children performed on stage in their class Christmas Concerts. The classes entertained parents, family and friends with a variety of themes.
Year 6 performed at the Pembroke Castle Christmas Fayre. All of the children represented the school well.
The whole school celebrated St Davids Day with a very up-beat and enthusiastic Eisteddfod.
The Year 5 and 6 Choir performed in the Ysgol Harri Tudur Transition Concert. The children sang beautifully, both as an individual group and as part of the multi-school choir.
The Year 6 held their last concert in July as their Leavers Assembly.
One pupil competed in the Valero Primary Music Festival in Haverfordwest. Sophie participated in the Brass competition and attained second place. Well done Sophie!
Sport and Physical Education
A netball team represented the school in the Pembroke round of the Urdd Netball tournament. This team were successful and progressed to the Pembrokeshire final in Bloomfield Centre in Narberth.
The School Netball team travelled to Narberth Bloomfield Centre to participate in the Pembrokeshire Final of the Urdd Tournament. They all performed extremely well and won this final, progressing to the Welsh final in Aberystwyth. At the Welsh final the girls all played really well once again.
A group of swimmers participated in the Pembrokeshire Urdd Swimming Gala in Haverfordwest. One lower junior girl in addition to the upper junior girls' relay team won this round and progressed to the National final in Cardiff. All of the girls represented the school well in Cardiff, but were unsuccessful.
The school sent a team to participate in the Pembrokeshire Sladen Gala. The teams swam well in their respective age groups.
The school Gymnastics Team successfully competed in the Pembrokeshire Urdd Gymnastics competition, progressing to the National final in Aberystwyth.
Following the gymnastics team's success in the Urdd Pembrokeshire round, the team travelled at Aberystwyth to compete in the Welsh final. The children all performed well.
The rugby team represented the school in a 'Six Nations Festival' held at Carmarthen Athletic RFC. The children thoroughly enjoyed the day.

The team also represented the school in the Urdd Rugby Tournament held at Neyland RFC. The team played really well but were just pipped to a place in the semi-final.

Teams of runners from each year group participated in the Dyfed Cross Country competition. All of the children ran well with Carys going on to represent Dyfed in the Welsh competition later that month.

Children from Year 1 to 4 were treated to a day of cricket taster session courtesy of Pembrokeshire Cricket. A big thank you to Rick Walton who co-ordinated this.

Other Successes and Special Events

The School Ambassadors and members of the School Council represented the school in laying a wreath at Carew Cenotaph on Remembrance Day.

The school welcome 'The One Steve' along with children from primary schools in Pembrokeshire for a week of writing workshops.

The children from Year 6 attended the Crucial Crew event in Haverfordwest. This showcased the emergency services and the importance they have within the community.

Year 4 visited Scolton Manor and experienced a Victorian Christmas.

Year 4 were invited to attend a 'Plastics in the Sea' workshop held in Oriol y Parc, St Davids. The class found this to be highly informative.

As part of the school's Enrichment Fortnight on 'The Lost Words' Tom Bean of PCNPA worked alongside Years 5 and 6. This included walks around Lamphey Village looking at the local wildlife.

Organisation and Policies

During the academic year 2018/2019 policies were agreed upon by the Governing Body and amended appropriately.

- Learning and Teaching Policy
- Non-negotiables (a guide for all staff on the standards and attitudes expected at Lamphey Primary School)
- Child Protection
- Behaviour Policy
- Attendance Policy
- Absence Policy
- Leave of Absence Policy
- Drugs and Alcohol Policy
- Redundancy and Redeployment Policy
- Effective Management of School Workforce Attendance (WG Guidance document 217/2017)

Terms, Dates and Sessions

Term	Begin	Half Term		End	Number of School Days
		Begin	End		
Autumn 2019	Mon 2 nd Sept 2019	Mon 28 th Oct 2019	Fri 1 st Nov 2019	Fri 20 th Dec 2019	74
Spring 2020	Mon 6 th Jan 2020	Mon 17 th Feb 2020	Fri 21 st Feb 2020	Fri 3 rd Apr 2020	60
Summer 2020	Mon 20 th Apr 2020	Mon 25 th May 2020	Fri 29 th May 2020	Mon 20 th Jul 2019	59
Plus directed teachers' closure days Monday 2 nd Sept 2018 and Mon 20 th July 2020					2
TOTAL					195

Additional Learning Needs

The school has a policy on the screening, provision and monitoring of children with additional learning needs. It is our aim to involve parents fully in this process and staff meet with parents termly to ensure their views on their child's progress and future action are fully considered. Please see either Mr Thomas or Mrs Williams if you would like to discuss the implications of the ALN policy. A copy of the ALN Policy on the school website and hard copies are available on request. The overall provision for ALN at Lamphey Primary School is very good as noted in the inspection report. Appropriate support is deployed through the early identification of needs and effective development of interventional strategies. Parents are informed termly through regular meetings with the staff regarding provision.

Date	Total on Roll	Number	Percentage	Statement
2018	220	19	8.6%	4
2017	219	17	7.8%	3
2016	212	18	8.5%	3
2015	195.5	27	14%	3
2014	184.5	28	15%	3

Looked After Children (LAC)

We currently have no Looked After Children in school.

More Able and Talented, Gifted and Talented (MAT & GAT) pupils

We continue to provide for the MAT and GAT pupils identified at Lamphey Primary School. Once these children have been identified they are entered onto the school tracking system. Differentiated activities appropriate to the abilities were provided during the lesson to ensure that they were challenged.

Basic Skills Provision

The definition of Basic Skills is 'the ability to read, write and speak in English and use mathematics at a level necessary to function and progress at work and in society in general'. For this reason Lamphey Primary School has continued the commitment to raise standards of basic skills of all pupils. This provision has been delivered by Mrs R Williams and Mrs D Cook under the guidance of Mrs N Williams.

Pupils with Disabilities

At Lamphey Primary School we endeavour to ensure all pupils have access to the curriculum. The school has produced a Disability Access Plan which has been used to improve the facilities and access to the school. Lamphey Primary School is an inclusive school, all admissions are in line with the Local Authority Admissions Policy.

Exclusions

There were no fixed-term exclusions for the year 2018/2019.

Racial Incidents

There have been no racial incidents in the academic year 2018/2019.

External Evaluation

Welsh Government

The school was once again categorised by the Welsh Government as a 'Green' School for 2018/2019, which is a 'highly effective school, has strong leadership and is clear about its priority for improvement. These schools have a track record in raising standards that pupils achieve and have the capacity to help other schools to do better.'

Estyn

Lamphey Primary School was inspected by Estyn in January 2018. The summary of the inspection report and grades is available on the school website, and a hard copy can be requested through the school office. We are delighted with this inspection report which has identified the good and excellent practice of the school.

Standards

End of Key Stage Comparative Information

Foundation Phase Outcomes – Foundation Phase Outcomes for Lamphey Primary School are consistently higher than the Local Authority and Welsh comparative data. In Outcome 6 the school again performed consistently higher than Wales and the Local Authority.

Key Stage 2 Levels – Key Stage 2 Levels for Lamphey Primary School were consistently better than the Cluster of Schools comparative data, with the girls outperforming the boys in all subject areas.

English – 90% Level 4+, 45% Level 5

Maths – 90% Level 4+, 42% Level 5

Science – 90% Level 4+, 48% Level 5

Core Subject Indicator – 90%

As Lamphey Primary School is an inclusive school considerable care needs to be taken when interpreting the data for 2018/2019.

National Testing

In the National Tests we performed significantly better than the Wales and Local Authority averages in all year groups and subjects (English Reading, Numeracy Procedural and Numeracy Reasoning tests).

It is known that the teacher assessment of levelled work at Lamphey Primary School accurately reflects the levels achieved by the pupils at the end of the Key Stage.

Emergency Planning, Health & Safety

Emergency Planning and Fire Safety

Our emergency procedures are embedded and understood by all staff although we are always looking at ways to improve our emergency planning and procedures. New staff and work experience students are briefed on our procedures as part of the induction process. Fire notices are clearly displayed in all areas within the school. OCON have visited the school several times to carry out fire safety and maintenance work. Fire alarm call points are tested weekly by the caretaker and recorded in the fire log. Regular fire drills have been carried out successfully every term throughout the year and reported to the Governing Body. In the case of an evacuation of the school the Village Hall will be used as an alternative location. An impact assessment has been undertaken of prolonged disruption at the school and it has been agreed that the Village Hall would be used in such an emergency.

Health & Safety

At Lamphey Primary School the Governing Body meet termly to discuss all health and safety matters. Two pupils in Year 6 attend these meetings (School Ambassadors) where they bring any dangers to the attention of the Governing Body. Health and safety risk assessments have been completed in and outside the school following guidelines. Any risks have been identified and appropriately minimised.

A number of minor repairs have been completed around the school this year to ensure the continued health and safety of the pupils, staff and visitors.

Premises Development

The school buildings and premises are in very good condition. There have been no building developments during the past year.

The staff and Governors would like to thank parents and the local community in the development of the Foundation Phase Outdoor Learning Area.

School Visits

Risks assessments are carried out on all school trips and visits in line with PCC guidance and at all other times when deemed necessary. There are specific guidelines provided by the LA and we ensure that we follow these at all times.

Friends of Lamphey Primary School and Community Links

Many thanks to the Friends of Lamphey Primary School who have had a very good year with lots of support and have managed to raise well over £2000. The FLS committee hold regular meetings, to which all parents are more than welcome. If you have any questions please speak to Liz Small, Gemma Colley, Sam Osborne or Claire Charnock.

Lamphey Primary School has excellent community links. They are a real strength of our school and we are very proud and recognise their importance in broadening the experiences of the children. We feel that the school and the local community benefits from this close relationship. The children are well recognised and actively take part in a number of community events. Facebook – This form of social media has been a very positive way for informing the wider community and families of the school life with information newsletters and photographs regularly posted.

Conclusion

The Governing Body of Lamphey Primary School would like to thank the pupils, staff, parents and members of the Lamphey Community for their support and valuable contributions throughout the year to help create such a busy, thriving and successful school. The children will always be our complete focus, they are our greatest pride.

'Children First'

Thank you for taking the time to read this annual report. If you would like a Welsh version please contact the School Office and this can be arranged.

Targets

Targets for Foundation Phase

Percentage of children achieving Outcome 5 at the end of Foundation Phase

Subject	Target 2019
Personal and Social Development, Well-being and Cultural Diversity	100%
Language, Literacy and Communication Skills	100%
Mathematical Development	100%

Targets for Key Stage 2

Percentage of children achieving Level 4 at the end of Key Stage 2

Key Stage 2	Target 2019	Target 2020	Target 2021
English	94%	100%	100%
Maths	94%	100%	100%
Science	94%	100%	100%
Welsh Second Language	84%	83%	77%
Core Subject Indicator	94%	100%	100%

Attendance

	Actual		Target		
	2016/17	2017/18	2018/19	2019/20	2020/21
Percentage of total pupils absence	95.3%	95.1%	95.8%	96.0%	96.5%

Glossary of Terms

SDP	School Development Plan
LA	Local Authority
PLCs	Professional Learning Communities
LSA	Learning Support Assistant
MAT	More Able and Talented
SMT	Senior Management Team
FSM	Free School Meals
ALNCo	Additional Learning Needs Co-ordinator
PDG	Pupil Development Grant
DCF	Digital Competency Framework
CCAT	Child Care Assessment Team
TAF	Team Around the Family

Dear Parents,

Re: Your right to request a meeting with the school's governing body

The Schools Standards and Organisation (Wales) Act 2013 (The Act) removed the requirement for school governing bodies to hold an annual meeting with parents. Instead, new arrangements were introduced to enable parents to request up to 3 meetings in any school year with a governing body, on matters which are of concern to them.

If parents wish to use their rights under the Act to hold a meeting, 4 conditions will need to be satisfied:

1. Parents will need to raise a petition in support of holding a meeting.

The parents of at least 10% of the school's registered pupils/ 30 registered pupils (whichever is lower) will need to sign the petition. I can provide guidance, if requested, on how a paper or electronic petition can be raised. Please do not start a petition without receiving this guidance.

2. The meeting must be called to discuss matters which affect the school

The meeting cannot be called to discuss such matters as the progress of individual pupils, or to make a complaint against a member of the school's staff or governing body.

3. A maximum of 3 meetings can be held during the school year

The law allows parents to use their rights to request up to 3 meetings with a school governing body during the school year.

4. There must be at least 25 school days left in the school year

The law makes it a condition that at least 25 school days are left in the school year when the petition is received so that the meeting can be held. A "school day" means a day when the school is open to pupils.

Any petition requesting a meeting with this school's governing body should be sent to the Chair of the Governing Body at the school's address.

Further advice on how parents may go about requesting a meeting with a governing body is available on the Welsh Government's website at:

<http://wales.gov.uk/topics/educationandskills/publications/guidance/parents-meetingsstatutory-guidance/?lang=en>