



November 2022

Dear Parent/Guardian,

**Governing Body of Litchard Primary School**  
**Annual Parent/Carers/Family Report**

Hereby follows a copy of the (Full) Governors Annual Report to Parent/Carer/Families for the 2021-2022 academic year.

This report is also available at the school on request and is available on the school website.

Under the School Standards and Organisation (Wales) Act 2013 (the Act), the governing body is no longer required to hold a meeting for the purpose of discussing the attached report.

However, under this legislation, if a governing body receives a petition from parents of registered pupils at the school requesting that a meeting takes place this request must be acceded to if the following conditions are met;

- The petition contains the signatures of (either) ten percent of the parents of registered pupils **or** thirty of the parents of registered pupils at the school (whichever is the lower number).
- The meeting must be for the purpose of discussing a matter relating to the school.
- Should meetings be requested/held there will be no more than three meetings held during the school year in which the (initial) petition is received.
- There are enough school days remaining in the school year for the meeting to be held in line with the requirements of the Act.

The address for service of a petition requesting a meeting with this school's governing body is:

*The Governing Body, Litchard Primary School, Garfield Avenue, Litchard, Bridgend. CF31 1QB or admin@litchardps.bridgend.cymru*

Should a meeting be held it will be open to all parents of registered pupils at the school, the Headteacher and other persons invited by the governing body.

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>

Yours faithfully,

A handwritten signature in black ink, which appears to read 'Anita Davies'. The signature is written in a cursive, flowing style.

Anita Davies

Chairperson of Litchard Primary School Governing Body



## Governors' Report to Parents of Litchard Primary School October 2022

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 of Litchard Primary, Simone Delaney, *School Governance Solutions Ltd*

*Tel: 07850 183666*

### 2. Chairperson of the Governing Body

The Chairperson of the Governing Body is Mrs A. Davies.

### 3. Members of the Governing Body as of September 2021

The following people are currently members of the Governing Body.

School Name	Governor Name	Pos	Status
Litchard	Mr W Esmond		LEA
Litchard	Clr Cherie Jones		LEA
Litchard	Mr R Young		LEA
Litchard	Miss S Vidal		LEA
Litchard	Mrs C Laidler	VC	Community
Litchard	Craig Davies		Community
Litchard	Mrs C Evans		Community
Litchard	Clr A Davies	C	Community
Litchard	Clr Christopher Walburn	CC	Community
Litchard	Andy Glyde		Parent
Litchard	Jo Rosser		Parent
Litchard	Catherine Austin		Parent
Litchard	Rhys James		Parent
Litchard	Ms L Foster		Parent
Litchard	Tracy Leyshon		Staff
Litchard	Miss Shaunna Vanagas		Teacher
Litchard	Mr D Richards		Acting Headteacher

When fully constituted this governing body is made up as follows

<b>LEA Representatives</b>	4
<b>Parent Governors</b>	5
<b>Staff Representative</b>	1
<b>Headteacher</b>	1

<b>Community Governors</b>	5
<b>Teacher Governor(s)</b>	2
<b>Minor Authority (if applicable )</b>	0
<b>Total</b>	18

#### **4. Resolutions**

There were no resolutions passed at the last meeting.

#### **5. Election of Parent Governors**

Congratulations to our newly elected parent governors Catherine Austin, Andy Glyde Rhys James, and Jo Rosser. At present there are no further vacancies.

#### **6. School Performance Data**

From September 2019 schools are no longer required to include comparative data based on local or national comparisons. Our school systems are based on a bespoke, holistic tracker that looks at the whole child.

Please go to "My Local School" <https://mylocalschool.gov.wales/School/6722374?lang=en> for more information.

#### **7. Financial Statement – Period Covered 2021-2022**

A copy of the school's financial statement for the Financial Year 2019/20 is attached at the end of this report.

#### **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. The prospectus is available on the school website – [www.litchardprimary.com](http://www.litchardprimary.com)

#### **9. School Development Plan/Post Inspection Action Plan**

Governors are responsible for drawing up (in conjunction with staff) the School Development Plan (SDP/PIAP). 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 2022-23 academic year has been considered and approved by Governors and is currently being implemented by the staff. The plan this year considers school progress in last year's SDP and the evaluation process undertaken by the school leadership team.

The targets set include short, medium and long-term aims. Targets are regularly reviewed by the Governing Body. A summary of the SDP is available on the school web site and spending plans for the grants such as the Pupil Development Grant.

At Litchard Primary School each pupil will be given the opportunity to develop to his or her fullest potential.

Our school provides a safe, secure environment where pupils encounter opportunity for success in learning and living. All pupils are valued as an individual regardless of race, religion, gender or disability and are positively encouraged to contribute to the school community.

At Litchard Primary pupils will be encouraged to make the most of their talents, to develop their personality and grow both morally and spiritually. The education pupils receive will serve to foster discipline and high personal standards achieved in a positive, caring atmosphere, which permeates everything the pupil encounters in school. Pupils are also encouraged to develop self-esteem and self-confidence through a range of extra-curricular activities.

At Litchard Primary we are committed to valuing and building on the child's earliest experiences, however limited. A positive, mutually supportive relationship between home and school is valued. Through a well-established pastoral framework pupils are encouraged to develop happily with a sense of value and purpose.

## **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 and opportunities for bilingualism where appropriate with all pupils throughout the school day. Children from year 2 onwards also receive specific lessons to learn Welsh as a 2<sup>nd</sup> Language. Litchard primary was the first school in the borough to be awarded "Campus Cymraeg" (Silver award) and in the last 12 months has progressed to the Gold award. This award recognises how Welsh is promoted and used outside of normal classroom teaching and learning to as high a standard as possible.

Welsh is taught in a practical manner, through the use of videos, books, worksheets, songs and by using the language on a daily basis. The aim is to promote the language development of the children, to enable them to use the language effectively in communication.

Children from the ages of 3 to 7 years are taught Welsh through rhyme, incidental Welsh i.e. instructions and greetings/weather etc. Opportunities for bilingualism are planned by the teachers to incorporate into lessons where appropriate. A comprehensive scheme of work is provided to support Welsh Language Development which complies with the orders of the Foundation Phase Curriculum.

At the end of Key Stage 2 (when a child moves to Comprehensive School) assessment and liaison takes place to ensure that pupils continue their progress when they move to secondary education.

Litchard Primary School, with the support of Bridgend Local Authority, provides a service to support children and families where English is an additional language.

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

## **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. The Post Inspection Action Plan was developed in the Spring Term 2018 and was incorporated into recent SDPs. There are still elements of the PIAP in this year's SDP, with Independent Learning still a focus across the school.

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 2022- 2023 Academic Year

Autumn Term 2022	Start Autumn of Term 5 <sup>th</sup> Sept 2022	Half Term Mon 31 <sup>st</sup> Oct to Friday 4 <sup>th</sup> Nov	End of Autumn Term Friday 23 <sup>rd</sup> Dec 2022
Spring Term 2023	Start of Spring Term Monday 9 <sup>th</sup> Jan 2023	Half Term Mon 24 <sup>th</sup> Feb to Friday 24 <sup>th</sup> Feb	End of Spring Term 31 <sup>st</sup> March 2023
Summer Term 2023	Start of Summer Term 2023 Mon 17 <sup>th</sup> April 2023	Half Term Mon 29 <sup>th</sup> May to Friday 2 <sup>nd</sup> June 2023	End of Summer Term Friday 21 <sup>st</sup> July 2023

Closure Days 2022-2023:

Monday Sept 5<sup>th</sup> 2022  
 Friday 23<sup>rd</sup> December 2022 (In lieu of Twilights)  
 Monday Jan 9<sup>th</sup> 2023  
 Tuesday Jan 10<sup>th</sup> 2023  
 Friday March 31<sup>st</sup> 2023  
 Friday July 24<sup>th</sup> 2023

## 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 is used by a range of associations and clubs such as Litchard Ladies' Club, Brownies, Yoga, a Reading Club, Swimming Lessons and football.

At our school local agencies such Health Visitors, Early Help Workers (Wellbeing and Family Support Officers), adult learning (Bridgend College), and host a range of activities and events linked to the local community. There is a very good range of after school extra-curricular activities offered by the school, with teachers voluntarily delivering lunchtime and after school clubs (for example, netball, football, rugby, dance, recorders, choir, drama, PE for young children etc.).

## Litchard Primary Extra Curricular Menu 2022

Activity	Staff	Day and time	Equipment needed
Football: yr 5 + 6	Mr Howells	Tuesday 3.15 - 4	Change of top and shorts/bottoms, football boots and shin pads (essential).
Ball Skills yr 3+4	Mr Slade	Tuesday 3.15 - 4	Change of top and bottoms plus suitable footwear.
Netball: yr 5 + 6	Miss Vanagas, Mrs Matthews and Mrs Foster	Tuesday 3.15-4	Change of top and bottoms plus suitable footwear.
Netball yr 3 + 4	Miss Cavill and Mrs Trahar	Tuesday 3.15 - 4	Change of top and bottoms plus suitable footwear.
ICT Club: yr 2	Mrs Thomas	Tuesday 3.15 - 4	NA
Forest Schools 1M (Until Christmas)	Mrs Cronin	Tuesday 3.15 - 4	Footwear suitable to the Nature reserve and coat (weather dependent).
Rights Respecting Pupils Group	Miss Foster	Wednesday Lunch Time	NA
Recorders	Miss Miller	Wednesday Lunch Time	NA
Rugby Club: yr 5 + 6	Mr Richards Mr Howells	Thursday 3.15 - 4	Rugby shirt, shorts, socks, and rugby boots. Padding and gumshields are optional.
Let's Get Creative: yr 4 After Half Term	Mrs Muir and Mrs Picton-Roberts	Thursday 3.15 – 4	NA
Well Being Club (1H until Christmas)	Mrs Dunford and Mrs Hughes and Mrs Davies	Thursday 3.15 - 4	No kit needed.
Rock Band	Mr Stock	Thursday 3.15 - 4	NA
Marvel Club	Mrs Matthews	Friday Lunch Time	NA

The school also has good links with Teacher Training Agencies and Careers Wales whereby students from local schools and colleges are offered training opportunities. The school works closely with Family Learning, the Police, Fire Service and School Nurse as well as other agencies.

#### 14. **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.

**Many of these policies can be accessed via the school's web-site. [www.litchardprimary.com](http://www.litchardprimary.com) or available on request. There may be a small charge for photocopying.**

#### 15. **The School Curriculum**

The school is immersed in the roll out of the New Curriculum and the internal structure of the school reflects this with the year groups organised into Step 1 (Nursery + Reception), Step 2 (Yr 1-3), and Step 3 (Yr 4-6). The school's Curriculum Summary Statement is available via the school website:

<https://www.litchardprimary.com/children/curriculum>

Here you can also find examples of the school's Curriculum Planning.

#### 16. **Additional Learning Needs (ALN/ALP)**

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. The school is well prepared for the changes in the identification, assessment and provision for pupils with Additional Learning Needs as outlined in the Additional Learning Needs and Education Tribunal (Wales) Bill.

The School's Additional 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.

#### SEN/ALP

Category	Percentage
ALN	5.8%
School Action	7.7%
School Action +	1%
Statemented	0.2%
Class Action	4%
TOTAL	18.8%

The above table shows the number of children receiving Additional Learning Provision (ALP) under the new ALN Code. During the school year 2021-2022, from January 2022 all children in the mandated years of Year 1, Year 3, Year 5 and Nursery were to move over to the new system. However, an extension was given until the end of the school year 2023 for these year groups which are now Nursery, Reception, Year 2, Year 4 and Year 6. The other year groups of Year 1, Year 3, Year 5 (during this school year) are still on the old SEN system of School Action, School Action+ and Statement provision.

**The above figures include the children in the Learning Resource Centre. Applications being made for children requiring Specialist Placements for September 2023, regardless of the year group, will be required to have an Individual Development Plan to accompany the referral form. Similarly, for those children currently receiving one to one ancillary support or any new applications will also need an Individual Development Plan**

Free School Meals information:

	2015	2016	2017	2018	2019	2020	2021
School	25.1%	22.8%	22.0%	21.0%	22.2%	24.6%	27.3%
Local Authority	21.9%	20.8%	19.7%	18.9%	19.0%	20.3%	22.2%
Wales	20.1%	19.5%	19.0%	18.4%	18.5%	19.3%	21.3%

At present, the school Free School Meal percentage is 29.4% (up by 2.1% on last year).

English as a Second Language:

	2015	2016	2017	2018	2019	2020	2021
School	2.7%	2.9%	4.5%	5.8%	5.7%	7.7%	8.0%
Local Authority	2.5%	2.9%	2.4%	2.8%	2.8%	3.0%	3.0%
Wales	6.0%	6.2%	6.1%	6.2%	6.0%	6.1%	6.0%

This year the number of children who have English as a second language is 6.3%

## 17. 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 and Equalities Act 2010 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 school has appropriate access to all areas of the school where steps are not suitable for our pupils. An example of this is the recently fitted ramp outside the LRB/MLD area of the school.

## 18. **Fabric of the Building**

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

- Painting of Foundation Phase Classrooms
- Refurbishment of Reception Learning Zone (the old Pendre Nursery)

## 19. **Target Setting**

Welsh Government and Local Authorities no longer request this information. However, the implementation and review of the school's strategies and targets is documented in detail in the School Development Plan 2022-23. The following is an overview:

<b>Litchard Primary School Development Plan 2022 – 2023</b>	
1.	To continue to develop our own curriculum in terms of progression and purpose for AoLEs, enabling learners to develop towards the four purposes, including the use of the outdoors, learning environment and pupil voice.
2.	To improve pupils' literacy skills using Voice 21 and review the processes and culture of reading in the school.
3.	To enhance the Maths curriculum through the effective use of a range of resources to ensure a consistent and progressive approach to teaching Maths in line with new steps.
4.	To make attendance and punctuality a priority for all stakeholders to improve the overall percentage post lockdown.
5.	To improve the planning and delivery of additional learning provision, through a person-centred approach to identifying needs early, putting in place effective support and monitoring.

## 20. **Attendance Information**

The latest unverified attendance for the last academic year and this school year so far can be found below.

	<b>Overall attendance %</b>	<b>Unauthorised Absences %</b>	<b>Authorised Absences %</b>
<b>Attendance % 2021-2022</b>	90%	1.8	8.1
<b>Attendance % 2022-2023 (So far)</b>	91.91%	1.45%	6.62%

The governing body has adopted the LA/Consortia policy for attendance. When pupils have good attendance holidays (above 95%) are authorised. This has been reviewed by governors.

The school knows that absence from school is a contributing factor in low pupil achievement, so the Welsh Assembly Government is targeting improved attendance. Parents can help this situation by informing the school if they feel that there are any problems that are preventing pupils from attending or causing the pupil to feel that they do not want to attend school.

The school has a number of measures to improve pupil attendance.

- Termly Attendance Awards and prizes;
- Newsletter acknowledgement for good attendance;
- Does not authorise holidays in term time, only if attendance by pupils is above 94%+ and they arrive on time;
- Letters to parents of pupils if their attendance is a cause for concern;
- Half termly meetings for parents with the head teacher/deputy headteacher and education welfare officer if attendance is below 90%;
- Use of family engagement liaison officer to visit homes to support parents who have pupils who are reluctant to come to school;
- Targeted attendance groups – work with pupils – importance of coming to school – led by the headteacher or deputy headteacher.
- Educational Welfare Officer Liaison with home visits. Fortnightly attendance data analysis.
- Approval for holidays in term time from the headteacher in accordance with the attendance policy.

Children will be awarded a “late mark” between 8.55am and 9.10am if they arrive after the official start time of 8.55am. After 9.10am children will be marked as an unauthorised late arrival. These changes have been put into place to ensure that pupils arrive on time in order to receive the best education as possible. Research shows that pupils who do attend school punctually and attend regularly perform better than those who arrive late or have a low attendance.

The school has shared guidance from the Director of Education and Pupil Services (Mr L. Harvey) which was meant to impress on parents that standards of attendance were being treated as they were pre-covid and that where appropriate, legal action would be implemented.

## **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 schools 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 will usually remain in the school until they complete year six and then transfer to secondary school. Parents must re-apply to the schools' admissions authority when their child moves from nursery to reception.

This school is a feeder school for Brynteg Comprehensive School; however, pupils may apply to attend any secondary school they choose subject to the Authority's admissions policy.

## **22. Sporting Aims and Achievements**

The school takes part and provides numerous extra -curricular activities which are free of charge. These include football, swimming, multi-skills, rugby, athletics, netball, cross country, cricket, rounders, goal ball and basketball.

Pupils have attended many festivals and experienced a wide range of off-site experiences and residential trips which include a visit to Adventure Britain and this year the Urdd Camp at Llangrannog.

## **23. Healthy Eating + Wellbeing**

Litchard Primary promotes healthy eating. The school has five Healthy Schools' Awards and is currently working towards the next accreditation.

The school promotes healthy eating and drinking by

- Purchasing its lunchtime meals through BCBC School Catering Services which complies with the Welsh Government "Appetite for Life" programme.
- Healthy snacks are promoted throughout the school with "Fruit Time" in Nursery and reception and a Healthy Tuck Shop in the junior department. The school also promotes healthy snacks and drinks at Discos, Sport's Day.
- Workshops also promote healthy eating eg Food Standards Agency, Smoothie Workshop, Asda/Sainsbury/Tesco community links etc..
- The school also promotes healthy living in its curriculum with food technology planned into themes for example - the Great Outdoors (Healthy Lifestyles), World War 2 (Rationing), Wonderful Wales (Welsh Food and Produce), "Somewhere Else" (Geographical Comparisons with Wales – Food and Culture)
- Chilled water fountains are located around the school for pupils and staff.

In line with the Healthy Schools accreditation, the school is also involved in a local schools/cluster project to to create 'A Whole School Approach to Emotional and Mental Wellbeing'.

## **24. Toilet Facilities**

Most of the school has modern and up to date toilet facilities. The school has recently fitted new hand-driers to all toilets facilities in the school to improve personal hygiene.

**FINANCIAL STATEMENT 2021/22****SCHOOL LITCHARD PRIMARY*****EXPENDITURE***

£

**EMPLOYEES**

TEACHERS	1166657
SCHOOL SUPPORT WORKERS	69540
CLERKS AND CLASSROOM SUPPORT	464752
AGENCY STAFF	77796
SICKNESS AND MATERNITY INSURANCE	27897
STAFF TRAINING	7205
OTHER COSTS eg POLICE CHECKS	920

**1814767****PREMISES AND RELATED COSTS**

GROUNDS MAINTENANCE	15350
REPAIRS, ETC TO BUILDINGS	91164
FIXTURES AND FITTINGS	62
ENERGY	41583
RATES	55105
WATER SERVICES	6593
SPECIAL PERILS/ALL RISKS	676
CLEANING AND DOMESTIC SERVICES	56210

**266743****TRANSPORT AND RELATED COSTS**

SCHOOL ACTIVITIES TRANSPORT	0
CAR ALLOWANCES/STAFF TRAVEL	0

**0****SUPPLIES AND SERVICES**

CAPITATION (TEACHING MATERIALS)	53424
FURNITURE/EQUIPMENT	3174
SCHOOL MEAL COSTS	82964
ICT RELATED COSTS	28689
PRINTING, STATIONERY ETC	4427
TELEPHONES/BROADBAND	5284
INSURANCE	2041
SERVICE LEVEL AGREEMENT	27933
TRADE WASTE	3431
POSTAGE	171
LEASING	5138
MISCELLANEOUS EXPENDITURE	8972

**225648*****INCOME***

WELSH GOVERNMENT GRANTS	363241
OTHER SCHOOL GRANTS	251170
HEADTEACHER SECONDMENT INCOME	6525
SCHOOL MEAL INCOME	40967
INSURANCE REIMBURSEMENT	13800
COMMUNITY USE OF PREMISES	7347

**683050**





