

St. Gabriel's RC Primary School

Ysgol Gynradd Gatholig Gabriel Sant



Governors' Annual Report to Parents 2019-20

*As part of God's family - living, loving
and learning together: striving to be the
best we can be!*

Please read this report in line with the context outlined below:

The academic year 2019 – 20 brought unforeseen challenges to schools due to the impact of the global pandemic that saw Covid-19 spread across the world.

From March 23rd to June 26th 2020, school was only open to children of Key Workers with a childcare Hub provided. Teachers set work remotely for their classes which became known as 'home learning' using the Hwb platform.

From the 29th June, each class was able to return in groups of ten on a three week rolling programme to reintegrate into school life before the summer holidays began.

Dear Parents and Guardians,

On behalf of the Governing Body of St Gabriel's R.C. Primary School, I am delighted to present the Annual Report to Parents for 2019-20.

Under Section 94 of the School Standards and Organisation (Wales) Act 2013, we have not received a petition from parents requesting a formal meeting and therefore our report is in written format only.

I am sure that we are all in agreement that this past year has been and continues to be very challenging and as such I would like to thank all our parents, carers and friends for the support you are providing to our school in these uncertain times.

Our school is extremely lucky to have a passionate and hard-working Parent, Teachers and Friends Association (PTFA) and despite the challenges of the restrictions in place, they have still provided such valued donations to our school resources directly benefiting your children.

St. Gabriel's RC Primary School is part of God's family where we live, love and learn together – this is at the heart of everything we do in St. Gabriel's. The Governors and staff of our school have high expectations of themselves, of each other and of our pupils. Through these expectations, all members of our school community strive to be the very best that they can be and we look forward to the future when we can all celebrate this together once more.

Kind regards

*Claire Heath
Chair of Governors*

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1. THE GOVERNING BODY AND SCHOOL ORGANISATION

1.1. The Governing Body 2019-20

The Governing Body has an important role in providing support to their school in conjunction with asking challenging questions and seeking further information or clarification when necessary. Governors work in partnership with and support the headteacher and staff, while holding them to account for the school's performance. This includes ensuring that challenging targets are set to achieve school improvement.

St. Gabriel's Governing Body is made up of representatives of the Parish, the Local Education Authority, Parents, Teachers and Non-Teaching Staff. The governors meet at least twice a term, with additional meetings held as required.

Chairperson :

Mrs Claire Heath, c/o St. Gabriel's R.C. Primary School, Ringland Circle, Ringland, NP19 9PQ

Clerks:

Susan Hall until 19.12.19

Pria Ismail 27.2.20 – 17.7.20

Representative	Name	Term of Office Ends
Chair	Mrs Claire Heath	June 2021
Headteacher	Mrs Maria Harris (maternity leave commenced March 2020) Mr James Llewellyn (Interim Headteacher from March 2020)	N/A
Foundation Governors	Mrs Sylvia Bevan Vacancy (from July 2019) Mr Anselm Jacobs (joined October 2018) Mrs Helen Gill Father Robert James Mr Chris Cherry (joined September 2018)	August 2022 October 2022 August 2022 September 2022
Parent Governor *	Mrs Claire Heath	June 2021
Staff Governors: Teacher	Mrs Eloise de Lima (joined November 2018) Mrs Ruth Rayner	November 2022
Non-Teaching	Mrs M ^c Inerney	May 2023
Local Education Authority	Mr Jan Furtek (Vice Chair)	June 2020

** The next scheduled election of Parent Governor is June 2021*

1.2. Changes to the Governing Body

Father Robert James filled the vacancy of nominated Foundation Governor.

A Foundation Governor vacancy remains on the Governing Body following the resignation of Mrs Ruth Christofferson in July 2019.

1.3. Voluntary Aided Status and the Responsibilities of Governors

St. Gabriel's Voluntary Aided status means that the Governors of the school carry out their duties and responsibilities in close consultation with the Local Authority and the Archdiocesan Schools' Commission. Governors of the school are appointed to preserve and develop the Catholic ethos and character of the school. Our responsibilities include:

- ensuring Catholic teaching is included, liaising with the Parish Priest to help the school;
- determining the Admission Policy;
- employer of school staff;
- managing finances; and
- owning and managing the school buildings, including paying for maintenance and structural improvements.

2. FINANCIAL DETAILS

2.1. Financial Statement

2.2. Budget Spend

St. Gabriels Rc Primary		
Financial Statement for Year Ending 31st March 2020		
2018/19		2019/20
Outturn		Outturn
£	Employees	£
374,723	Teachers	465,407
150,742	Support Staff	186,808
21,627	Caretakers	23,197
5,016	Midday Supervisors	1,828
6,906	Cleaners	7,424
Other Employee Costs		
6,758	Supply Insurance Premium	7,338
13,939	Agency Staff	22,985
40	Lunch Time Meal Entitlement	0
0	Foreign Language Assistants	0
0	Exam Invigilators	0
1,056	Advertising	1,609
0	Interview Expenses	248
550	Misc Employee Costs	210
Energy		
4,170	Gas	5,882
4,865	Electricity	5,681
0	Oil	0
32,908	Capitation and ICT	33,900
7,675	SCC, EIG and PDG Expenditure	5,239
Premises Related		
875	Hire of Facilities	911
1,953	Rates	1,999
9,382	Building Maintenance and Alarm Lines	8,605
5,392	Grounds Maintenance	5,778
4,257	Water	4,996
1,224	Building Cleaning Contract	1,464
900	Refuse Collection	989
3,650	Miscellaneous Premises	6,830
Communications		
0	Postage/Fax/Telex	0

8,168	Telephones	5,121
Transport		
0	Vehicle Maintenance	0
0	Purchase of Vehicles	0
0	Vehicle Hire	0
0	Car Allowance	0
0	Travel Expenses	0
0	Exam Fees	0
External Courses		
1,900	School Funded Training	2,134
0	Alternative Curriculum Provision	0
0	Sixth Form	0
27,501	Central Services	28,243
Income		
-1,950	Lettings	-1,950
0	Sales Income	0
0	Music Service Income	0
-10,102	Donations	-8,678
20	Miscellaneous	0
-26,042	Supply	-44,462
0	Exam Fees	0
160	Interest	-191
0	Rental Income	0
0	EIG	0
0	PDG/EYPDG	0
0	Energy Compensation	0
0	Coaching Fees	0
-117,425	Other Grant and Contributions	-163,284
0	Reserve Transfer	0
0	After Schools Club	0
540,838	Total Net Expenditure	616,261
552,767	Total Funding	601,800
11,929	In Year Surplus / Deficit	-14,461
36,762	Prior Year Surplus / Deficit	48,691
48,691	Accumulated Surplus / Deficit c/fwd	34,230
8.81%	Balance as % of Funding	5.69%

2.3. The Parent, Teachers and Friends Association

Chairperson	Christina Maynard
Treasurer	Jodie Sullivan
Secretary	Elaine Moore

The Parents, Teachers and Friends Association (PTFA) of St. Gabriel's have had their fundraising efforts curtailed somewhat by the Corona virus and so are hoping to be able to organise more events next year.

Monies raised have been used to purchase new seating for our canteen as well as the substantial contributions towards the new reception classroom and its resources.

The parents always give generously and without their support the school would not have been able to buy the much-needed equipment to help our children's education. The Governing Body wishes to record its thanks to both the PTFA, for the work undertaken on behalf of the children, and to the Parents, who provide invaluable support which we are so grateful for.

2.4. Financial Statement from the PTFA

The Treasurer of the PTFA has provided a summary of funds raised in 2019-2020 and description how the funds were utilised.

	£		
Balance brought forward	5,318.30		
<u>Income</u>		<u>Expenditure</u>	
<u>Fund Raising Events/Projects</u>	£	<u>Fund Raising Expenditure</u>	
Christmas Card Project	497.2	Christmas Card Project	361.82
Christmas Fete	1108.31	Christmas Fete	225.01
Film Nights	615.45	Film Nights	192.63
School Discos	545.82	School Discos	161.94
Staff Tuck Shop	264.5	Staff Tuck Shop	
Mother's Day	523	Mother's Day Gifts	299.63
Father's Day	0	Father's Day Gifts	0
Sports Day BBQ	0	Sports Day BBQ	0
Summer Fete	0	Summer Fete 2019	0
Magician	664.27	Magician	234.25
<u>Other Income</u>		<u>Purchases/Donations</u>	
YSL Donation (School Lottery)	572.9	Year 6 Leavers Hoodies + Donations	470.66
E-Fulfil	0	Equipment Purchase school	4526
Easy Fund Raiser App	32.91	Staff Training	129.6
		Whole School Easter Eggs	125.55
		Theatre	330
		PTA equipment	67.56
		<u>PTA Fees/Subscriptions</u>	
		PTA Subscription	110
		MPLC Film Licence	73.33
	£		£
	4,824.36		7,307.98
	£		
Balance carried forward	2,834.68		

3. PERFORMANCE AND TARGET INFORMATION

3.1. School Performance Data

Due to the closure of schools in March 2020 following the Corona virus school performance data has not been included this year in line with the guidance from the Welsh Government.

4. Attendance

Due to the closure of schools in March 2020 following the Corona virus school performance data has not been included this year in line with guidance from the Welsh Government.

5. CURRICULAR ACTIVITIES

The planned curriculum ensures the children value both their local and global community. Many of our activities focus on the social advantages of looking after the immediate environment in which we live and the people with whom we share that environment.

5.1. Visitors to School / Links with Industry

- We have established a link with Newport County in the Community to develop sporting key skills in blocks across Key Stage 2. This link has continued with the opportunity to run an after-school football club for Year 2-6.
- Newport Live – Healthy Living
- PC Lisa – various workshops across the school

5.2. School Visits/Visitors linked to the Curriculum:

- School visits were limited this year due to the Corona virus.

5.3. After-School Clubs

The following extra-curricular activities took place this year:

- Board Games Club
- Games Club
- Dance and Fitness
- Choir
- Minnie Vinnies Group
- Welsh Country Dancing Club
- Rugby Club
- Football Club

5.4. Sports Activities

St. Gabriel's participation in sporting events was limited due to the Corona virus.

Links / Liaison / Visits

- Many personnel from Property Services Dept., NCC / Norse Newport have come into school regarding issues related to premises management.
- LEA Finance Officer
- Schools liaison police officer
- Father Michael Doyle
- School Health Nurse – Helena Antonia
- Education Welfare Officer – Jo Baron
- Families First – Sarah Bourne
- Dan Harvey – Newport County in the Community
- Social services
- Tesco Community Links
- Ringland Regeneration Project Link Officer
- Jo Manoukian – Ambassador for DDMix

5.5. Advisor Support

The following Advisers have come in to support curriculum and staff development in school:

- Mr J. Newton – EAS Challenge Advisor
- ALN Inclusion Advisors
- Governors
- Music peripatetic teachers
- Shared Resource Services ICT team
- Gareth Morgan – ICT Consultant

5.6. Cluster and High School

- The Headteacher has attended the Newport Catholic Cluster meetings of the Primary / Secondary Headteachers.
- Mrs Waugh attended the St. Joseph's High School AEN cluster meetings.
- Year 6 transition days were impacted by the Corona virus and had to take place in a virtual format.

The Headteacher has attended:

- Primary Headteachers / Cluster Headteachers meetings with the Chief Education Officer
- EAS School Improvement Seminars – Curriculum Reform
- Social Services Care and Support meetings and Team meetings for pupils at the school

5.7. Parents / Friends of the School

- Parent Information meetings were held for all phases early in the Autumn term 2019 for parents to meet staff, ask questions and to receive general information.
- An Information Evening that was due to be held during July for new Reception parents for the September 2020 intake will take place in September 2020 instead due to the Corona virus.
- Successful virtual Christmas Concerts were held in all classes across the school.
- Classes combined to share important reflections linked to the events of Holy Week – Palm Sunday, Maundy Thursday and Good Friday.
- Our PTFA have met over the year and have continued to be a significantly valued support to our school through fundraising to provide resources to enhance pupils' learning experiences.
- PTFA arranged events included:
 - Discos for pupils
 - Christmas baubles
 - Easter Egg for all pupils
 - Other events were cancelled due to the Corona virus.

6. ACTIONS TAKEN BY THE GOVERNING BODY & SCHOOL

6.1. Progress on our School Development Plan

Our School Development Plan is a vital driver to continuing our progression as a school and as such it reflects the ongoing focus we have on wellbeing and standards. There were five main priority areas in last year's plan reflecting both national and local priorities as well as current school needs.

- Priority area one: **To embed and continue to raise standards of English and Literacy, particularly for more able pupils.**
- Priority area two: **To continue to raise standards of Maths and Numeracy, particularly for more able pupils**
- Priority three: **To continue to raise standards in RE through developing assessment and implementing the RSE Scheme of Work**
- Priority four: **To develop pupil wellbeing and inclusion.**
- Priority area five: **To develop curriculum provision to raise standards for pupils (Foci include – Curriculum Reform, ICT , Welsh and Foundation Phase)**
- Priority area six: **To develop leadership capacity across the school**
- Priority area seven: **To continue to develop Health and Safety / Premises Management**

We are pleased to report that strong progress was made against all areas targeted in the School Development Plan as validated by our LA Challenge Advisor. A full, evaluated copy of this plan is available from school on request.

6.2. School Policies

Our school policies are subject to an ongoing rigorous reviewing structure within both our Governing Body and its Sub Committees. All policies for St. Gabriel's RC Primary have been shared with the Chair of Governors. Policies are available on request from the school office. Several useful policies are available to download from the school website: www.stgabrielsrcprimary.org.uk

7. TERM DATES AND SESSIONS TIMES

7.1. School Holiday Dates 2019-20

Term	Start	Half Term Starts	Half Term Ends	Term Ends
Autumn	02 Sept 2019	28 Oct 2019	01 Nov 2019	20 Dec 2019
Spring	06 Jan 2020	17 Feb 2020	21 Feb 2020	03 Apr 2020
Summer	20 April 2020	25 May 2020	29 May 2020	20 July 2020
May Day: Monday 8 May 2020 (school closed)				

7.2. Session Times

The school gate closes at 8.50 a.m. and formal registration is undertaken at 8.55 am prompt.

Morning break: Foundation Phase: 10.30 am – 10.45 am. Key Stage 2: 10:45 am – 11am.

Lunch break: FP: 12:15 pm – 1.15 pm KS2: 12.15 pm – 1.15 pm

There is a staggered end of day finish. Class 1 and Class 2 are dismissed at 3:15 pm progressing through to upper Key Stage 2 dismissed at 3:30pm

The time spent on teaching during the normal school week, including RE but excluding the daily act of collective worship, registration and breaks is 21 hours for Foundation Phase and 23 hours 30 minutes for Key Stage 2.

7.3. School Holiday Dates 2020-21

Term	Start	Half Term Starts	Half Term Ends	Term Ends
Autumn	01 Sept 2020	26 Oct 2020	30 Oct 2020	18 Dec 2020
Spring	04 Jan 2021	15 Feb 2021	19 Feb 2021	26 Mar 2021
Summer	12 April 2021	31 May 2021	4 June 2021	20 July 2021
May Day: Monday 4 th May 2021				

7.4. School Prospectus

The school prospectus is updated annually. The prospectus is a very informative document and has been amended to include end of key stage results, changes on the Governing Body, staff changes, and term dates and school clubs. Copies of the prospectus were printed and distributed to all new parents and is available on our school web site

www.stgabrielsrcprimary.org.uk

7.5. Curriculum

We continue to ensure that our children have a broad and balanced curriculum in our school. All staff are committed to providing a rich learning experience for the pupils in their care. In line with our mission statements, pupils are offered carefully structured activities and investigations that both challenge and motivate them. The children are actively involved in their learning and are developing their independence and many new skills. Visits and experiences outside the classroom enrich the school day and we also welcome people into the school when appropriate. Skills remain a key, ongoing focus with the literacy and numeracy frameworks fully embedded into the curriculum. The Digital Competency Framework is guiding the development of ICT skill application.

7.6. Additional Learning Needs (ALN)

Our Additional Educational Needs Coordinator (ALNCo), Mrs. Waugh continued to raise standards by providing teachers and Teaching Assistants with support, training and guidance in identifying pupils with additional educational needs and in reviewing and writing Individual Development Plans (IDPs). Mrs Jones, Mr Martin and Mrs Broadfield supported pupils with additional education needs in the classroom and by withdrawing individual or small groups of pupils from class to work on pupils' specific targets. All teaching assistants and teachers support pupils with AEN within the classroom.

Mrs Waugh worked closely with class teachers, teaching assistants, others AEN coordinators in Newport and the Catholic Cluster of Schools and the member of the local authority AEN team to meet the needs of the children. Children whose difficulties are perceived to need further support were referred for a full educational assessment. This involved assessment and testing in school with input from the Local Authority and other agencies, as appropriate. Parents were consulted and kept informed throughout the assessment process.

As in the previous year, Individual Develop Plan (IDP) review meetings were held to review previous IDPs and discuss the new ones with parents, pupils, teacher and teaching assistants giving feedback and input. This proved to be very effective and successful. Mrs Harris and Miss Foster met twice in the year with an AEN advisor and Educational Psychologist from Newport to discuss the needs for the school and concerns about individual pupils. Also, teachers met with staff from the Newport AEN Advisory team to gain advice and support.

7.7. Welsh Language

St. Gabriel's is an English-medium school where lesson instruction is given through the medium of English. However, we are very aware of our role, as a school in Wales, in promoting and developing the use of Welsh as a living language. In addition to daily practice and weekly lessons where we teach Welsh as a second language, the school tries to promote the Welsh language every day. A range of instructions (sit on the carpet / line up for worship) are given through the medium of Welsh, where pupils hear the language and respond to it through action. Staff and pupils greet each other throughout the day use the medium of Welsh and pupils are encouraged and supported to ask and answer questions they know inside and outside of the classroom. We organise events to promote the language, culture and heritage of Wales such as Celtic Festivals, and rewards and certificates are given for pupils and staff who use the Welsh language around the school. Our Welsh Coordinator and other staff run Welsh lunchtime clubs for Foundation Phase and KS2 pupils who encourage pupils on the yard and around the school to speak Welsh. They also create resources for use in the classroom and support teachers in teaching their class Welsh games.

We are conscious that many of our pupils join us at varying times during their school careers, some from outside Wales. For these pupils we recognise that it may take a little longer before they volunteer information through the medium of Welsh, however, responding through action often comes quickly when they are immersed in our school environment. Welsh is taught as a second language throughout the school. All members of staff receive training to deliver this subject. Where needed, training is supported by the school Welsh Education Officer, a specialist Welsh teacher, who assists both pupils and staff.

7.8. Provision of Toilet Facilities:

The school has separate toilets for Dosbarth Coch and Dosbarth Rhaglan, which are situated outside their classroom. Class 1 pupils (Reception) have one room with three cubicles, while Class 2 have separate toilets for boys and girls. A set of boys and girls toilets on the junior side of the building are shared by Dosbarth Cil-y-Coed and Dosbarth Caerdydd with repeated provision for Dosbarth Caerfilli and Dosbarth Caernarfon. Pupils are taught and reminded to wash their hands after using the toilet and before eating. All toilets have liquid soap available and hand driers. Toilets are cleaned every evening by the caretaker and cleaner and any issues reported immediately. All toilets were audited by the Local Authority two years ago and meet set criteria.

7.9. School Security:

We make every effort to ensure a safe and secure environment for your children, staff and visitors to our school. External doors are kept locked throughout the day and access to school can be obtained by ringing the door buzzer at the main entrance or via a fob system on the other main entrance doors. All visitors sign in and out of the building and are provided with visitor passes. All staff have photograph identification badges as well as a Staff Information Photograph Board in the entrance foyer.

7.10. Racial and Bullying Awareness:

Last year, the school held a 'Healthy Body, Healthy Mind' focus week where key elements of Anti-Bullying, Anti-Racism and Internet Safety were focused upon. Assemblies, activities and competitions were held throughout these sessions. The school has an Equality Policy and Action Plan as required by the 2010 Equality Act. The plan sets out our equality commitments to promote equality of opportunity and eliminate discrimination against the protected characteristics. The local authority introduced the recording of incidents of bullying and discrimination in January 2014 and so all incidents of this nature are recorded into the computer system with data regularly sent to the local authority.

7.11. Behaviour:

We have high expectations for the behaviour of our pupils. Through our strong Christian ethos, we believe that relationships are built upon trust and respect. Our positive behaviour policy is regularly reviewed and revised when needed. Our policy praises and encourages good behaviour with many opportunities to reward and celebrate this. When behaviour is not in line with our school rules then consequences are put into place alongside supporting the pupil in understanding the link between the choice that was made and the consequences received.

All staff had training in Restorative Justice which supports pupils in managing issues, seeing the impact of their actions and agreeing upon a fair outcome.

TeamTeach training, led by the Local Authority Advisors was undertaken by all staff in December 2018 which focused upon de-escalation techniques and safe physical restraints and clear guidelines on the circumstances in which they are appropriate.

7.12. Healthy Schools

St. Gabriel's RC School is part of the Welsh Assembly Government's 'Healthy Schools' scheme and we have been awarded our fourth leaf as recognition. Agreed actions include:

- Encouraging pupils to eat fresh fruit and vegetables during our morning break time;
- Healthy lunch box each day, with a treat on Friday;
- Water at desk policy;
- Training for a number of teaching assistants in supporting and developing play through traditional games to promote active and cooperative play amongst our pupils;
- Peer mediators are selected from Years 5 and 6 to support and mediate between pupils when disputes occur;
- Our pupil voice group makes decisions about the school;
- Developing independent and lifelong learning through thinking skills and the Meaningful Work Programme where pupils take on responsibilities across the school;
- Organise themed activities and days to promote healthy living.

Under the Eco Schools initiative, we have gained the platinum award.