

19 JULY 2023

CASTLE PARK PRIMARY SCHOOL

**GOVERNORS'
ANNUAL
REPORT**



Kate Wise

CHAIR OF GOVERNORS

'ENJOYMENT IN LEARNING'

2022 - 2023*

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*Report is an update on the year we have just had.

Dear Parents/Carers,

On behalf of the Governing Body it gives me great pleasure to present the Governors' Annual Report to Parents for the academic year 2022 - 2023. Welcome to all parents both new and current alike to our wonderful school. It gives me great pride to write this update for you which I hope you will find informative and useful.

We take this annual opportunity of sharing our progress and ethos, you will gain a better understanding of how our school operates and will continue to help support us as we all journey along together throughout the education of the pupils at Castle Park Primary School.

What a year this has been for the pupils, staff and governing body!

Welcoming back all pupils in September 2022 to a complete return to normal following a few years of ups and downs with COVID. We reviewed our COVID actions and decided to keep some of the changes put in place like welcoming the children directly into the classrooms and the increase use of IT in our lesson. During December 2022 we welcomed ESTYN into our school to undertake an inspection. It had a bit of an impact on our Christmas celebrations but we are delighted to say that we were placed in their top category.

The governing body are so proud of all our staff, pupils and parents that contributed to that inspection. The ESTYN report can be read here:

[ESTYN Report 2023](#)

Sadly in December 2022 we lost David Evans the chair of our governing body and a real pillar of support to the school and the community, his presence is sorely missed by all.

Going forward into the next academic year we will have said goodbye to Mrs Kilbourn who has been appointed the new head teacher at Durand Primary School. We send her our best wishes and are very excited to see the impact on the wider educational community in Caldicot, including opportunities for the two schools to work together in the future.

In May 2023 we had the pleasure of appointing Mrs Quittelier as the new Deputy Head of Castle Park Primary, we wish her luck in her exciting new role.

This year has been a busy one but there have been key discussions had within the Governing body that it is important to update everyone on:

- We opened and closed our year discussing the wrap around care provision at Castle Park Primary. Satisfied with the success of the Breakfast Club we directed our attention to an **after school club** provision at the school. We spent the first part of the year understanding how to implement one and where the responsibility for the care and standard of that care lay. Ultimately this would be with the school Governors' to approve, organise and implement such a service. The next step is to understand the need from the parents at the school and the amount it would be sensible to charge as this offering has no government funding associated so would solely be supported by the fees paid by parents.
- Site security has always been on our action plan as a governing body, we have been patiently waiting for funding to enable us to progress with the plan. We hope that in the new term an intercom system installed on the gate near Red Robins will enable the site to be secured fully during lesson time. Delays due to the works on Church Road had pushed back the plans but hopefully over the summer holidays we will see these works being completed. In the new academic year it is likely that no parking on Llanthony Close or Church Road will be possible and we would encourage parents to use the new **parking** provision in the Castle grounds for pick up and drop off.
- Across the year the staff in the school have begun moving around **classrooms** to enhance the learning experience for the children and make full use of the space we have. In the school, years 1/2, 3/4 and 5/6 work together to collaborate on their learning. In moving the spaces around we will move years 3/4 closer together making it easier for them to work together. Part of this also means improving accessibility within the school, which is something we are continuing to work towards.

On behalf of the Governors may I thank everyone involved with the school, who do so much to enhance the learning experience of every pupil who attends Castle Park Primary. To the staff of the school please know you have been seen, the extra hours that you have dedicated to the school have been a hugely significant contribution of your personal time and resources. From governors', pupils and parents alike... Thank you!

This year we particularly want to express our immense appreciation of Mrs Orford, your leadership, professionalism, experience and energy are admired. We personally want to thank you for supporting the governing body through the changes it has had to go through this year.

If you would like more information about how the Governing Body operates or if you have any comments about other school issues, we value and welcome your ideas and opinions and would be happy to hear from you. Any correspondence to the Governors should be addressed to 'The Chair of the Governors' and can be posted to the school or emailed to:

castleparkprimary@monmouthshire.gov.uk

Yours sincerely,

Kate Wise

Chair of Governors



ABOUT THE GOVERNING BODY

Governors are responsible for the management of the school legislation and policies of the Local Authority. The Headteacher provides regular detailed reports for discussion with the Governors concerning a wide range of issues such as staffing, curriculum development and pupil matters.

The Governing Body is committed to the school's mission statement, 'Enjoyment in Learning'. Everyone at the school is on a learning journey. We want to equip every pupil with the learning skills and knowledge for life in the twenty-first century. Governors and staff constantly update their skills and knowledge for the benefit of the pupils in the school. The achievements of all pupil groups are evaluated and reported to the Governors.

MEETINGS OF THE GOVERNING BODY

Meetings of the full governing body have taken place on six occasions. At appropriate meetings the Governors received and considered reports from the Finance sub-committee, Premises and Health and Safety sub-committee and the Head Teacher reports on the school and its work. In addition to these formal meetings Governors have visited to enjoy concerts, book looks and sports/fundraising events.

MEMBERSHIP

Chair of the Governing Body: David Evans (Until December 2022)

Kate Wise (From January 2023)

Vice-Chair:

Jon Linforth

Local Education Authority representatives:

Emma Taylor

Rachel Worrad

Rachel Garrick

Minor Authority representative:

Councillor Frank Rowberry

Community Governors appointed by the Governing Body:

Jon Linforth

Robert Downs

Gail Davies (appointed January 2023)

David Evans (until December 2022)

Parent Representative:

Claire Hathway

Steven Richards

Kate Wise

Robert Taylor

Staff:

Mrs. Claire Orford (Headteacher)

Mr. Thomas Cleverley

Mrs. Ros Vincent

Clerk

Kim Houghton: EAS, Tredomen Gateway, Tredomen Business Park, Hengoed, Ystrad Mynach, Caerphilly, CF82 7EH

DEFINITIONS

Parent Governor = a parent elected by the parents.

When a vacancy becomes available for a Parent Governor all parents are invited to put themselves forward or nominate someone else. If more than one nomination is made for each vacancy, an election is held during which all parents are asked to vote. If no nomination is received, governors may appoint any person with children of school age to the vacant position.

Local Authority = nominated by the Local Authority

Teacher Governor = elected as a representative of the teaching staff

Staff Governor = elected as a representative of the non-teaching staff

Community Governor = co-opted or nominated by the elected members of the Governing Body as a representative of the Community

PARENTS MEETING

Parents have the right to request a meeting with the governing body up to three times a year. Full details on how to request a meeting can be obtained from the school.

As there were no requests, no meeting was held under Section 94 of the School Standards and Organisation (Wales) Act 2013.



FINANCIAL STATEMENT

The Governors' Finance sub-committee meets half-termly in order to scrutinise spending and future needs. The majority of the school's budget was spent on Staffing and Resources to support learning. Welsh Government grants were used to raise educational standards, for example the Pupil Development Grant was used effectively for our vulnerable pupils.

Summary of Annual Accounts Year 2022 - 2023

Account Description	Actual	Budget £	Variance on Budget
TOTAL GENERAL INCOME	-254,035	-140,265	-113,770
TOTAL FUNDING INCOME	-807,572	-807,572	0
TOTAL INCOME	-1,061,607	-947,837	-113,770
TOTAL EMPLOYEE COSTS	916,088	866,959	49,129
TOTAL SUPPLIES & SERVICES	75,999	44,300	31,699
TOTAL PREMISES COSTS	94,386	95,794	-1,408
TOTAL TRANSPORT COSTS	1,669	0	1,669
TOTAL AGENCY AND CONTRACTED	27,465	27,516	-51
TOTAL SUPPORT SERVICES	0	0	0
TOTAL EXPENDITURE	1,115,607	1,034,569	81,038
TOTAL INCOME	-1,061,607	-947,837	-113,770
TOTAL EXPENDITURE	1,115,607	1,034,569	81,038
NET	54,000	86,732	-32,732
	<u>Prior Year C/ Fwd</u>	<u>Current Year Actual</u>	<u>Total</u>
Council Fund Balance: LMS School Balances	-159,297	54,000	-105,297

The Friends of Castle Park, Charitable Trust made donations to the school throughout the last academic year. This included a successful Christmas fete and the monies raised providing resources to support outdoor learning and pupil wellbeing.

During the period 2022 - 2023 there were no Governors Expenses and Subsistence Claims.

PERFORMANCE

Comparative Performance Data: Due to the Covid_19 pandemic and statutory school closure, schools were not required to collect and publish subject performance data and the Welsh Government have removed the requirement to report on this area in this year's Governing Body's Annual Report to Parents.

ESTYN

This year the performance of the school was reviewed by a team of inspectors from ESYTN.

The school was placed into the upper category of the inspection criteria and demonstrated how great the improvement has been at the school since the last inspection in 2015.

The inspection found:

"Pupils feel safe and listened to and this is reflected in the views of parents who are full of praise for the dedicated staff. Throughout the school, most pupils behave well, engage positively with the wide range of learning experiences and make good progress in their learning."

"Most pupils develop strong coding and presentation skills and by Year 6 they confidently use a variety of technology, including coding to create complex animations."

"Staff set clear boundaries that help to ensure that most pupils behave well during lessons and around the school and this supports them to make the most of their learning."

"Many pupils challenge themselves appropriately in their work, for example when writing a story about a refugee's dramatic journey or when refining line drawings of wildlife, they use a wide range of imaginative vocabulary and experiment with shading techniques."

"Pupils enjoy learning in the school's well-developed outdoor environment. In reception, they enjoy the freedom to explore a range of interesting objects as they construct devices to move items from one side of the area to another."

"Together with pupils, parents and governors, leaders have created a whole school vision and an inclusive culture giving pupils a strong sense of belonging and the confidence to engage positively with their learning experiences."

ESTYN made two recommendations towards the development and improvement of the school:

R1 Further develop assessment for learning to better support pupils to understand the purpose of their learning and the progress they make

R2 Improve pupils' Welsh language skills across the school

The governing body will be working with the school to ensure these recommendations are implemented within the school as we strive towards continual improvement.



ATTENDANCE

Due to the Covid_19 pandemic and statutory school closure, the Welsh Government have removed the requirement to report on this area in this year's Governing Body's Annual Report to Parents.

Parents are politely reminded that if their child is absent from school, it is necessary to inform the school (in writing or by telephone) of the reason for the absence – preferably on the first day of the absence. If parents don't contact the office, Mrs Vincent will telephone home. Absences which are not explained or reasons given by parents, may then be unauthorised by school in line with Monmouthshire Attendance Policy

An illness, medical appointment, family holiday etc, is recorded as an authorised absence. If no explanation is received by the school then an unauthorised absence is recorded in the register – this category includes holidays of more than two weeks in any given academic year.

The support of parents on this front is appreciated, because children persistently arriving late in school lose a great deal of valuable educational time. Late arrivals disrupt the teaching groups they are involved with as these have invariably started on their daily routines.

CONTACT METHODS

- For absences, please telephone or email to inform school before 9.30am on the day.
- You can communicate with staff at the end of the school day, by coming into school, telephone or email.
- If you wish to speak with a member of staff and need more than 5 minutes, please telephone or email to arrange an appointment.
- Schoop - Information, letters, videos, etc are sent out regularly on Schoop.
- You can follow our school Twitter feed which you can access from the front page of our school website. It is used to share school activities.

[@CastlePark_Cald](#)

- The Friends of Castle Park Primary School Facebook page is used to share their events and activities.

[Friends of Castle Park Primary](#)

- Parental Consultations take place twice a year, during the Autumn and Spring terms.
- Pupil reports go out in July and a survey was shared with parents to fill in if they wished.

SCHOOL PROSPECTUS

The prospectus is available from the school upon request and is also available on the school website for parents and carers to download, here:

[Castle Park School Prospectus](#)



ANNUAL ACTIVITIES

The school has been really busy this year, we are happy to report on some of the activities the children have participated in this year.

COMMUNITY LINKS

We continue to build on our community links and parental involvement both outside and inside the school, where we always endeavour to ensure a warm welcome to all our visitors.

- Pupils attended the Healthy Schools pantomime and workshops.
- In autumn 10 pupils from the school council attended a meeting with Caldicot Town Council and discussed the history of the town and the role of the town council.
- Weekly violin lessons for all pupils in Y1 and Y2 delivered by Gwent Music. Year 3 had sessions on the penny whistles in spring term
- Harvest assembly where we collected donations from our families for Caldicot food bank was very successful and we are thankful to all families for their donations.
- Friends of Castle Park held a number of coffee mornings throughout the year.
- In December we had our annual Christmas performances and Friends of Castle Park organised and ran the Christmas Fete on December 9th.

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- Shocktober campaign came into school to demonstrate life saving skills to year 5 and 6 pupils.
- Careers events have gone on through out the year, we would like to thank parachute instructor Sgt Alistair Donald, Architect Craig Jones, Engineer Ian Wise.
- We also had one parent who is an Optometrist come in and speak with the children in reception and eye tests.
- Kerbcraft road safety education for Year 2 pupils happened in the spring term.
- In February Friends of Castle Park organised an excellent disco which was thoroughly enjoyed by all.
- In spring Year 4, 5 and 6 held a Music Festival and local musicians came into play music with them.
- In spring we had Mental Health Week, Internet Safety Day, Eisteddfod and World Book Day.
- In the summer term Y3 attended forest school at Caldicot Castle weekly.
- Years 4 and 5 went on a trip to Techniquet in Cardiff, and have been inspired by their roof top garden.
- A visit to Caldicot Library for Year 1 pupils.
- Transition days for year 6 have been held at Caldicot Castle and Caldicot Comprehensive enabling the school to have its annual moving up day and welcome in the new reception class for 2023.
- Year 6 had their now annual trip to Gilwern, I hope everyone enjoyed the regular updates on the schools' Twitter account!

SPORT / EXTRA - CURRICULAR ACTIVITIES

This year saw a continuation of sports and activity clubs running within the school for older pupils, supported wonderfully by Mr Cleverley and the staff at Castle Park. We particularly enjoy watching how pupils in the school create clubs for their own enjoyment and to share their skills with other pupils. Great leadership skills!

Y6 pupils took ownership of their own clubs, with and for peers. These included dodgeball, chess, football, acting, art, tennis, dance and Minecraft.

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The school and Friends of Castle Park pay for rugby sessions, provided by Gateway Rugby for KS2 pupils.

Gwent Dragons have held rugby sessions for year 2 and 3 pupils in the Summer Term.

Year 5 and 6 have been out and about representing the school in a variety of sporting events across the local area in the spring and summer terms.

This year pupils have had swimming lessons for years 3 to 6.

SCHOOL DEVELOPMENT PLAN

Collaborating with the staff of the school the governing body tracks the progress of the school in line with the School Development Plan (SDP).

The SDP is a strategic plan for improvement. It brings together, in a clear and simple way, the school priorities, the main measures it will take to raise standards, the resources dedicated to these, and the key outcomes and targets it intends to achieve.

The school SDP summary can be found here:

[School Development Plan Summary](#)

SCHOOL DEVELOPMENT PLAN PRIORITIES 2022-2023

- Priority 1: Learning and Standards - Continue to develop and monitor Reading and writing standards in Literacy
- Priority 2: Wellbeing and Equity - To promote 2 of the cross cutting themes and continue to develop community links
- Priority 3: Curriculum and Pedagogy - To monitor the delivery of the New Curriculum and standards of teaching and learning
- Priority 4: Progression and assessment
- Priority 5: Review professional learning and leadership

CURRICULUM DEVELOPMENTS

Parents will be aware that the Welsh Government is introducing a new National Curriculum for Wales, as a result of the Donaldson Report entitled 'Successful Futures'. 2019-20 saw some real movement towards the new and still emerging Curriculum 2022 and this involved blending new opportunities and ways of learning with the still statutory National Curriculum.

The curriculum is designed to help our pupils to be:

- ambitious, capable learners who are ready to learn throughout their lives;
- enterprising, creative contributors who are ready to play a full part in life and work;

- ethical, informed citizens who are ready to be citizens of Wales and the world;
- healthy, confident individuals who are ready to lead fulfilling lives as valued members of society.

These four purposes will be at the heart of our planning and teaching.

Three Cross Curricular Themes: 1. Literacy 2. Numeracy 3. Digital Competency

Six Areas of Learning & Experience: 1. Expressive Arts 2. Health and Well-being 3. Humanities 4. Languages, Literacy and Communication 5. Mathematics and Numeracy 6. Science and Technology

Learning from Reception to Year 6 is focused on the development of the Basic Skills throughout the morning with a skills-based thematic approach to learning in the afternoon. Although a cross-curricular approach has been adopted, it should be emphasised that discrete teaching of some subjects takes place when they do not fit the theme. Pupils are given the opportunity to follow areas of personal interest within the theme, and are encouraged to research at home. Visits to enhance learning are arranged and visitors are invited to school to engage the pupils in their learning.

Teaching methodology includes whole class teaching indoor and outdoor, group teaching, working in pairs, collaboration across year groups and intervention when necessary.

ADDITIONAL LEARNING NEEDS (ALN)

At Castle Park Primary School we believe in equity for all, ensuring that every pupil has the opportunity to achieve their full potential. We recognise that for some pupils, this may mean accessing additional learning provision that is additional to or different from general in class provision.

We aim to support all pupils who may have an additional learning need, through early identification and following our graduated response to ensure the needs of the pupil are met. This may be through targeted interventions, in class support or access to outside agencies. Children assessed as having greater additional needs may be allocated an Individual Development Plan (IDP).

Additional funding for ALN is provided by the Local Authority, the school will allocate the money appropriately to deliver the provision needed across the school.

At Castle Park we have developed strategies, structures, and systems in collaboration with all school stakeholders that resulted in recognition within the recent Estyn report stating that *“The school has developed clear systems to identify the most effective support for pupils with additional learning needs. The additional learning needs co-ordinator (ALNCo) provides strong support for staff through comprehensive advice and guidance.”*

OPERATIONAL UPDATES

Working with the school the governing body strategically agrees and adopts policies and supports the staff in the operational running of the school where requested to.

POLICIES

Policies are generally adopted in line with local authority guidelines. Copies of all policies are available from the school.

COMPLAINTS PROCEDURE

Should you wish to make a complaint, please discuss it with the Headteacher in the first instance. Our full Complaints Policy and Complaints Procedure can be found on our school website or is available from the office upon request.

EQUALITY AND INCLUSION

The Governors, Headteacher and staff promote equal access to all areas of the curriculum for all pupils, regardless of race, gender, ability, disability, faith and cultural background. The school has clear policies in place and are committed to providing equality and an inclusive education. All children have equal access to all activities and support is available to ensure this. We encourage respect for all within the school and the wider community.

USE OF THE WELSH LANGUAGE

We not only celebrate our heritage with an annual Eisteddfod, but are very proud that every pupil has the opportunity to learn Welsh. Welsh is taught and spoken by all class teachers who have received specialist training and support to do so. Pupils are not only taught in specific class sessions but throughout the school day, incidental Welsh is used. Criw Cymraeg promotes Welsh within the school and recently achieved the bronze award for Cymraeg Campus.

RELIGIOUS EDUCATION

Religious Education is of a broadly Christian nature but the study of aspects of other faiths is also included. In addition, we aim to address the children's spiritual and moral needs and to encourage respect and consideration for others, irrespective of race, religion, disability or gender. The school is assisted in its Religious Education with regular visits from members of local churches.

HEALTHY EATING

We are proud to be a Healthy School and are working towards gaining our next stage of our 'Healthy Leaf' initiative (the NQA award). This was delayed due to the school closure and Covid_19. The development of a healthy lifestyle is a high priority for our pupils and staff here at Castle Park Primary School. Healthy eating is promoted through snack time, discussions about packed lunches, display boards and our school dinners. Pupils have access to drinking water throughout the day. Thank you to parents for providing your child with a healthy packed lunch.

The MCC's agreed menus for school lunches which are cooked and served on the premises are offered daily. These menus are structured and prescribed by the Local Authority and the school is not able to deviate from the menu provided. However, there are always alternative options to the main meal, including a daily vegetarian and Halal option. Children may also order jacket potatoes. A fruit dessert option is always available where children are having school lunch.

We are delighted in the uptake of new Free School Meal (FSM) initiative in Reception through to Year 2 and we are ecstatic to see Welsh Government expand on this offering to years 3 to 6 next year. **It has created a complication in funding and registration of children's means tested entitlement to FSM. We would like to ask parents to still apply for FSM if they believe they meet the criteria. This application provides more support for children beyond a meal and it is really important to us that pupils received all additional support that they are entitled to.**

The children are taught about healthy / unhealthy lifestyles through the school's wellbeing curriculum and we encourage them to bring a healthy snack for their mid-morning break. The majority of children bring fresh fruit. Due to pupils with significant nut allergies, the school operates a 'No Nuts' school policy.

Drinking water is available throughout the day and children are encouraged to have a bottle of fresh water in class with them. Foundation Phase pupils are offered free milk daily.

TOILET FACILITIES

There are sets of toilets for both boys and girls in all areas of the school. In addition, there is a disabled toilet in the Reception Class for use by pupils or by adult visitors. All toilets are cleaned daily by the cleaners. All facilities are fitted with wash hand basins and hand dryers, with hand wash foam.

TERM DATES

School term dates are set by the Welsh Government. INSET dates for 2023 are as follows:

Friday 1st September 2023

Friday 22nd December 2023

Friday 9th February 2023

Monday 8th April 2023

Monday 3rd June 2023

Friday 19th July 2023

* Inset dates are provisional and subject to change