

Governing Body of Dafen Primary School Annual Report to Parents

2023 - 2024



This report is a summary of the steps taken by the Governing Body in the discharge of its functions during the school year, 2023/24.

1) Clerk to the Governing Body

The Clerk to the Governing Body is Mrs Lynda Morgan, c/o Dafen Primary School.

Telephone Number: 01554 773290

E-mail: admin@dafen.ysgolccc.cymru

2) Chairperson of the Governing Body

During 2023/24 the Chairperson of the Governing Body was Mr Emyr Brown and the Vice-Chair was Mr Andrew Rogers.

3) Members of the Governing Body

The following people are currently members of the Governing Body

<p style="text-align: center;">Our Governing Body Ein Corff Llywodraethol</p> <p style="text-align: center;">The Governing Body and the Headteacher share responsibility for the strategic management of the school, acting within the framework set by national legislation and by policies of the Local Education Authority.</p>			
Name	Category of Governor	Appointed By	Term of Office Ends
Mr E Brown (<i>Chairperson</i>) Cllr A Rogers (<i>Vice Chairperson</i>) Cllr Susan Lewis	Community	Governors	23/03/2026 19/05/2027 29/09/2025
Cllr N A Stephens	Additional Community		14/06/2026
Cllr Rob Evans Mrs Ellen Jones VACANCY	Local Education Authority	Council Members	29/09/2025 18/07/2028
Mrs Alexandra Stone Mrs Sarah Phillips Mrs Angharad Jones VACANCY	Parent	Parents	28/09/2025 30/10/2026 06/02/2028
Miss T Singleton	Teacher	Teaching Staff	13/05/2027
Mrs F Muldoon	Staff	Support Staff	29/09/2024
Mrs M Davies	Headteacher		

When fully constituted the School's Governing Body is made up as follows:

LEA Representatives	3	Community Governors	3
Parent Governors	4	Teacher Governor(s)	1
Staff Representative	1	Additional Community Representative	1
Headteacher	1	Total	14

4) Resolutions

There were no resolutions passed at the last meeting.

5) Election of Parent Governors

Parent Governor vacancy closed 20/09/2024

6) School Finances

Although we have endeavoured to make as many savings as possible over recent years, the school's overall income has reduced, owing to local authority and national cuts. Additionally, the school roll has diminished as a result of demographic trends which have affected a number of Llanelli schools. Consequently, there continues to be severe pressure on the school to reduce expenditure even further.

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The School is financed through a Fair Funding Allocation. All income and expenditure is strictly monitored by the Governors, with the assistance of the Finance and Premises Committee of the Governing Body which reports regularly to the full Governing Body. The budget set for 2023/24 has been designed to maintain appropriate staffing levels whilst ensuring that the school remains in historic surplus.

7) 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 issued to parents whose children are starting school for the first time or to the parents of those children transferring to us from other schools. The Prospectus can be viewed on the school website and on the school app – Piota or a copy can be requested from the school office or downloaded [The Curriculum \(dafenschool.co.uk\)](http://TheCurriculum(dafenschool.co.uk)) Parents are informed if any interim amendments are made to the existing prospectus.

8) School Development Plan

Governors are responsible for drawing up (in conjunction with school staff) the School Development Plan. The plan identifies the direction the school will take, over a three-year period, in delivering the curriculum. The plan is regularly monitored and revised to take account of progress made and any changes to curriculum requirements. The targets set include short, medium and long-term aims. Targets are regularly reviewed by the Governing Body.

The main Priorities for 2023/2024 were:

1. **Attendance**
To improve learner attendance rate.
2. **ALN Transformation**
To implement provision mapping at a whole school level.
Develop a robust school-based referral system to help identify pupils with emerging needs and support those with an identified need/ALN.
3. **Curriculum for Wales**
Use our Self Evaluation Plan to timetable and monitor the Curriculum for Wales using audits undertaken by each AOLE lead. To plan, implement and review authentic learning experiences as part of our curriculum design.
4. **Writing across the curriculum**
To develop learners extended writing skills for a range of purposes and audiences.

9) Use of the Welsh Language – Communication

Dafen Primary School is an English medium school. Lessons and other school activities are communicated through the medium of English. Welsh is taught as a second language and the school is currently involved in the Siarter Iaith Cymraeg. The Charter has been created to develop Welsh in English medium schools. The Charter consists of three awards - bronze, silver and gold. Each award comprises of ten targets and these targets become more challenging as you progress through the awards.

In the Foundation Phase Bilingualism incorporates the teaching of Welsh. Through ‘Welsh Language Development’ we aim to provide children with a basic vocabulary, enabling them to converse in Welsh. Initially the lessons are entirely of an oral nature and will also involve learning simple songs and rhymes to reinforce the vocabulary. As the children mature and their understanding of the language grows, they are introduced to Welsh in its written form, where they will be encouraged to read and write Welsh as well as improving their oral proficiency. At Key Stage 2 (Year 3 to Year 6) formal teaching of Welsh as a 2nd Language takes place; however, bilingualism and incidental Welsh is common practice during all lessons. At the end of the key stage pupils are assessed by their teacher and their Level of competency is reported to parents in line with Welsh Government assessment procedures.

Pupils for whom English is a second language are catered for according to their needs.

10) Term Dates and Holidays 2023/24 Academic Year

Term	Term Begins	Half Term Holiday		Term Ends	Day
		Begins	Ends		
Autumn 2023	Monday 4th September	Monday 30th October	Friday 3rd November	Friday 22nd December	75
Spring 2024	Monday 8th January	Monday 12th February	Friday 16th February	Friday 22nd March	55
Summer 2024	Monday 8th April	Monday 27th May	Friday 31st May	Friday 19th July	64
Designated INSET Day – Friday 1st September 2023					1
Total					195

All schools have a designated INSET Day on Friday 1st September. Usually, schools have 5 INSET days during the academic year (including the designated days). However, due to the introduction of the New Curriculum in Wales 6 INSET days were approved.

Parents will be informed in due course of the school specific INSET days.

Please note that the above calendar is subject to any changes that may arise as a result of government policy decisions.

11) School Timings 2023/2024

<i>Nursery (Full-Time Pupils)</i>	Morning Session – 9am to 11.45am Morning Break – 10.30am to 10.45am Lunch Break – 11.45am to 12.45pm Afternoon Session – 12.45pm to 3pm Afternoon Break – 2.15pm – 2.25pm <i>Part-Time Pupils' session - 9am to 11.30am</i>
<i>Foundation Class 1 / Foundation Class 2</i>	Morning Session – 9.00am to 11.45am Morning Break – 10.30am to 10.45am Lunch Break – 11.45am to 12.45pm Afternoon Session – 12.45pm to 3pm Afternoon Break – 2.15pm – 2.25pm
<i>Key Stage 2</i>	Morning Session – 9am to 12.15pm Morning Break – 10.30am to 10.45pm Lunch Break – 12.15pm to 1pm Afternoon Session – 1pm to 3.05pm

12) Additional Learning Needs

The School's Policy for the Assessment of and Provision for pupils with additional learning needs is summarised as follows:

The School's policy for the identification, assessment and provision for pupils with Additional Learning Needs is consistent with the duties of the new Additional Learning Needs Transformation Programme which has been introduced in a phased way. Carmarthenshire County Council have set out an ALN Road Map to Support Schools in implementing the ALN Reform.

13) Pupil Development Grant

In 2023/24 Dafen Primary School was provided with a Pupil Development Grant allocation of (£60,950).

The Pupil Development Grant (PDG) is allocated to schools with pupils who come from low-income families and are currently known to be eligible for school essentials grant and pupils who have been looked after continuously for more than six months (LAC). Schools are expected to make the best use of this funding to implement sustainable strategies that will quickly bring about changes for learners eligible for free school meals or who are LAC. As a school, we identified the following three steps:

1. to identify the target group of pupils, its characteristics and needs
2. to plan interventions which make the most effective use of resources
3. to monitor and evaluate the impact of resources

At Dafen School we have a comprehensive plan, agreed and monitored by Carmarthenshire Local Authority to promote progress and remove barriers to learning for students eligible for this funding.

In 2023-2024 the school has used the funding available for:

- Literacy Support - for individuals and groups of learners
- Numeracy Support - small intervention groups
- Learner Well-being Support – for individual and groups of learners

14) 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 in drawing up the School Development Plan, and the day-to-day operation of the whole site.

The school is committed to ensuring that all pupils are able to participate in the school curriculum and (where they desire) in activities such as after school clubs, leisure/sporting events and educational visits. All aspects of accessibility, including access to written information are included in the planning process.

The Authority has in place an Accessibility Strategy and in line with this strategy has had an audit of the school site undertaken, as part of an Authority wide brief, to identify any potential barriers and (ultimately) improve the access to the school.

15) Building Premises

The school employs its own caretaker. Cleaning staff are employed by Carmarthenshire County Council who also monitor and inspect the standard of cleaning. Any observations you may have, please raise these with the Headteacher.

17) Healthy Eating

The school operates a healthy eating policy and as a consequence crisps, sweets and fizzy drinks are not allowed as break time snacks. Foundation Phase pupils are given milk and fruit during the afternoon session. The children are able to purchase fruit during morning break through the school Tuck Shop run by the school council at 30p a day or £1.50 a week.

There is a successfully run free breakfast club for pupils at school which promotes healthy eating.

The children are entitled to receive a cooked meal in the school canteen at no cost. Parents must book meals through ParentPay. Children who bring a packed lunch to school are accommodated at the canteen. On an occasion when the child forgets to bring a packed lunch, every effort will be made to contact the home, failing this, a cooked meal will be provided and the cost met by parents.

18) Admission / Transition Arrangements

The County Council is the Admissions Authority for all schools (other than Church Schools where the governing body is the admissions authority) within the Authority's boundary. The school's admission arrangements are therefore operated in line with the Authority's policy on school admissions which is contained in the publication Starting School book. The contents of this book can be accessed online on the Authority's website. Admission applications must be made online via:

www.carmarthenshire.gov.uk/schooladmissions

Learners will usually remain in the school until they complete year six and then transfer to secondary school. This school is a close partner with Bryngwyn Comprehensive School; however, pupils may apply to attend any secondary school they choose, subject to compliance with the Authority's admissions policy.

19) Sporting Aims and Achievements

The school encourages all learners to participate in a wide range of sporting activities throughout the year. Pupils take part in numerous sporting activities including football, rugby, netball, cricket, tennis, swimming and cross country running. In addition to these, pupils in Year 6 had the opportunity to go on a residential visit to the Urdd centre in Cardiff Bay.

On behalf of the Governing Body, I would like to thank and congratulate the children and the staff for all their many efforts and successes throughout the year, also to parents and carers who have been very supportive of the staff's efforts to provide high-quality education. We wish you good health and happiness to spend with your family. Diolch yn fawr iawn from all of us at Dafen School.

We will be pleased to discuss this report or any aspect of the school's activities with you, if you require.

Mr Emyr Brown

(Chairperson of the Governing Body of Ysgol Gynradd DAFEN Primary School)