

# **St. Teilo's Catholic Primary School Governors Report to Parents**

## **(Academic Year-September 2020- July 2021)**

### **Introduction:**

The purpose of this report is to fulfil one of the many functions of the governing body. We are required to provide a report from the governing body to parents annually. This report sets out statutory requirements and narrative so that there can be a better understanding of its content and the proper function of the school and its many facets. It is important that parents are aware of the organization of school life and obligations that are put on Teachers, Staff and Governors to facilitate the education of pupils.

As we reflect on the previous academic year I would like to thank, on behalf of the Governing Body, all parents, staff and pupils for all their effort and support in making 2020/2021.

### **GOVERNORS**

#### **The Governing Body is made up of the following members:**

Dr Maria Zeraschi, Chair of Governors (Foundation Governor)  
Mrs Laura Tomp, Vice Chair (Local Authority Governor)  
Mrs Angela Nicholls (Headteacher)  
Mrs Shauna Rowell (Foundation)  
Fr Mansell Usher (Foundation)  
Mrs Susanne Wilson (Foundation)  
Mr Carl Amos (Teaching Staff Governor)  
Mr Tony Wales (Foundation)  
Mrs Veronica Hayes (Foundation Governor)  
Mr Sean Evans (Foundation Governor)  
Mr Jonathon Williams (Parent Governor)  
Mrs Sarah O'Neill (Foundation Governor)

If you would like to know more about the types of Governors and their roles then information can be found on both the Local Education Authority web site. The site gives an in-depth perspective of roles functions of Governors and Governing Bodies.

Our Governing Body has had three statutory meetings. The statutory meetings take place each term and are used to examine the performance and development of all areas of school life; taking reports from the Head Teacher and being appraised of developments and requirements by the Local Education Authority representatives.

### **SCHOOL STAFFING**

#### **Class Responsibilities**

Class 4	Mrs A Nicholls
Class 3	Mr C. Amos
Foundation Phase	Mrs S Frearson
Class 1/4	Miss L. Boughton
Learning Support	Mrs S Lindsay
Learning Support	Mrs D Goforth
Learning Support	Mrs A Canton
Learning Support	Mrs Liah Mountfield

HTLA Mrs N Blake  
Teilo's Tots Mrs C Gardner/ Mrs D Goforth/ Mrs M James/Mrs S Lindsay

**Peripatetic Staff**

Miss L Harries Clarinet / Flute (1h)  
Mr C Barrett Brass (0.5h)  
Miss M Phillips Violin (0.5h)

**Additional Learning Needs**

Mrs D Goforth 13.25 hours

**Classroom Support**

Mrs A Canton

**Lunch Time Supervision**

Mrs D Cooke

Mrs S Crockford

Mrs D Hill

Mrs G Quinn

**School Administrative Assistant**

Mrs K Donoghue

**Secretary**

Mrs V Rigby

**Caretaker / Cleaner**

Mrs D Goforth

**Road Crossing Patrol Officer**

Mrs S Wilson/

**Voluntary Helpers**

Mrs Tomp, Mrs Arentz, Mrs Collins, Mrs Mills, Dr Zeraschi, Mrs I Fey

**1. Changes at the School**

Last year saw major changes to the school's organization due to the Covid 19 epidemic. The Governing Body thank all staff, pupils and parents for adhering to the rules. Other than closing for national lockdowns the school avoided lockdowns. This is because everyone stayed within the set rules. It was much appreciated.

The September opening saw a staggered start which classes returning in different weeks. The school day was organized to ensure that classes remained in 'bubbles' in an attempt to reduce the spread of the virus. School play times were also staggered to retain the 'bubble' methodology of dealing with the virus. The governors wish to thank staff and especially the headteacher for their diligence in imposing these rules, among many others (rearranging classrooms, creating one way systems, serving lunch in each classroom and so forth). Every system takes effort to create and ensure the pupils adopt on a constant basis. That the school did not suffer any outbreaks is testament to the care and attention paid by the staff.

December saw early closure due to a national lockdown but thankfully the children recorded their Christmas plays this year and were able to enjoy their class parties, festive fayre and other Christmas activities. Again, it is with thanks to the staff that the children were able to enjoy a level of 'normality'. The Spring term saw a haphazard return to school with fears of further outbreaks. The staff performed magnificently, retaining the 'bubble' system and proving work

for pupils when working from home was the only option. A better sense of normality returned in the summer term, the good weather saw the reduced chance of outbreaks so a greater level of normality was attained. Outdoor activities and sports were able to return. In all it has been a very trying year but thanks to the headteacher and our magnificent staff the school performed above expectations.

Last Christmas saw the retirement of our much loved crossing supervisor, Mrs Suzanne Wilson, who has served the school in this capacity for a very long time and has done so with a cheery, welcoming demeanor, even when chancing life and limb stopping traffic. We thank her for her continued service over the years and a special thank you for remaining a governor to the school.

Th end of year also saw the retirement of Mrs Canton, again a long standing member of staff who has served to school with such commitment and we were truly sorry to lose her. Another loss was Miss Boughton whose few years with us has made such an impact on the level of Welsh taught at our school. Her commitment to education, her pupils and the helping develop educative programs in the school are much appreciated. Our loss is certainly Templeton’s gain, and they are lucky to have her. We are fortunate to have found a good replacement in Miss Rees and we are sure she will enjoy working with the school.

**Teilo Tots**

An important change to the structure of the school came with the registration of Teilo Tots with CIWS. Teilo Tots is our pre-school facility for children between the ages of 2yrs to 4yrs of age. Not the best time to start a new venture but Mrs Gardner and staff have persevered during the autumn term and its national lockdowns, which extended into the following February, and have established a very successful and popular facility for the town and school. So successful that they have since moved to a larger space in the school and are planning to extend their in-take numbers. The governing body wishes to thank Mrs Gardner and team for providing such a good service, whose success reflects the thought, care and attention given to the children in their care. No mean feat in the current climate.

**2. Annual Parents Meeting:**

These are now available on request only, requiring at least six signatures by parents to request a meeting with Governors. Any request should be made to the chair of governors and addressed to the school.

**3. Performance & Target Information:**

**Number on roll (Based on January PLASC return)**

January 2021: 79 FTE

**Projected number on roll**

January 2022: 81 FTE

**4. Attendance management:**

**Pupil attendance trends**

<b>2018/19</b>	<b>Target</b>	<b>2019/20</b>	<b>Target</b>
<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>

94.9	95	91.44	95
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Pupil attendance data is an indicator which is monitored by the school, LEA and the Welsh Government. The Governing Body is pleased to see the efforts made by parents to help the school attain an acceptable level of attendance in the current climate. Attendance is treated with the utmost seriousness, so we urge parents to maintain a good level of attendance when possible. The Covid 19 pandemic has created extenuating circumstances, but we hope that parents remain faithful to the attendance policy of the school.

Our school has set targets for the coming year. It is worth noting that the attendance management system is designed to register pupil attendance both in the morning and afternoon sessions of the school day. If a pupil is late arriving for registration at either session then there is a record of “Unauthorized Absence” for that particular session (half day). It is important that pupils arrive at school on time as the registration system cannot be modified to accommodate late comers. Even small discrepancies can affect the overall attendance data. The Governing Body has a statutory responsible for attendance management and initiatives designed to improve our position.

Further information regarding seeking authorization for absence can be obtained from the school or on the Local Education Authority web site.

#### 5. **SETTING OF TARGETS:**

The Pandemic has seen a suspension on target setting, however that does not mean that pupils are not monitored. Each pupil has an individual program of work which the teacher monitors, assesses, and adjusts to ensure that a steady progression is charted. The pandemic has challenged staff and pupils and again we are grateful to parents who ensured their child/children continued to work and stay in touch with their class teachers during lockdown periods. Once the school re-opened in September ‘20, tests and assessments were made to ensure that pupils had not fallen behind. Those who did were placed on a ‘catch up’ program funded by the Welsh Government. The setting of targets and level of achievement attained by the pupils at the school during this academic year were heartening and we thank our teaching staff and support staff for their dedication, their ability to find new teaching methods both online and via phone calls to stay in touch with their cohorts during lockdown periods and their willingness to support parents in the onerous task of ensuring their child/children remain on track. Again, we wish to recognize the dedication of parents in supporting the educational program set by the school.

#### 6. **Financial matter.**

Each year our school is allocated funding to be able to function; this is expressed as “Formula Funding”. Formula Funding is a made up of several constituent parts including the number of pupils, the age of the pupils, class sizes, number and experience of teachers along with other teaching criteria. Additional Learning Needs (ALN), building and grounds maintenance and targeted grants. The Finance Committee sit to discuss and agree a working budget. We are supported in this area by Local Financial Management Officer who works out of the local authority.

Our school like many others can either opt in to or opt out of services that are provided by the local authority. These service level agreements (SLA) are charged against the school budget but in general are cheaper than if we attempted to provide the services ourselves; we do not generally

have the areas of expertise in such matters. We have currently bought in to 13 service level agreements; they include things such as ICT cover (Information & Communication Technology), Structural repair and maintenance (in excess of £12,000). The service level agreements can act as an insurance policy for when things go wrong.

The Finance Committee meet each term to review the budget which is kept under constant scrutiny by the Head Teacher and our dedicated finance manager at County Hall. The Head Teacher is responsible for day to day expenditure and budget management and each year the finance committee agree the spending threshold at which the Head teacher is required to seek permission from the Governing body to spend in excess of that threshold. The budget headings are monitored for any over spend or under spend; with forecasting and predicting end of year surplus in mind. We are not permitted to set a deficit budget (spending more than we are allocated) nor are we permitted to hold too great a surplus. The principle is that we spend the money for the children; although we do have scope for contingency planning, special projects or foreseen expenditure overarching two budget years etc.

Our school, like many others, is also dependent, to an extent, on the good will and fund raising abilities of pupils, parents and “The Friends of St Teilo’s”. Fund raising by these groups goes a long way to filling the gap where budget spending might not be permitted or where there would be a short fall. The Friends in particular habitually contribute financially to both large and small spending projects such as replacing ICT equipment, books, play equipment etc. They also provide, on request, to individual groups or classes; their aim is to ensure that their funds go directly to the practical needs of pupils. We are most grateful to ‘The Friends’ for all the fundraising they do for the school.

Outside funding is essential for the well-being of the school and its pupils and the Governing body recognize that, and appreciate the efforts from individuals and groups alike. Our Parish has been very supportive of the school financially in the past. We also have access to Welsh Assembly funding through the diocese. All fundraising and donations to the school are accounted for with an audit being conducted of all school accounts; the results are then presented to the Governors in the autumn term Governors meeting.

Letting out the school playgrounds as a carpark during the summer holidays has also added a significant amount to school funds each year.

The Pandemic has been costly, and we are grateful to the Welsh government for providing a ‘Covid fund’ which helped towards the costs of ensuring the school was cleaned to a good standard to avert the spread of the virus.

**Pupil numbers have a significant impact on the funds available to the school.** Each year, generally in January (PLASC), a count is taken of the number of pupils registered at the school and is converted in to what is termed full time equivalent (FTE) which accounts for those pupils which are part time. It is a one-time count that will determine the budget for the following year; regardless of whether or not pupil number increase and decrease in that year. Pupil numbers has a significant impact on how the Governors determine class sizes and staff numbers.

The stresses on finances are not limited to our school alone but parent should be aware that the funding structure changes each year with changes to the pupil teacher ratio and the amount per pupil. These figures are changing – less money per pupil and a wider ratio between pupils and teachers mean that money allotted to the school decreases and this places an extra strain on the school budget.

**Governors appreciate parental loyalty to the school. We rely on our parents and hope that you will act as ambassadors for the school and encourage other parents to consider St Teilo's as a choice of educational establishment for their children.**

### **7. Liturgy:**

Our school engages in many activities involving the liturgy and calls upon the experience of Priest, Teacher and Pupil to assist in the spiritual development of pupils.

- All classes have produced a virtual Class Assembly this term.
- The Faith Ambassadors have been elected
- Classes took part in the Remembrance services
- All classes will be producing virtual Christmas Plays
- All pupils took part in the National Cafod Assembly, Fratelli Tutti on 10th June
- Class 4 raised money for Cafod by running weekly colouring competitions

Children were able to make their 'First Holy Communion' this year and we thank Mrs Inge Fey who stepped in and helped prepare the children and organize the day itself. It was good to see so many children take their First Holy Communion.

Unfortunately, there were few occasions when mass could be celebrated either at school or at church due to Covid 19 regulations. The pupils were able to access mass via the video cam set up in the church.

### **8. School Council**

The 'School Ambassadors' were chosen from year 6 pupils. Congratulations to Carys Williams and Ya'qub Ali. The ambassadors managed to organize a 'Do Your Own Thing' day where classes, remaining in their cohorts, could organize activities for a whole day. Class 4 for example, had groups participating in sports and games in the playground, a cooking class for the day, Minecraft activity. Thanks to Sally Holland the Minister for Children and the Welsh Government for their support in organizing this with our ambassadors.

The School and Class Councillors were elected but Covid prevented council meeting because any meeting would have contravened safeguarding/health and safety rules.

### **9. Sporting Activities**

Again the opportunities for children to take part in sporting activities was limited but the school provided occasions when they arose:

- The boys' and girls' cricket teams will be taking part in their respective festivals in June
- Swimming resumed on Wednesday 16th June for Class 4

The school continues to target the health benefits gained from sport and sporting activities, allowing pupils to try a wide range of activities so they can find one which they enjoy and will hopefully carry through for the rest of their lives.

### **10. St. Teilo's in the Community**

**Due to the pandemic there were fewer opportunities for the children to participate in community activities**

### *Charity Involvement*

Despite the effect of the pandemic the pupils were able to continue with some fundraising activities, examples given below:

- *The Faith Ambassadors are arranging colouring competitions during Advent to support Cafod*
- *The school raised £190 for Children Need by holding a Spotty School Visits.*
- *The school raised over £3400 for Cancer Research UK with their Race for Life.*
- *The final total will be known by 18th June.*

### ***Friends of St Teilo's***

Friends form an important, integral part of the school and its identity. We rely on the support of our parents and are grateful for their decision to choose St Teilo's School.

Unfortunately, the Pandemic affected the level of fundraising as Covid rules were restrictive on numbers able to attend events. However, Friends managed to run a Christmas Raffle online and ensured all children received their selection boxes.

### **Conclusion:**

As a governing body we will endeavour to carry out our statutory function to the best of our ability. We are grateful for the good will and support that staff and parents give to our school. We believe that the tri-partheid relationship between Governors, Staff and Parents/Families is of paramount importance. All through this trying time we have been aware of the dedication of our parental body and remain grateful for all their help and support. St. Teilo's School needs you!

**Remember it is not necessary to be a member of the Catholic community to send your child to St Teilo's School, we are inclusive and encourage applications from the whole community.**

Best wishes,

**Maria Zeraschi**

Chair of Governors