



GOVERNORS' ANNUAL REPORT TO PARENTS

Academic Year 2023-2024

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A Message from the Chair of Governors

This Governors' Annual Report to Parents risks being yet another document that is never read or even opened. Talk of reports, polls and think tanks fill the airwaves and the papers and for the most part are mainly of interest to those who form that echo chamber and journalist on lean news days. This Governors' Annual Report to Parents should give you parents the greatest encouragement that the Governing Body of St Alban's Catholic Primary School has your child's education as its utmost priority.

Governors form a diverse group of people who are chosen for their experience and competence in various spheres of life. School improvement is short-hand for wanting the best teaching and learning, the best school environment, the best "school day" experience for your child. The improvements have been consistent and the Governing Body thanks Mrs Woodward and all the staff for their part in this collaboration during the academic year.

The Governing Body has undergone extensive training during the past academic year so as to ensure that it is fit for purpose to deliver on its statutory and moral obligations as a Governing Body. St Alban's Catholic Primary School understands how education concerns the whole of a person and must propose as well as respond to your child's enquiring mind and exuberance of spirit.

I invite you to read this year's report and of course to engage ever more fully with the Governors and the School staff. It is through conversations that we bring about change.

I hope this report will start a conversation.

God bless you and your family.

V. Rev Fr Sebastian M Jones, B.Th., JCL., MA (Hist)., JCD.

Parish Priest/Chair of Governors

The Oratory, Cameron Street, Cardiff

CF24 2NX

Tel: 029 2046 3219



Members of the Governing Body 2023 - 2024

Chair: V. Rev Fr Sebastian M. Jones,

Vice Chair: Mr Mike Glavin

Foundation Governors:

- Dr Clare Jackson
- Fr Alexander Gee
- Mr David Thomas
- Mr Simon Care
- Mr John Houlston

Local Authority Governors: Mrs Alison Jenner

Parent Governor: Mr Adam Foster

Staff Governors: Mrs Jennifer Livingstone

Miss Kelly Duke

Headteacher: Mrs Rachel Woodward

Clerk to the Governors: Mrs Bethan Jones

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Chair: V. Rev Fr Sebastian M. Jones,

Vice Chair: Mr Simon Care

Foundation Governors:

- Dr Clare Jackson
- Fr Alexander Gee
- Mr David Thomas
- Mrs Kathryn Bowen
- Mr John Houlston

Local Authority Governors: Mrs Alison Jenner

Parent Governor: Mr Adam Foster

Staff Governors: Miss Samantha Cabrera

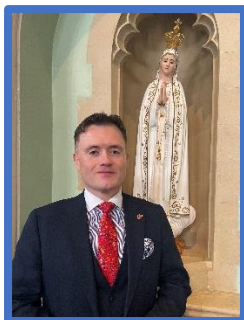
Miss Kelly Duke

Headteacher: Mrs Rachel Woodward

Clerk to the Governors: Mrs Bethan Jones



Meet our Vice Chair of the Governing Body 2024 - 2025



Simon Care - Vice Chair of Governors

Simon studied Modern History at Jesus College, Oxford, before returning to Wales after graduating in the summer of 2000. He then studied law at what is now the University of South Wales and trained to be a solicitor. He joined Berry Smith Solicitors in Cardiff as a trainee in 2004, qualified in 2007, and has been a partner since 2013. At present, he heads up the firm's Real Estate Litigation Team.

Simon joined the Governing Body of St Alban's Catholic Primary School as a Foundation Governor at the start of the 2023/2024 academic year. He was elected Vice Chair of the Governing Body at the start of the current academic year and is also the Chair of the Finance, Staffing & Pay Committee. Simon is one of the lay trustees of the Cardiff Oratory.

Governance Update

At the end of the 2023 / 2024 academic year, the Governing Body decided to review and reform the governance of the school.

The full Governing Body meets at least once a term, or more frequently if circumstances require. However, the real work of the Governing Body is done by its committees. Some of those committees (such as those which handle disciplinary or grievance issues) meet only when required, but the 5 main committees meet at least twice a term. These are: -

- The **Senior Strategy Group** comprises the Chair of Governors, the Vice Chair of Governors, and the Headteacher. It meets monthly and has responsibility for overseeing the overall direction of the School, identifying issues which need to be addressed, and considering new opportunities for development.
- The **Performance & Improvement Committee** focuses on academic standards and striving to ensure that the children are fulfilling their potential.
- The **Finance, Staffing & Pay Committee** is responsible for the finances of the School, which includes budget monitoring and staffing levels.
- The **Premises, Health & Safety Committee** has responsibility for the fabric of the school and all health and safety issues, including Safeguarding.
- The **Community & Wellbeing Committee** is a new committee which was established in September 2024. Its purpose is to promote links between the School and the wider community, and to promote the welfare of staff and children alike.

Additionally, we have Link Governors with special responsibility for certain key areas. The role of the Link Governor is to provide the Senior Leadership Team with support in their designated area and to act as a liaison between the Senior Leadership Team and the Full Governing Body.

At present, we have Link Governors with special responsibility for: Additional Learning Needs; Health & Safety; Safeguarding; Governor Training; Equality & Diversity; and Wellbeing of Future Generations.



Performance Targets

During the academic year 2023 – 2024, there was no requirement to report end of phase assessment outcomes to the Local Authority. Pupil progress continued to be reported to the Governing Body on a regular basis and teachers continued to carry out assessments of pupils in order to monitor progress and plan for future learning.

School Attendance

There was no requirement to report yearly attendance figures to the Local Authority. However, attendance was monitored weekly and procedures for improving attendance and reducing the number of unauthorised absences were still followed. The school worked in close partnership with the cluster School Attendance Officer and parents on attendance and punctuality.

Absences are categorised as authorised and unauthorised:

Authorised Absences are illness, special occasions e.g. attendance at a wedding or funeral of a family member, religious observance days, exclusion.

Unauthorised Absences are holidays, shopping, birthdays, late attendance after closure of the register, any other reason which is considered by the school to be unacceptable.

Financial Outturn

The governors monitor expenditure and income throughout the year of the school budget. See Appendix 1 for the school budget financial outturn for 2023-24.

School Improvement

However good our school is, we as Governors want it to be even better. That's why we work with staff every year to produce a school improvement plan.

Our school improvement plan outlines the school's priorities for improvement and how we intend to go about improving things. In our meetings and through our visits to the school, we as Governors monitor the progress the school is making in bringing about the improvements we would like to see.



This table shows our priority for improvement for last academic year **(Sept 23 to July 24)** and what we did to improve things.

Area One: Leadership
The improved effectiveness of the Governing Body can be seen through informed decision-making and enhanced communication. With clear roles and responsibilities, members collaborate more efficiently, ensuring that important issues are addressed promptly. Regular meetings and open discussions foster a more inclusive environment, allowing diverse perspectives to be heard. This teamwork not only leads to more informed choices but also strengthens the trust between the Governing Body and the community, ultimately resulting in positive outcomes for everyone involved. Leaders understand the importance of ensuring consistency in leading an area of learning, is crucial for effective self-evaluation and school improvement. This collaborative approach between leaders allows for meaningful feedback and data collection, ultimately enhancing the quality of teaching and learning while driving continuous improvement within the school.
Area Two: Curriculum, Teaching and Learning
A consistent approach to teaching phonics across the school has resulted in pupils making good progress. As a result of high-quality training, there are now many opportunities for pupils to engage in extended writing. The school continues to implement the assessment process that were completed last academic year. The results from assessments are used to inform next steps in pupil progress and identify where support or challenge is needed. Research in to outdoor learning provision took place and has been inserted in to an action plan for next academic year 2024 25.
Area Three: Wellbeing, Equity and Inclusion
The school has improved engagement with parents of children with additional learning needs and provided essential support for their children. By providing regular updates and holding workshops, the school has helped parents understand how to best assist their child's learning. Open communication and collaboration between teachers and families have created a stronger support system, ensuring that each child gets the attention and resources they need to thrive. This continues to be a priority during the academic year 2024 2025.

For the current academic year **(Sept 23 to July 24)** we have ensured that priorities more thoroughly relate to evaluation and that Governors will make visits to monitor at first hand the progress made. The table below show the priorities for improvement that we have set for our school.

Priority 1: Leadership
1a: To continue to improve the effectiveness of the Governing Body
1b: To develop the role of AOLE 'points of contact'.
1c: To develop the role of the 'collective staff' in school efficiency working towards the school vision
1d: To further develop the role of pupil voice in its significant contribution to school improvement



Priority 2 : Curriculum, Teaching and Learning

2a: To raise standards in handwriting by reviewing current practice

2b: To raise standards in mathematics and numeracy by reviewing current practice used in independent missions

2c Review and improve existing provision for outdoor learning

2d: To implement the new Religious Education Curriculum.

Priority 3: Well-being, Equity and Inclusion

3a: To improve engagement with parents, carers and families of learners to increase achievement and opportunities for all pupils.

3b: To improve the recognition and celebration of our diverse school community by all.

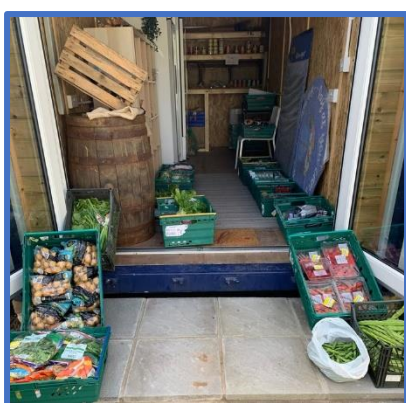
3c: To improve pupils' self-awareness and social and emotional skills to support themselves and others around them:

We believe that our new school improvement plan is ambitious and evidence of our determination to ensure that St Alban's Catholic Primary School is a place of continuous improvement.

Religious Education

The school began working with Cardiff and the Vale Catholic Schools to plan and implement the new Religious Education Directory. The curriculum has been trialled in Reception, Year 1 and Year 3 successfully, and will be gradually introduced to all other year groups throughout the next academic year.

Community and Parish Links



Thanks to the Splott Volunteers delivering food to St Alban's and donations from other parts of Cardiff, we are able to run our Big Bocs Bwyd every Thursday from 2.30pm onwards. Everyone is welcome to come along and gather some groceries for their family meals. We also supply the community with Cardiff Foodbank vouchers at regular intervals throughout the school year.

If you would like to donate to our Big Bocs Bwyd, please contact the school office: 02920462915.





The Community Champions invited the community and parents to a fundraiser for Macmillan. Coffee, tea and cakes were enjoyed by all.



They also delivered their posters to Charmaine from Tesco Pengam Green, having been asked for their help to promote community events. You may have seen some of the posters on the Tesco's community board.

St Alban's Choir and one of our Foundation Governors entertained the Christmas shoppers in Tesco Pengam Green raising money for school equipment for our children.



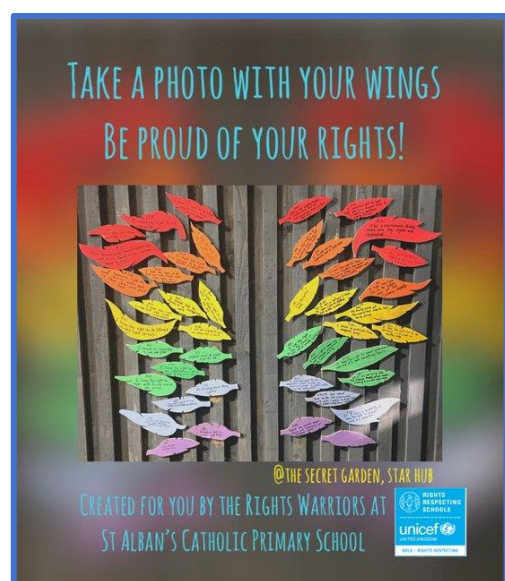
Year 6 pupils participated in informative discussions with Councillor Owen Jones. As well as discovering more about politics, our learners were able to share their concerns and opinions about our local area.



The children entered the 'design a Christmas card competition run by St Alban's Care Home. Two of our pupils were lucky enough to have submitted really creative designs and won prizes. We were sure that their designs brought a lot of cheer over the festive period.

The Rights Respecting Senedd Committee created this mural for the shed in Splott Park near the Hyb. This reminds everyone in the community that all children have rights which adults must enable them to have.

Article 2: All children have all these rights, no matter who they are, where they live, what language they speak, what their religion is, what they think, what they look like, if they are a boy or girl, if they have a disability, if they are rich or poor, and no matter who their parents or families are or what their parents or families believe or do. No child should be treated unfairly for any reason.





This year, Senedd member, Heledd Fychan visited St Albans. Our Year 6 pupils had the opportunity to talk to Heledd about issues that were concerning them. It was a very engaging and informative session for all.



This year the Statue of Our Lady of the Taper was present at St Alban on the Moor Church. We celebrated whole school Mass to welcome the statue of Our Lady of the Taper to Cardiff Oratory.

Year 6 Residential Visit



In June, our Year 6 learners once again had the opportunity to spend an exciting weekend on a residential trip at Morfa Bay Adventure Centre in Carmarthenshire. There were lots of new challenges for the children which they were all brave enough to overcome!

The children had a wonderful weekend. They played games, explored the woods, and learned to bodyboard in the sea. Each day was filled with laughter and excitement as they made new friends, cemented friendships and tried new things. In the evenings, they hiked across the cliff tops, sharing stories and rock pooling once they reached the beach. It was a fun-filled experience that left them with happy memories of adventure and friendship.



Buildings and Health and Safety

The Health and Safety Governor, headteacher and Caretaker carried the annual full site inspection in November 2023 using Cardiff council's Site Inspection checklist and a visual app to record any defects. Defects were then presented to the caretaker who made progress with the repairs. Unfortunately, due to ill health some items remain outstanding. The Governing Body and Headteacher successfully gained a grant from WG of £220,000.00 to enable them to carry out urgent building works as follows:

Tarmac Worn Areas.

Both front, side and rear of school building were resurfaced to make the areas safe for pupils, parents and staff.



Outdoor Play Area for Foundation Phase and Key Stage 2 Pupils



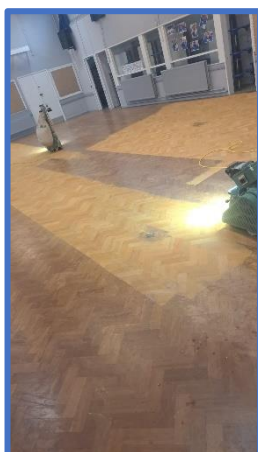
We were able to remove rotten damaged timber structures and provide a state-of-the-art play area in the rear playground including a road track which is used to teach children road safety. A MUGA climbing frame has also been added for the older pupils in the KS2 area.

Staff and Disabled Toilets

Both the Staff and Disabled toilets have been renewed as they were in a poor state.

Internal Flooring

Old damaged flooring has been replaced with new anti-slip wood effect sheet vinyl flooring throughout the school. New carpet has replaced the damaged flooring in the corridor and entrance foyer, and the hall floor was sanded and re-sealed as many years of dirt and wear and tear had taken its toll.



Foyer Hatch

A new inclusive and user friendly reception hatch in main foyer is now accessible to all.



Doors

In many classrooms, damaged doors have been replaced, and new finger guards fitted to ensure all pupils remain safe

Ceiling Tiles

Many damaged ceiling tiles have been replaced – unfortunately water leaks from the roof have caused further damage so will need to be addressed following the roof repair.

Lighting

All defective lighting has been replaced, including the emergency lighting units.

Climbing Frame

Climbing frame in hall made safe to allow pupil use during Physical Education lessons.

Painting

All classrooms in the main building were painted during the summer holidays – a big thank to the staff who took carried out the work.

School Prospectus

Our School Prospectus is updated on an annual basis which is available to view via our school website. Staffing changes and any changes to the governing body were included in the new prospectus. There are plenty of copies available, so if you would like a paper copy of our school prospectus, please contact the school office.

Policy Review

All school policies are updated in accordance with our annual cycle of review and are displayed on the school website. Paper copies of policies may be requested from the school office.



Additional Learning Needs

Since the 2021 ALN Act, Special Educational Needs (SEN) in Wales has been replaced by Additional Learning Needs (ALN).

Children and young people with ALN need extra support to learn. This would be because they either find it harder to learn than other children of the same age or have a disability that means they cannot use, or find it difficult to use, facilities for learning in our school. Some children and young people who need extra help in school do not have an ALN. This may be children who just need some help catching up. The extra support given to children with ALN to help them learn is called additional learning provision (sometimes called ALP). This must be written into a support plan called an individual development plan (IDP). Additional learning provision for a person aged three or over is education that is additional to, or different from, what is made available to most children of the same age. This means, that additional learning provision support that is made available in our school, but most children or young people of the same age do not need to use this support to make progress. Additional learning provision can be delivered by teachers or teaching assistants. It can also be delivered by specialist services like a speech and language therapist or teachers of the deaf. The ALN system emphasizes increased collaboration, and we will work with you, your child and other professionals following the person-centered approach to decide how best to meet your child's needs. Our school will move children to the ALN system after giving you an IDP notice. In 2022/23, the percentage of pupils registered with ALN was 28%. In 2023/2024, the percentage had fallen to 8%. These pupils were identified and an Individual Development Plan (IDP) was formulated. However in total, 34% of pupils received support or interventions from Local Authority Specialist ALN Teams.

The school's teacher in charge of ALN is Mrs Livingstone and she is called the ALN Coordinator or ALNCo. Mrs Livingstone meets with the ALN governor every half term to make sure that the pupils with ALN get the best support possible. The ALN governor for 2023/2024 was Mrs Jenner and for 2024/2025 is Dr Clare Jackson.

The school's ALN policy is available to read in school.

Inclusion and Pupils with Disabilities

Inclusion and Pupils with Disabilities

The Governors do not exclude pupils on the grounds of disability and would treat incidents of disabled pupils being treated less favourably than any other pupils very seriously. It is the duty of the Governing Body to ensure open access to the curriculum and to the school

Sport

Some of our pupils were invited to take part in Open Campus sessions at Cardiff Met. The sports included athletics, gymnastics, swimming, trampolining and football.





As part of St Alban's Safety Week, the Year 6 learners took part in cycling proficiency training. They made excellent progress learning to ride bikes safely in the school grounds and out on the local roads.



Brad from Cricket Wales came to deliver days of cricket sessions at St Alban's. The children were so enthusiastic and loved improving their cricket skills.

Promoting Welsh at St Alban's

As part of our School Improvement Plan to increase 'Pupil Voice', pupils were given the opportunity to vote for a School Senedd Committee that inspired them. Many pupils voted to join Mrs Phillips' Criw Cymraeg in order to promote the Welsh language in our school.



At St Albans, we ensure that the teaching of Welsh occurs in the school's timetable. In addition, pupils have the opportunity to use Welsh as an incidental language in class, which helps the children not only build on language skills but also develops the Welsh ethos.

Since implementing the Curriculum for Wales Framework, St Albans has provided opportunities for pupils to explore and learn about their Welsh identity and culture, through themes like: 'Home is where the heart is.' Pupils learnt to understand the history of Wales and how it has shaped the country we live in today. KS2 pupils were given the opportunity to explore the legends and myths of Wales during a visit from 'Big Foot Wales' to further deepen their knowledge of their culture and heritage.



The school's engagement with the Welsh dimension was further developed through St. David's Day celebrations, which included a service showcasing the children's talents in Welsh, for example reciting poetry, singing Welsh songs, folk dancing creating pieces of art in response to a study of a variety of Welsh artists.

Our Criw Cymraeg Committee has continued to participate in the Cymraeg Campus scheme and has successfully achieved targets towards the Gwobr Arian Silver Award.

Some activities undertaken were to ensure Welsh was being spoken throughout the day by all pupils and staff, so Criw Cymraeg began teaching our dinner staff basic conversational Welsh and taught pupils in the Foundation Phase how to play games using incidental Welsh.



In our school every day we learn, love and pray, following in the footsteps of Jesus...



Appendix 1

CARDIFF COUNCIL/GYNGOR CAERDYDD				
SCHOOLS OUTTURN OF EXPENDITURE/CANLYNIAD GWARIANT YSGOLION 2023-2024				
Governing Body/Corff Llywodraethu of: St Alban's R.C. Primary School				
	Governor Approved Budget/Cyllideb a Gymeradwywyd gan y Llywodraethwyr		Actual Expenditure/ Gwariant Cyflawnedig	
	£	£	£	£
Staffing costs/Costau Staff				
Teaching Costs/Costau Addysgu	576,175		550,880	
Special Needs Teachers/Athrawon Anghenion Arbennig	0		0	
Teachers for statemented pupils/Athrawon ar gyfer disgyblion sy'n destun datganiad	0		0	
Short Term Supply/Llanw Byr Dymor	0		0	
Long Term Supply/Llanw Hir Dymor	19,682		32,311	
Special Needs Support Staff/Staff Cymorth Anghenion Arbennig	152,795		133,013	
Nursery Assts/ Teachers Aides / Adult Helpers/Cynorthwyyr Meithrinfa/ Cymhorthion Athrawon / Cynorthwyyr	53,949		54,444	
Foreign Language Assistants/Cynorthwyyr Ieithoedd Tramor	0		0	
Technicians/Technegwyr	0		0	
Mid Day Supervisors/Gorychwylwyr Canol Dydd	12,913		14,288	
Library Staff / Attend Officer/Staff Llyfrgell / Swyddog Presenoldeb	0		0	
Administrative Staff/Staff Gweinyddol	38,001		39,255	
Non teaching supply costs/Costau llanw staff heb fod yn athrawon	0		0	
Training Costs/Costau hyfforddi	8,755		8,466	
Other Staff Costs/Costau staff eraill	71,760		142,459	
Performance Management/Rheoli Perfformiad	500		410	
Total Staffing Costs/Cyfanswm Costau Staff		934,530		975,526
Premises Related Costs/Costau Eiddo				
Caretaking Staff/Staff Gofalwyr	23,834		23,909	
Domestic Staff/Staff Domestig	11,582		12,306	
Grounds Staff/Staff y Tir	2,160		2,043	
Cleaning Costs/Costau Glanhau	32,882		34,407	
Energy Costs/Costau Ynni	33,750		39,031	
Rates/Cyfraddau	0		0	
Repairs and Maintenance/Atgyweiriau a Chynhaliaeth	7,953		9,707	
Water/Dŵr	5,000		8,536	
Total Premises Related Costs/Cyfanswm Costau Eiddo		117,161		129,939
Transport Costs/Costau Cludiant				
Pupil Transport Costs/Costau Cludiant Disgyblion	0		0	
Staff Transport Costs/Costau Cludiant Staff	0		0	
Vehicle Costs/Costau Cerbydau	1,600		1,074	
Total Transport Costs/Cyfanswm Costau Cludiant		1,600		1,074



Supplies and Services/Cyflenwadau a Gwasanaethau				
Teaching Materials/Adnoddau Addysgu	26,535		22,214	
Equipment, Furniture, Materials & music tuition/Offer, Dodrefn, Deunyddiau a hyfforddiant cerddoriaeth	2,115		1,760	
Library Books & Materials/Llyfrau a Deunyddiau Llyfrgell	0		81,523	
Catering Costs/Costau Arlwyio	2,600		2,248	
Unallocated / Savings to be found/Arian heb ei ddosbarthu / Cynilion	-58,576		0	
Communications Equipment and Services/Offer a Gwasanaethau Cyfathrebu	3,200		2,609	
Consultants Fees/Ffioedd Ymgynghorwyr	0		0	
Examinations Fees/Ffioedd Arholiadau	0		0	
Games & School Activities/Gemau a Gweithgareddau Ysgol	5,000		12,932	
Clerk to Governing Body/Clerc y Corff Llywodraethu	2,210		1,411	
Other office costs/Costau swyddfa eraill	475		665	
Printing & Stationery/Argraffu a Deunydd Ysgrifennu	6,850		5,854	
Pupil Exclusions/Gwaharddiadau Disgyblion	0		0	
Subsistence and expenses/Cynhaliadau a threuliau	0		65	
Total Supplies and Services/Cyfanswm Cyflenwadau a Gwasanaethau		-9,591		131,281
Central Services/Gwasanaethau Canolog				
School Meals/Prydau Ysgol	0		0	
Service Level Agreements/Trefniadau Lefel Gwasanaeth	13,347		12,642	
Total for Central Services/Cyfanswm ar gyfer Gwasanaethau Canolog		13,347		12,642
Income/Incwm				
Additional Central Funding/Nawdd Canolog Ychwanegol	-227,293		-24,126	
Community Education/Addysg Cymunedol	0		0	
Donations/Rhoddion	0		-4,434	
Lettings/Gosodiadau	0		0	
Other Income/Incwm arall	-4,518		-96,606	
Grant Income/Incwm rhent	0		-265,345	
Sales/Gwerthiannau	0		0	
School Meals Recharge/Talu am Brydau Ysgol	0		0	
Training and Tuition Income/Incwm Hyfforddiant	0		-1,250	
Total Income/Cyfanswm Incwm		-231,811		-391,762
Interest and Other/Llog ac Arall				
Interest on investments/Llog ar fuddsoddiadau	0		0	
School Investments/Buddsoddiadau Ysgol	0		0	
Withdrawal Investments/Buddsoddiadau Dileadau	0		0	
School Deficit/Gwariant Ysgol	0		0	
Temporary Loans/Benthyciadau Dros Dro	0		0	
Temporary Loans/Benthyciadau Dros Dro	0		0	
Interest/Llog	0		0	
Total Interest and Other/Cyfanswm Llog ac arall		0		0
Total Net Expenditure/Cyfanswm Gwariant Net		825,236		858,700
Less Uninvested Balance Brought Forward/Llai'r Balans na fuddsoddwyd a ddygwyd ymlaen		54,704		
Less earmarked Rates/Llai'r Cyfraddau a glustnodwyd		0		0
Contribution to / from balances/Cyfraniad i / o falansys				21,240
Revised Net Expenditure/Gwariant Net Diwygiedig		879,940		879,940

