ANNUAL REPORT OF THE GOVERNING BODY FOR

TALYCOPA PRIMARY SCHOOL

SEPTEMBER 2024 – JULY 2025

A provisional ANNUAL PARENTS' MEETING, where Governors report to Parents/Carers on the content of this report, has been arranged for Monday 15th December in person at 4pm. This meeting will only go ahead if more than 5% of parents of registered pupils write to the school before Monday 8th December and request that a meeting is held. A text will be sent to state whether or not the meeting will go ahead.

Agenda:
1. Chair's Welcome
2. Receive Annual Report 2024-25
3. Matters arising from report

A Word from the Chairperson:

Talycopa Primary School, it's children and teaching staff are continuing to flourish. The governing body has witnessed firsthand over the last year the efforts that go in to providing fun and engaging ways to learn. Attending Learning Walks at the school is a highlight of the role, where we get to interact and observe the children during lessons on reading development and digital competency. The children's attitudes towards learning and engagement in all activities is a joy to see and the improvement and confidence of learners is a credit to the teaching staff.

Again, we would like to take this opportunity to echo the Education Welfare Services message and remind you of the importance of regular attendance at school. The Governing Body supports high attendance at school and would again like to ask for your commitment and encouragement to maintain good attendance habits. We appreciate illness, family commitments and emergencies happen but if your child has difficulty attending school, we encourage you to speak to the school who will be able to support you.

The Governing body has almost returned to a full complement, and we have welcomed some new Community and Local Authority Governors on board. We still have a vacancy for a Parent Governor to join us, so if you are interested in finding out more about the Governing body, how it works and what we do, we'd be more than happy to have a friendly chat with you.

We are grateful as always to the PTA, who continue to generate much needed finances for the school by providing a calendar of events for our children that are fundamental to the success of the school.

Thank you to all children, parents and members of the community that make our school a success.

Mrs Leanne Griffin, Chair of Governors

The Governors of Talycopa Primary School 2024 - 25

Governors appointed by the LA
Cllr A Anthony
Mr D Evans

Governors elected by Parents of Talycopa Primary School
Mrs L Griffin
Mr A Fountain
Mrs D Hurford
Mrs S Doyle

Governor elected by teaching staff of Talycopa Primary School
Mrs A Jones

Governor elected by non-teaching staff of Talycopa Primary School
Miss L Williams

Community Governors
Mr I Brealey
Rev J Page

Headteacher
Miss Rebecca Knight

Tenure of Office

Name	Term of office ends
Miss R Knight	NA
Mrs A Jones	23.10.26
Miss L Williams	15.12.27
Mrs L Griffin	27.11.26
Cllr A Anthony	29.03.27
Mr I Brealey	16.10.27
Mrs D Hurford	15.10.27
Ms S Doyle	25.11.24
Mr D Evans	03.09.25
Rev J Page	06.03.28

Address of Chair of Governors:
Mrs Leanne Griffin
C/o Talycopa Primary School
Heol Hafdy
Llansamlet
Swansea
Tel: 01792 793660

Address of Clerk to Governors:
Mrs Louise Davies
C/o Talycopa Primary School
Heol Hafdy
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Committees

There are a number of committees set up to deal with specific aspects of school business. In 2024/2025 these comprised of:

Committees	Governors
Appointments Panel/Committee	Mrs L Griffin (Chair)

	Mr I Brealey, Rev J Page, Miss R Knight & Mr I Brealey
Staff Disciplinary and Dismissal Committee	Mrs L Griffin (Chair) Cllr A Anthony & Rev J Page
Staff Disciplinary and Dismissal Appeal Committee	Mr I Brealey (Chair) Mrs S Doyle, Mrs D Hurford & Mr D Evans
Finance Committee	Mrs L Griffin (Chair) Mr D Evans, Mr I Brealey, Miss R Knight, Rev J Page
Pupil Discipline and Exclusions Committee	Mrs L Griffin (Chair) Cllr A Anthony & Mr D Evans
Complaints and Staff Grievance Committee	Cllr A Anthony (Chair) Rev J Page & Mrs S Doyle
Curriculum	Mr I Brealey (Chair) Miss R Knight, Mrs A Jones, Mrs S Doyle & Mrs D Hurford
Health & Safety	Mr I Brealey (Chair) Mrs A Jones & Miss R Knight
Performance Management/Pay Review Committee	Mr D Evans (Chair) Mr I Brealey, Rev J Page & Cllr A Anthony
Performance Management/Pay Review Appeals Committee	Mrs L Griffin (Chair) Ms S Doyle & Mrs D Hurford
Staff Grievance Appeals Committee	Mr I Brealey (Chair) Mrs D Hurford & Mr D Evans
Child Protection Governor	Mrs L Griffin
ALN Needs Governor	Rev J Page
LAC Governor	Mr D Evans
Well-being and Attendance Governor	Mr D Evans
E-Safety Governor	Mr I Brealey
Literacy Governor	Mrs L Griffin
Numeracy Governor	Mrs L Griffin
ICT Governor	Mr I Brealey
RSE Governor	Mrs D Hurford

The Work of the Governing Body

The Governing Body meet frequently throughout the year to conduct a wide range of business associated with the life and activities of the school. We receive termly reports from the Headteacher detailing class organisation, curriculum and educational details, financial matters, staffing, building maintenance and any other matter considered to be the business of the Governing Body.

We deal with personnel issues and appoint staff to the school, when necessary. We attend training courses run by the Local Authority Governors Support Unit. These courses cover a wide range of topics concerning education and assist us in supporting the Headteacher in the successful running of the school. We receive the minutes of previous full governing body meetings; discuss correspondence and various reports received from the Welsh Office, educational authority and any relevant reports from other agencies. We also adopt and review any policy documents for the school.

Type of meeting	**Date held**
AGM	23.09.24
Finance	26.11.24,14.05.25
Autumn Term	28.11.24
Spring Term	24.03.25
Full Governors Meeting	14.05.25
Summer Term	07.07.25

Resolutions

There were no resolutions from a governors' annual meeting with parents in 2024. A meeting was not held as no parent requested that a meeting was held after receiving the annual report.

School Policies Reviewed

Additional Learning Needs, Disciplinary Procedure for School Based Staff, Redundancy, Reducing Risk of Needle Stick Injuries, LAC, Universal Provision and Health Care Policy Attendance,
Governors all agreed to adopt all statutory LA & ERW policies.

Staffing
Staff employed at the school consists of:

STAFF
1 x Headteacher
1 x Deputy Headteacher
5x Full Time Teachers
2 X Part Time teachers
12 x Full Time Teaching Assistants 1 x School Clerk 5 x Lunchtime Supervisory Assistants 3 x Breakfast Club Assistants 1 x Caretaker

Staff at the school employed by Direct Services = Cook in charge, 2 kitchen assistants and 2 cleaners

School Prospectus

The school prospectus is updated annually and is available on request.

Post Inspection Action Plan

The school was last inspected in December 2019. Estyn graded the school in each of the 5 Inspection Areas:

Inspection area	Judgement
Standards	Good
Wellbeing and attitudes to learning	Excellent
Teaching and learning experiences	Good
Care, support and guidance	Excellent
Leadership and management	Good

ESTYN provided the following summary of the report:

- The headteacher provides strong leadership in setting and promoting a vision for the school. This is based on ensuring high standards of wellbeing, improving pupils' basic skills and developing independent learners. Working relationships between pupils and staff are an excellent feature of the school and contribute extensively to the effective learning environment.

- Teaching is effective in all classes. Across the school, teachers take advantage of every opportunity to challenge pupils by questioning them skilfully and encouraging them to think. Nearly all pupils behave very well in lessons and during break time. They are extremely polite and respectful towards their peers, staff and visitors.

- The school has highly effective procedures to track and monitor pupils' progress and wellbeing. Leaders and teachers use the information very effectively to plan activities and provide targeted support to address the needs of individuals and specific groups of pupils through an extensive range of intervention programmes.

- Pupil voice is very strong across the school. Pupils take full advantage of extensive opportunities to share their opinions and influence the school's life and work very well.

- The school is an exceptionally warm and caring community that ensures pupils feel safe, secure and happy. This contributes substantially to the positive attitudes that pupils have to their work and to the school's inclusive ethos. As a result, nearly all pupils, make good progress and achieve well.

Following the ESTYN inspection in the Autumn term 2020, the Governing Body prepared an action plan to address the recommendations which were:

R1 – Ensure a consistent approach across the school for pupils to correct errors and present their work well.

R2 – Improve standards in Welsh across the school.

Work on these recommendations has been on-going since December 2019 and is incorporated into the school development plan where appropriate.

In- Service Training

In-service training (INSET) days have been held on the following dates:

2nd September 2024
3rd September 2024
23rd May 2025
2nd June 2025
4th July 2025
21st July 2025

These days are a valuable part of the school's staff development programme, as they allow the staff to spend a whole day together on an issue of school improvement. Staff also participate in after school training sessions as part of their Additional Directed Duties (ADDs) in order to review policies and school strategies.

Financial Statement

STATEMENT OF ACTUAL EXPENDITURE 2024/25 FINANCIAL YEAR

	Delegated Expenditure £	Non-Delegated Expenditure £	Total Net Expenditure £
Teachers Salaries	632,886	15,679	648,565
Salaries	313,307	28,181	341,488
Other Employee Costs	775	0	775
Premises	5,065	0	5,065
Transport	280	0	280
Supplies & Services	231,941	0	231,941
Recharges	0	5,380	5,380
Gross Expenditure	***1,184,253***	***49,240***	***1,233,493***
Grant Income	-224,742	0	-224,742
Other Income	-58,471	0	-58,471
Gross Income	***-283,213***	***0***	***-283,213***
Net Expenditure	***901,040***	***49,240***	***950,280***

RESERVES:	**£**
FINAL FORMULA ALLOCATION:	911,999
TOTAL NET EXPENDITURE:	901,040
TRANSFER TO / (FROM) RESERVES:	**10,959**
OPENING BALANCE ON RESERVES 01/04/24	62,769
CLOSING BALANCE ON RESERVES: 31/03/25	**73,728**

Sporting activities
Weekly timetabled PE sessions take place for all classes. In addition, half termly swimming blocks are provided for all junior classes. Y5 and 6 pupils had the opportunity to attend a residential which allowed them to experience outdoor and adventurous activity as part of the PE curriculum. The school has a number of sports clubs and teams have taken part in numerous tournaments.

Pupil Voice Groups
Pupil Voice groups play an active part in the school and help influence the work of the school in many areas including Criw Cymraeg, the School Council, Eco Committee, Digital Leaders and Rights Respecting Ambassadors.

School Curriculum
The School provides a broad and balanced curriculum, and follows the statutory requirements of the new Curriculum for Wales framework. Children are also taught cross-curricular literacy and numeracy skills through the national Literacy and Numeracy frameworks. Teachers teach through a central class theme,

which incorporates a visit/visitor to allow the children to learn through direct experience. Each theme starts with an exciting immersion activity and ends in a celebration of the learning that has taken place.

Liaison with Comprehensive Schools.
The liaison with our local comprehensive schools is an effective way to support pupils with the transition from primary to secondary school. Head teachers from the partner primary schools meet termly with the Head of Cefn Hengoed Community School. Year 6 and 7 teachers meet to share common practice. It aids the understanding of the Year 7 teachers about the valuable work done in the primary schools. Children were able to attend a Year 6 transition day at Cefn Hengoed and at their schools of choice.

Additional Learning Needs
The school has a policy for Additional Learning Needs, a copy of which is available upon request to the Headteacher. Pupils who may be identified as having additional learning needs are referred to the ALNCo (Additional Learning Needs Co-ordinator) for assessment. The school meets the needs of the majority of pupils through its comprehensive Universal Provision (UP). A school ALN panel will meet to look at any available evidence and decide if a child's needs can be met through UP or whether Additional Learning Provision (ALP) is required. Where additional learning provision (ALP) is required, an Individual Development Plan (IDP) is prepared and parents/carers and other relevant professionals meet through a Person Centred Meeting to agree outcomes for the child. Records are maintained and reviewed regularly with parents. Where appropriate, assistance is sought from outside agencies. A large number of external agencies support us at Talycopa Primary School – speech therapist, physiotherapist, behaviour support team, etc. At Talycopa Primary School the ALNCo's are Mrs C Wellington & Mrs S Blewitt, who have responsibility for maintaining the ALN Register and organising support for pupils.

Policy Documents
Policy documents for all curriculum areas are available at school for you to read by appointment. All policies for curriculum and non-curriculum are reviewed on a regular basis. The co-ordinators review policy documents and schemes of work regularly. These are then submitted to the whole teaching staff for approval before being presented to the Curriculum Committee of the Governing Body.

Setting Targets for the School
Due to the move to the new Curriculum for Wales and the changes to reporting requirements, schools are no longer required to set whole school targets for pupil achievement.

Pupil Attendance & Times of School Sessions & Holiday dates 2024/25
The Governing body is satisfied with the vast majority of parents who ensure their children attend regularly and inform the school of any absences. We would be grateful for the support of all parents to ensure all the children have appropriate access to their education.

Whilst we appreciate the cost of family holidays can be excessive during the school holiday periods it is extremely important that children miss as little school as possible.

Attendance – 93.5%
Authorised Absence – 5%
Unauthorised Absence – 1.5%

School session times

Paid breakfast club 8.00am – 8.20am
Free breakfast club 8.20am – 8.50am
8.50am – 3.20pm

School Terms and Holiday Dates

2024/2025 Academic Year

The following school term and holiday dates for the academic year 2024/2025 have now been approved.

Term	Start Date	End Date	Start Date	End Date	No of Days
Autumn	02.09.24	25.10.24	04.11.24	20.12.24	75
Spring	06.01.25	21.02.25	03.03.25	11.04.25	65
Summer	28.04.25	23.05.25	02.06.25	21.07.25	55
					195

Toilet Facilities for pupils
The school provides separate toilet facilities for boys and girls in Y1-6. The Nursery and Reception children have toilets attached to the Early Years unit. These are cleaned and stocks replenished on a daily basis by our cleaners. Regular cleaning also takes place during the day.

Playgroup
The school continues to provide a playgroup that runs every Monday afternoon during term time. This is an excellent way for pre-school children to become familiar with the school environment and staff and helps to aid a smooth transition in to school.

Community Links
The school makes wide use of the local environment and has continued to build on links established with outside agencies such as the Police, the Fire Service, HSBC Bank, The Health Service, Faith in Families, SMILE dental project, Lon Las Mission, Theatr Na N'Og, NSPCC and local nursing homes to name but a few.