



PEN-Y-CWM SPECIAL SCHOOL

***Governors' Annual Report to Parents
Autumn 2018***



Contents

Introduction from the Chairman	3
Head Teacher Update	4
School Governor Information	5
School Staff	8
Term Dates	9
Performance Information	12
Activity Calendar	13



Introduction from the Chairman

The Governors are pleased to continue our work with groups in the local community with pupils regularly attending and making use of the local leisure centre, our local country park and wildlife centre as well our excellent transition links with the college and other organisations. We continue to welcome many outside agencies to school to work with our learners.

Once again, our pupils in Pen-y-Cwm have excelled in the sporting arena. We have also hosted and attended a number of tournaments for football, rugby and gymnastics and once again organised the very successful dance competition. One of our pupils has had huge success in gymnastics and has competed in the Special Olympics.

Governors have agreed updated policy documents and have completed learning walks around the school and have participated in lessons alongside learners. We have also kept abreast of training and have taken opportunities to review new initiatives in school such as the Thrive Approach for wellbeing. We have supported initiatives that have secured significant improvements to outdoor learning opportunities and our school grounds.

Our staff continue to look to Welsh Government priorities and incorporate these into our curriculum and thematic approach to learning across the whole school. The phase teams, Primary, Secondary and Post 16 are led by senior teachers (TLR post holders) who are part of the extended senior leadership team and are responsible for the education and wellbeing of all pupils in their particular phase.

The Governors are absolutely delighted with all aspects of the school's performance and are very proud to support a school that is deemed to be GREEN in National Categorisation. This categorisation celebrates that the school is exceptionally well led by a skilled and visionary senior leadership team, and has a wider team of committed, dedicated and hard-working staff who seek to give learners the best of opportunities.

The Governors sincerely hope that you, as parents and carers, are as proud of the school and its achievements as we are!

The Annual Governors' Report to Parents and Carers, as well as being made available online, can be produced as a hard copy to parents who request it. If you have any comments, observations or feedback, relating to the work of the school or its staff, I should be delighted to hear from you.

Yours sincerely,

Wayne Evans

Chairperson
On behalf of the Governing Body



Head Teacher Update

Welcome to our Annual Governors Report to Parents and Carers for 2017-18. Each year the school continues to thrive and grow, and I can truly say that it is a privilege to work alongside the truly amazing pupils, energetic and motivated staff, and an enthusiastic and committed Governing Body to lead the school towards achieving our aims and goals. Our pupils are supported to be the very best that they can be, and it is rewarding to see them achieving their individual educational targets as they thrive and grow into mature and responsible young adults. It pleases me to see how our pupils seize the wide range of learning activities offered, (both in and out of the formal learning environment) which underpin their development into confident, well-rounded individuals. It is an honour for me as a Head Teacher to celebrate all that the school achieves, and I am delighted that this has been recognised in National Categorisation as a GREEN school. We continue to strive for excellence in all we do and have much to look forward to in terms of future developments.

I am always happy to meet with parents/carers to discuss their child, their progress, wellbeing or any issues that may arise. In the first instance, parents should contact the phase (department) lead, but in the event of a situation being unresolved, or parents feeling that a matter needs further discussion, please telephone the school to arrange an appointment with me. If I am unavailable and the matter is urgent, a consultation with the Deputy Headteacher can be arranged. I am happy to receive emails from parents if this is preferred.

I am immensely proud of each and every one of our pupils and am grateful to staff members for making this school a happy and safe place in which to learn. Diolch yn fawr i bawb!

Contained within this Governors' document you will find reports about many of the events that took place during the academic year.

Our Governing Body have continued to be very committed to the work of our school and they show great support of all that goes on here. They all give freely of their time to attend meetings and school events and are always available for support, even at short notice.

Finally, my many thanks to you, our parents and carers, for the supportive and proactive part that you play in your child's education. It is also through the support of yourselves, and other friends of the school, often via our PFSA that we are able to hold various events and fundraising activities. The continued commitment of you all is a strong feature of our school and another of which I am very proud to be part.

With many thanks and all good wishes,

Darya S. Brill-Williams

Darya Brill-Williams
Head Teacher



School Governors 2017-18

Name	Type of Governor
Wayne Evans	Co-opted
Glyn Williams	Co-opted
Steve Knapik	Co-opted
Dawn Wilcox	LEA
Jennifer Morgan	LEA
Diane Robinson	Teacher Rep
Iris Barrett	Non-Teaching Rep
Rebecca Chislett	Parent
Stacey Suter	Parent
Kate Griffin	Parent
Melanie McCarthy	Parent

Contact can be made with each Governor via the school:	Pen-y-Cwm School Strand Annealing Lane Ebbw Vale NP23 6AN Tel: 01495 357755 Email:schooladmin@penycwm.com
Director of Education	Lynette Jones Anvil Court Church St Abertillery NP13 1DB
Clerk to the Governing Body	Steve Cresswell EAS - Governor Support Tredomen House Ystrad Mynach CF82 7WF

IN PLAIN ENGLISH

This section has information about the work that governors do with the school.

It also gives information about who our governors are and what they do.

Who to contact if you wish to get in touch with the governing body.

It also has a list of the committees and an outline of what the committee does.



Purpose of the Governing Body

Governors have a strategic role to provide future direction and guidance for schools, with collective responsibility for matters such as the School Improvement Plan, Defining the aims and ethos of the school, ensuring delivery of the National Curriculum, setting the budget, maintaining school premises, agreeing the staffing structure, reporting annually to parents, action planning after inspections and setting targets for improvement with the Local Authority. Parent Governors have a further role of providing a formal link between parents and the school.

The Headteacher is responsible for the day-to-day management of the school, with the Governing Body acting as a “critical friend”. Governors work in partnership with the Headteacher and Local Education Authority.

For all schools, panels and subcommittees are essential. We have ten subcommittees that look into a variety of issues during the year, with some of the panels including statutory committees. Following panel of subcommittee meetings, reports are given to the next meeting of the Governing Body.

Panels and Sub-Committees

The panels and subcommittees are as follows:

- **Finance and General Purposes Committee** – *Discusses all aspects relating to the Financing of the School, including setting its budget, and other purposes, as necessary. The Governing Body has delegated power to this subcommittee.*
- **Discipline, Grievance, Complaints, Redundancy, Statutory Staff Dismissal & Statutory Pupil Discipline Committee** - *Considers disciplinary matters relating to staff or pupils, grievances of staff members, or formal complaints from parents. The Governing Body has delegated power to this sub-committee.*
- **Appeals Panel for Discipline and Redundancy Issues including Staff Dismissal** – *Considers any appeals against the decisions of the above subcommittee. The Governing Body has delegated power to this panel.*
- **Selection Panel for Headteachers and Deputy Headteachers** – *Conducts the selection process for a Headteacher and a Deputy Headteacher.*
- **Appointments Panel for All Other Staff** – *Discusses, selects and recommends the appointment of other members of the school’s teaching staff. The Governing Body has delegated power to this panel.*
- **Pay Review & Performance Management Panel** – *Considers Headteacher and staff pay, awards increments on the leadership spine, agrees targets and reviews Headteacher performance. The Governing Body has delegated power to this panel.*
- **Premises and Health & Safety Committee** – *Discusses matters concerning the school premises and grounds, and health and safety issues.*
- **Curriculum Committee** – *Considers any issues concerning the implementation of the curriculum and education of the children at the school. The Governing Body has delegated power to this panel.*



- **Statutory Admissions Panel** – *Considers any issues surrounding the admission of children to the school.*
- **Disability Equality Duty Committee** – *Considers any issues concerning access, use of the school and the education of all stakeholders. The Governing Body has delegated power to this panel.*

Records of which Governors belongs to each subcommittee are at the school, and can be viewed upon request. In addition to formal meetings, Governors visit the school for sub-committee and panel meetings, to discuss curriculum issues with subject co-ordinators and to attend social events.



School Staff 2017-18

Headteacher

Darya Brill-Williams

Deputy Headteacher

Theresa Evans-Rickards

Assistant Head Teachers

Sian Blackmore

Cheryl Buck

Teaching Staff

Class Morlais	Mrs S Davidson
Class Aberhonddu	Mrs E Brencher
Class Conwy	Mrs E Hurley/Mrs L Normanton-Davies
Class Caerdydd	Mrs K McHallam/Mr P Shopland
Class Aberystwyth	Mrs R Hodson
Class Caerffili	Mrs L Normanton-Davies/Mrs A Cuttell
Class Cyfarthfa	Mr C Carey
Class Aberdyfi	Mrs N Lloyd
Class Ogwr	Mrs S Hollett
Class Caldicot (ASD)	Miss S Jones
Class Fflint (ASD)	Mrs S Hall
Class Harlech (Multi-Sensory Base)	Mrs D Robinson
Class Raglan	Miss S Slater
Class Carew (Post 16 Base)	Mrs S Hollett

Teaching Assistants

K Astley	S Court	D Gilson	S Jones	J Tabbott
A Bailey	H Collins	L Grzesica	N Lewis	J Taylor
C Bailey	Z D'Arcy	C Harris	F Madler	C Thomas
T Baker	D Davies	L Hillman	M Morgan	D. Watkins
I Barrett	K Davies	L Hodson	J O'Connell	J. Watkins
S Bennett	L Davies	J Hughes	M Owen	H. Whitehouse
L Blanchard	R Davies	S Isaac	S Pennells	G. Wilkes
J Brown	T Davies	C Jarrett-Lewis	D Phillips	A. Williams
J Brown	J Diplock	N Jenkins	R Phillips	C. Williams
K Burgum	S Evans	G Johns	G Roughton	M. Wilson
C Carey	C Evers	B Jones	S Sainsbury	P. Withey
E Charles	C Flook	R Jones	D Scott	V. Yemm
L Clarke	C Fox	N Jones	L Sharpe	
S Clist	N Fry	S Jones	T Stevens	

Administrative

Michelle Trace
Esther Williams
Suzanne Williams

Site Supervision

Kris Moreman

Midday Supervision

Jo Bashford
Rebecca Bowers
Louise Jelley
Alison Phillips
Winifred Woolley

Poolside Assistants

Jo Bashford
Rebecca Bowers



SPLD/ALN SERVICE

Teaching Staff

Mrs K Berry
Mrs J Carmichael
Mrs S Cooksey

Mrs G Davies
Mrs C Jones
Mrs L Sharples

Teaching Assistants

C Griffiths
C Griffiths
N Jones

H Millard
M Tabbott

Term Dates 2018-19

	Term Begins	Half Term	Term Ends
Autumn Term	Monday	Monday – Friday	Friday
2018	03/09/18	28/10/18 - 02/11/18	21/12/18
Spring Term	Monday	Monday – Friday	Friday
2019	07/01/19	25/02/19 – 01/03/19	12/04/19
Summer Term	Monday	Monday – Friday	Monday
2019	29/04/19	27/05/19 – 31/05/19	22/07/19

Bank Holidays

Monday 6th May 2019

Training Days

05.10.18
29.01.19
13.06.19
14.06.19
22.07.19

Session Times

School Opens: 8.55am

Morning Session: 9.05am – 12.15pm

Afternoon Session: 1.15pm – 3.35pm



Name of School:	Postal address:
Pen-y-Cwm Special School	Strand Annealing Lane, Ebbw Vale, Blaenau Gwent, NP23 6AN

Tel. No.	Fax No.	School LA No.
01495 357755	-	677/7011

e-mail address:	schooladmin@penycwm.com
------------------------	-------------------------

Website:	www.penycwm.com
-----------------	-----------------

Staffing Levels (FTEs)	Teaching	Specialist TA's (inc HLTA's)	Classroom TA's	Admin.	Cleaners	Dinner Supervisors	Canteen Staff	Total
	23	22	59	3	6	5		

No. on Roll		N	R	Y1	Y2	Y3	Y4	Y5	Y6	Total
	B	0	3	4	4	3	10	6	2	32
	G	0	2	2	1	5	2	4	0	16
	T	0	5	6	5	8	12	10	2	48

No. on Roll		Y7	Y8	Y9	Y10	Y11	Y12	Y13	Y14	Total
	B	8	6	9	8	5	6	6	4	52
	G	2	4	5	0	2	3	1	3	20
	T	10	10	14	8	7	9	7	7	72

Ethnicity	White	Mixed Background	Asian or Asian British	Black or Black British	Chinese or Chinese British	Other Ethnic Groups
	116	2				2

Statemented Pupils		2017-18
	No. of pupils	120
	% of school roll	100%



Free School Meals	2017-18 (January 2018)	
	No. of pupils: N – Yr 6 – 15 pupils	
	% of school roll	18.00%
	No. of pupils: Year 7 – 13 – 32 pupils	
	% of school roll Yr 7 - 13	38.40%

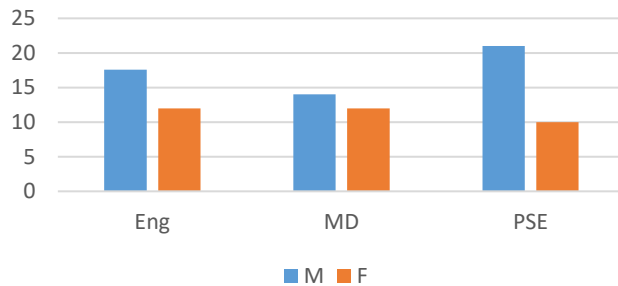
Attendance		2017-18
	%	88.93%

Parent-Teacher Consultations - attendance at		Spring	Summer
	% of school roll	61%	64%

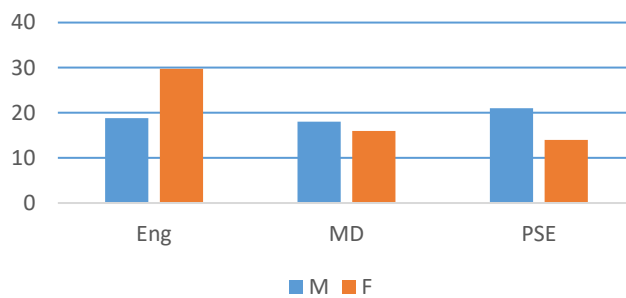


Progress Academic Year 2017-18

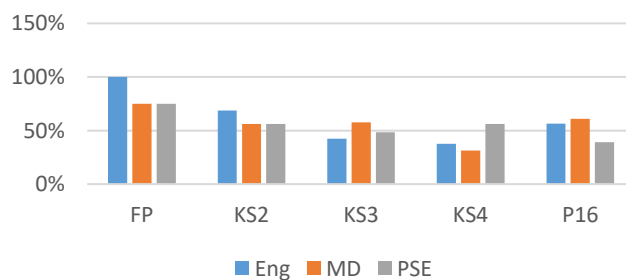
Progress with LAC Group



Progress of FSM Group



Curriculum Area Target Achievement



IN PLAIN ENGLISH

The graphs show the amount of pupils making progress as a percentage.

They each show progress for each of the subjects in the school 'core' subjects.

Graph 1 - has boys progress in the blue column, girls in red.



SCHOOL ACTIVITY CALENDAR 2018-19

Event	Date	Comment
Autumn Term	03.09.18	Term begins
MacMillan Coffee Morning	28.09.18	School Based Fundraising
Twilight Session (1)	04.10.18	All Staff
Training Day (1)	05.10.18	Manual Handling – All Staff
Half Term	29.10.18	Happy Holiday!
World war 1 Centenary	05.11.18	Week of Activities
Remembrance Day	09.11.18	Whole School
Anti-Bullying Day	14.11.18	Whole School Theme Day
Twilight Session (2)	14.11.18	All Staff
Children In Need	16.11.18	Whole School Fundraising Event
Children's Day (RRS)	20.11.18	Whole School
Joseph Performance	27.11.18	Whole School
Joseph Performance	28.11.18	Whole School
Joseph Performance	29.11.18	Whole School
Christmas at Pen-y-Cwm	10.12.18	Decorations and Trips
Carol Service	18.12.18	Whole School
Christmas Lunch	19.12.18	Provided for All Staff
Christmas Party	20.12.18	Party and Disco
End of Term	21.12.18	Usual Finish Time
Spring Term	07.01.19	Term begins
Training Day (2)	29.01.19	Curriculum – All Staff
Safer Internet Day	05.02.19	Whole School Theme Day
Twilight Session (3)	19.02.19	All Staff
Half Term	25.02.19	Happy Holiday!
Welsh Week	04.03.19	Classes – Carousel of Activities
Eisteddfod	08.03.19	Whole School
Annual Reports To Parents	03.04.19	Whole School
Ann. Report Consultations	09.04.19	Whole School
Ann. Report Consultations	10.04.19	Whole School
End of Term	12.04.19	Happy Easter!
Summer Term	29.04.19	Term begins
European Week	29.04.19	Theme Week
Dance Festival	24.05.19	Whole School at Pen-y-Cwm
Half Term	27.05.19	Happy Holiday!
Physical Development Week	03.06.19	Whole School



Sports Day - Primary	05.06.19	Primary Phase
Sports Day - Secondary	06.06.19	Secondary Phase
Training Day (3)	13.06.19	Team Teach (Day 1)
Training Day (4)	14.06.19	Team Teach (Day 2)
IEP Parent Consultations	18.06.19	Whole School
IEP Parent Consultations	19.06.19	Whole School
Summer Prom	11.07.19	Post 17 Pupils
Afternoon Tea/PFSA Fete	11.07.19	Strawberry Tea - Parents
Leavers' Assembly	18.07.19	End of Year Celebration
End of School Year	19.07.19	Formal End of School Year
End of Term	22.07.19	Official Term End date (Twilight Activity)



COMPLAINTS

The school has an open door policy and an excellent relationship with parents and third parties. Any complaints are handled in line with the school's complaints procedure. There has only been 1 formal complaint recorded in 2017/18. All parental concerns are dealt with in a timely manner and are resolved in the best interests of the child.

SCHOOL GRANT

GRANT INFORMATION 2017/18

• PDG	-	£33,350
• EIG	-	£27,061
• LAC PDG	-	£5,265
• Early Years PDG	-	£600

SCHOOL BUDGET

Financial Information:

2015/16 - £2,391,276 2016/17 - £2,235,280 2017/18 - £2,306,623

There is currently an expectation the school will end this financial year with a surplus budget.

DONATIONS RECEIVED 2017-18

<u>Donations Received From</u>	<u>Amount</u>
Early bird for training of staff	£467.05
Post Office Donation	£21.88
Grandparent of Pupil	£140.00
Tesco Donation	£500.00
Ebbw Vale Rotary Club	£250.00
PTFSA – DoE Donation	£1,500.00
Monmouthshire Mark Masons	£950.00 (purchased a Defibrillator)



HEALTH and SAFETY

The school has all Health & Safety policies both school based and Blaenau Gwent in place and these are referred to and updated on a regular basis ensuring that all Health & Safety measures are undertaken and in place for all pupils, staff and visitors on site.

SAFEGUARDING

All staff are fully trained, policies and procedures are well embedded and all processes are followed rigorously. DBS checks are current for all staff and visiting professionals. The **well-being of pupils is of paramount importance** and all concerns are noted and responded to in line with school, LA and WG Policy.

PREMISES

The school has many policies that relate to Health & safety and the good order and maintenance of the building. All issues with the building are addressed as they occur and are managed by the LA technical services department.

PUPIL EXCLUSIONS

There have been none.