



# ***PEN-Y-CWM SPECIAL SCHOOL***

***Governors' Annual Report to Parents***

***Autumn 2019***



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## 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.

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, embraced the ACE agenda and have taken opportunities to review new initiatives in school such as the Trauma Informed Schools training. We have supported many and various activities 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. Additional posts of responsibility have been awarded to address specific elements of the School Development Plan, to ensure that all learners are gaining the very best support to achieve.

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! A vacancy has arisen on the Governing Body for a parent representative. We would welcome an additional parent into our midst and know that you will find it a positive and rewarding role. Do please consider whether you could serve and contact the school for further information and the application process.



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 2018-19. Whilst it has been an excellent year in some ways with pupils continuing to amaze me in their astonishing achievements, it has been a year that has seen very real unhappiness. Since December 2018, we have sadly seen the passing of five current pupils, one past pupil and a teacher. However bright and successful other aspects of the year, no words can adequately describe the overwhelming sense of loss and sadness felt as we have said our goodbyes to these children and a long serving teacher. Our continued thoughts are with their families at this immeasurably sad time.

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. This year, given the number of bereavements, I feel that I need to add resilience to that list. The strength and commitment of the Pen-y-Cwm staff team has never been so acutely felt.

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. The school population has grown substantially and during this year we have welcomed additional pupils, taking our overall number to 134 on roll. 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 2018-19

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
Vacancy	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 2018-19

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

### 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 S Cooksey

Mrs J Carmichael

### Teaching Assistants

C Griffiths  
C Griffiths  
N Jones

H Millard  
M Tabbott

## Term Dates 2019-20

	Term Begins	Half Term	Term Ends
<b>Autumn Term</b>	Monday	Monday – Friday	Friday
<b>2019</b>	02/09/19	28/10/19 - 01/11/19	20/12/19
<b>Spring Term</b>	Monday	Monday – Friday	Friday
<b>2020</b>	06/01/20	17/02/20 – 21/02/20	03/04/2020
<b>Summer Term</b>	Monday	Monday – Friday	Monday
<b>2020</b>	20/04/2020	25/05/20 – 29/05/20	20/07/20

### Bank Holidays

Monday 4th May 2020

### Training Days

16.09.19  
22.11.19  
03.02.20  
03.07.20  
20.07.20

### Session Times

School Opens: 8.55am

Morning Session: 9.05am – 12.15pm

Afternoon Session: 1.15pm – 3.35pm



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

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

<b>e-mail address:</b>	schooladmin@penycwm.com
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<b>Website:</b>	www.penycwm.com
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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	2	1	5	2	6	7	11	6	40
	G	2	0	4	2	0	3	3	6	20
	T	4	1	9	4	6	10	14	12	60

No. on Roll		Y7	Y8	Y9	Y10	Y11	Y12	Y13	Y14	Total
	B	2	7	7	9	9	4	5	5	48
	G	1	2	4	5	0	2	3	6	23
	T	3	9	11	14	9	6	8	11	71

Ethnicity	White	Mixed Background	Asian or Asian British	Black or Black British	Chinese or Chinese British	Other Ethnic Groups
	126	2	0	0	0	3

Statemented Pupils		2018-19
	No. of pupils	131
	% of school roll	100%



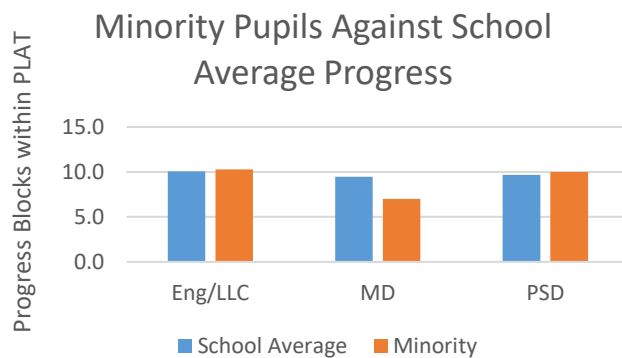
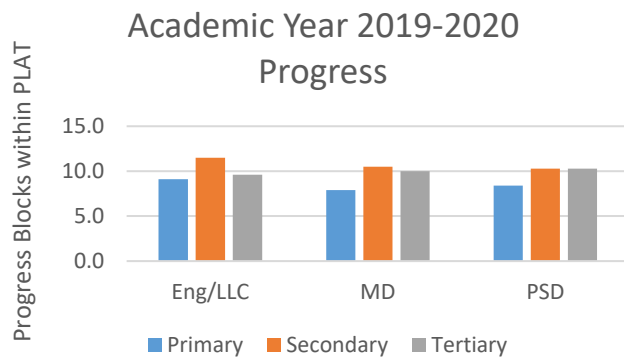
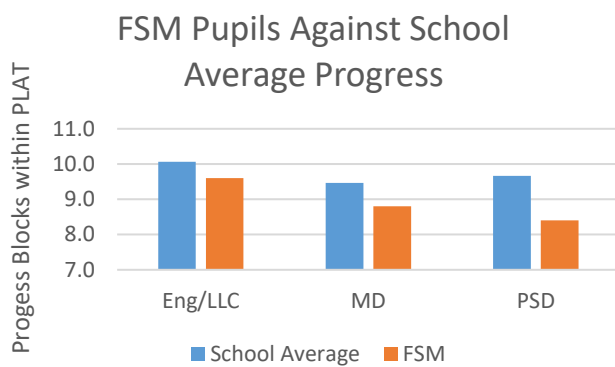
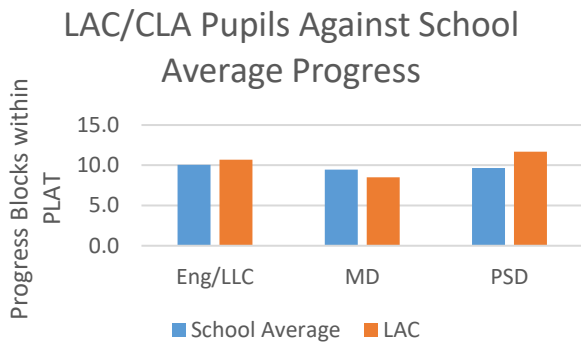
<b>Free School Meals</b>	<b>2018-19 (January 2019)</b>	
	No. of pupils: N – Yr 6 – 20 pupils	
	% of school roll	<b>15.27%</b>
	No. of pupils: Year 7 – 13 – 32 pupils	
	% of school roll Yr 7 - 13	<b>24.43%</b>

<b>Attendance</b>		<b>2018-19</b>
	%	<b>88.93%</b>

<b>Parent-Teacher Consultations - attendance at</b>		<b>Spring</b>	<b>Summer</b>
	% of school roll	<b>67%</b>	<b>74%</b>



## Progress Academic Year 2018-19



### 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 orange.



## SCHOOL ACTIVITY CALENDAR 2019-20

Event	Date	Comment
<b>AUTUMN TERM</b>	<b>02.09.19</b>	Term begins
Roald Dahl Day	13.09.19	Themed day
<i>Training Day (1)</i>	<i>16.09.19</i>	<i>Epilepsy Awareness Training</i>
Governors' Meeting (AGM)	17.09.19	Full Governors
MacMillan Coffee Morning	27.09.19	School based fundraising
Twilight Session (1)	03.10.19	All staff
<b>Half Term</b>	<b>28.10.19</b>	Happy Holiday!
Remembrance Assembly	08.11.19	Whole School
Twilight Session (2)	13.11.19	All staff
Anti-bullying Day	15.11.19	Whole School Theme Day
Children's Day (RRS)	20.11.19	Whole School
<i>Training Day (2)</i>	<i>22.11.19</i>	<i>All staff</i>
Governors' Meeting	03.12.19	Full Governors (with Finance sub/c)
Christmas at Pen-y-Cwm	09.12.19	Decorations up and trips begin
Christmas Jumper Day	13.12.19	Whole school
Carol Service	17.12.19	Whole school
Christmas lunch	18.12.19	Provided for all staff
Christmas party	19.12.19	Party and disco
End of term	20.12.19	Usual finish time
<b>SPRING TERM</b>	<b>06.01.20</b>	Term begins
Governors' Meeting	28.01.20	Full Governors
<i>Training day (3)</i>	<i>03.02.20</i>	<i>Curriculum - All staff</i>
Safer Internet Day	11.02.20	Whole School Theme Day
<b>Half Term</b>	<b>17.02.20</b>	Happy Holiday!
Welsh Week	24.02.20	Classes – carousel of activities
Eisteddfod	28.02.20	Whole school
World Book Day	05.03.20	Whole School
Annual Reports to Parents	27.03.20	Whole school
Ann. Report Consultations	31.03.20	Whole school
Governors' Meeting	31.03.20	Full Governors (with Finance sub/c)
Ann. Report Consultations	01.04.20	Whole school
World Autism Day	02.04.20	Whole school
End of term	03.04.20	Happy Easter!



<b>SUMMER TERM</b>	<b>20.04.20</b>	Term begins
European Week	20.04.20	Theme week
Governors' Meeting	19.05.20	Full Governors
Dance Festival	22.05.20	Whole School (at Pen-y-Cwm)
<b>Half Term</b>	<b>25.05.20</b>	Happy Holiday!
Physical Development Week	01.06.20	Whole school
Sports Day - Primary	03.06.20	Primary phase
Sports Day - Secondary	04.06.20	Secondary phase
IEP Parent Consultations	23.06.20	Whole school
IEP Parent Consultations	24.06.20	Whole school
<i>Training Day (4)</i>	03.07.20	<i>All staff</i>
Afternoon tea/PFSA Fete	07.07.20	Strawberry Tea – parents/Summer Fete
Leavers' Prom	09.07.20	Post 16 Event
Governors' Meeting	14.07.20	Full Governors (with Finance sub/c)
Leavers' Assembly	16.07.20	End of year celebration
<b>End of school year</b>	<b>17.07.20</b>	<b>Formal end of school year</b>
End of term	20.07.20	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 were no formal complaints recorded in 2018/19. All parental concerns are dealt with in a timely manner and are resolved in the best interests of the child.

## SCHOOL GRANT

### GRANT INFORMATION 2018/19

- PDG - £33,350
- EIG - £28,085

## SCHOOL BUDGET

### Financial Information:

**2016/17 - £2,235,280      2017/18 - £2,306,623      2018/19 - £2,437,165**

The school ended the financial year with £111,565.81 surplus.

## DONATIONS RECEIVED 2018-19

<u>Donations Received From</u>	<u>Amount</u>
BG Councillors to support Joseph Production	£650.00
Mr & Mrs Madler to support Joseph Production	£250.00
Rugby Collection	£189.50
Ron Skinner Donation	£500.00
PTFSA – Joseph Donation	£2850.00
DoE Donation	£405.00
I Probert Donation	£586.00
N Grote Donation	£500.00





## 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.