

# Baden Powell Governing Body Report to Parents 2017 - 2018



**Chair of Governors**  
Mr Steve Carroll

**Vice Chair**  
Mr Mike Smith

**Acting Headteacher**  
Mrs Ceri Gibbon

At Baden Powell Primary School, our aim is for all learners to be active, interested and increasingly independent. We aim to provide a curriculum that is engaging and challenging, enabling learners to achieve their full potential. Our goal is for our community to feel safe, be resilient and respectful, and well prepared for the future.

**The governing body of Baden Powell Primary School would like to present their annual summary report. The report covers the academic year 2017 - 2018.**

Dear Parent/Carer

On behalf of the Governing Body, I am pleased to present the 2017/18 Governors report to parents. This has been a challenging time for everyone at the school as we have worked on the recommendations of the 2017 ESTYN report.

This work is ongoing but everyone at the school has risen to the task admirably. The Governing Body has been strengthened to ensure we are best able to provide support and challenge to the Acting Head and the staff she leads. The Acting Head herself has worked tirelessly to improve the school environment and to ensure a new Senior Leadership Team have a clear vision for the school. This vision aims to empower all staff to be the best in delivering excellent teaching and learning provision for your children.

The most obvious of these developments has been the improvement to the Foundation Phase outdoor learning areas. It has been a joy for Governors to come in and see the children engaged in active learning within these new spaces. A budget had been agreed and plans are in place to improve the Key Stage 2 outdoor areas next. The Governing Body has also agreed to finance improved IT equipment across the school as digital learning becomes an ever increasing part of education. As well as these major projects to improve the school - I hope parents and children are enjoying a brighter and more welcoming environment in general. Much of this work has been carried out by our new Estates Manager who has worked above and beyond since joining us.

Looking at results for the year, we can see the raw data paints a mixed picture. While we were above the Cardiff average at Foundation Phase, we dropped slightly below it at Key Stage 2. As Governors we regularly monitor the standards of the school and look at the whole set of data available. As well as the headline percentages, we aim to ensure that every child makes the best individual progress they can as they move through the school.

Key to ensuring every child makes their expected progress is a new digital tracking system that was introduced in March. Teachers now use Incerts to monitor the

individual progress of each and every child, from their first few weeks in nursery to those important final assessments in Year 6. I am confident that Incerts will be an invaluable tool to improve teaching and learning across the school.

Incerts also supports teachers to better identify and monitor the progress of our more able and talented (MAT) pupils. This is one of our ESTYN recommendations and a focus across Cardiff schools. The more accurate system will support our teachers to provide activities at the right level of learning for these children to prosper. The Governing Body continues to look closely at this particular area - as well overseeing the setting of targets for standards across the school, and ensuring that they are challenging and aspirational.

The purpose of this report is to provide you with key information for you to gain a better understanding of the school and enable you to be more involved in school life. You are also entitled to request a meeting with the Governing Body to discuss the report. Please see attached letter for further details.

*Steve Carroll,*

Baden Powell Primary School, Chair of Governors

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## **Governors**

### **Chair of Governors**

Mr Steve Carroll (Standards Committee Chair)

### **Vice Chair**

Mr Mike Smith (Finance/Staffing Committee Chair)

### **Local Authority Governors**

Reverend Gill Dallow (Wellbeing Committee Chair),  
Mrs Jane Morris, Mrs Jane Henshaw, Mr Stuart Parsons

### **Community Governors**

Ms Sarah Lucas (Activities Forum Chair),  
Mr Ian Whittaker

### **Staff Governors**

Mrs Helena Dolan, Miss Rachel Letman, Mrs Kelly Parkins

### **Parent Governors**

Mr Adil Sabiri, Mr John Crompton, Mrs Natasha Williams, Mrs Jenny Ashton, Miss Cally Shanahan

### **Headteacher**

Mrs Ceri Gibbon (Acting HT)

### **Clerk to the Governors**

Mrs Anne Cullen, Mrs Dionne Antrobus

## **Governing Body Functions**

Regular meetings were held in 2017/18 with the full Governing Body and newly formed sub-committees. In every full meeting, the governors received a written report from the Acting Head teacher about the school and its work.

The minutes of all of these meetings are available in the school to anyone who wishes to read them.

The governors have been present in a number of events at the school, and have actively assisted and supported the school.

The Chair of Governors can be contacted via the School Office.

## School Details



The school is an English medium primary school accommodating 3-11 year old pupils living within the area of Tremorfa and Splott. Occasionally pupils are admitted from outside the area. The school has 400 pupils on roll. All pupils come from a non-Welsh speaking background.

The school has a single storey building, containing the Nursery, the Foundation Phase and Key Stage 2.



### School Address

Baden Powell Primary School  
Muirton Road,  
Tremorfa,  
Cardiff.  
CF24 2SJ.

Tel: 029 20461894

E- mail: [badenpowellprm@cardiff.gov.uk](mailto:badenpowellprm@cardiff.gov.uk)



## Term Dates

In addition to the closures below, we also close for Inset days which are teacher training days. We will confirm closure dates to all parents and carers via newsletters and out text service.

### Autumn Term

Starts: Monday 03/09/2018 (Mon & Tues 4/9 Inset day)  
Half term: Monday 29/10/2018 - Friday 02/11/2018  
Ends: Friday 21/12/2018

### Spring Term

Starts: Monday 07/01/2019  
Half term: Monday 25/02/2019 - Friday 01/03/2019  
Ends: Friday 12/04/2019  
Easter Sunday 21 April 2019

### Summer Term

Starts: Monday 29/04/2019  
Half term: Monday 27/05/2019 - Friday 31/05/2019  
Ends: Monday 22/07/2019 (inset day)

## School Times

**Foundation Phase:** 9.00am - 12.15pm - 1.25pm - 3pm

**Juniors:** 8:55am-12.15pm - 1.05pm - 3.05pm

**Foundations Phase Lunch :** 12.40pm **Junior Lunch :** 12.15pm

**Morning break** 10.40-11.00am



## Admissions

Baden Powell Primary School is a non-selective Local Authority (LA) maintained County Primary School. It has children ranging in age from 3-11 years, which includes nursery provision.

The admission of children to Baden Powell Primary School is in accordance with LA's regulations:

- Children are admitted at the beginning of the school year in which they reach the age of 5. (i.e. they are admitted in September if they will become 5 by the following August).
- Children start morning/afternoon nursery the academic year (September) after their third birthday. We accept children in the term following their third birthday (rising threes).

For any new admissions to the school the LA procedure must be followed.

**Please visit the Cardiff Council Website for the full admissions policy. [www.cardiff.gov.uk](http://www.cardiff.gov.uk)**

### **Pupils with Disabilities**

The school's Admissions Policy does not discriminate against disabled children.

Anyone can apply for their child to be admitted to our school and places are allocated according to LA policy.





## Home School Agreement



**A signed copy is to be kept for all children in the office.**

### **The responsibilities of the school:**

#### **We will:**

- Teach your child to develop a positive attitude to one another, regardless of gender, race, culture, belief, values, age and need;
- care for your child's safety and happiness by providing a secure and happy learning environment;
- provide a challenging, broad and balanced curriculum that will meet your child's individual needs and enable your child to achieve his/her full potential;
- set homework to extend the curriculum and provide an opportunity for independent learning;
- encourage high standards of work and behaviour and a respect for others and the school environment;
- keep you informed of your child's progress through annual written reports, parent meetings and letters;
- keep you informed about general school activities through regular newsletters;
- be welcoming at all times, and offer opportunities for you to become involved in the daily life of the school; and
- promote an awareness of the local community and your child's part in it.

### **The responsibilities of parents/carers:**

#### **I will:**

- make sure that my child attends school regularly, arrives on time (8.55/9.00), is properly equipped and in uniform;
- ensure my child has P.E. kit on appropriate days and removes all jewellery;
- notify the school by telephone or letter if my child is absent;
- let school know if there are any problems or concerns that might affect my child's work or behaviour;
- support the school's behaviour policy and encourage high standards of behaviour;
- put aside quiet times to share books and read regularly with my child;
- encourage my child to look after the school reading books and return as requested;
- encourage my child to complete all home-school tasks;
- attend parent meetings to find out about my child's progress; and work in partnership with the teacher.

### **The responsibilities of pupils:**

#### **I will:**

- work hard and listen carefully to instructions;
- come to school regularly and on time;
- Follow the school rules;

Signed Mrs Gibbon (Parent sig) \_\_\_\_\_ Parent of \_\_\_\_\_ Child sig \_\_\_\_\_



## Attendance and Punctuality

We take this matter very seriously at Baden Powell Primary. Each year we report to the Welsh Government the number of unauthorised absences and the percentage of attendances. Each individual child's attendance figures shall be reported at the end of each academic year and we also report the school's attendance in our newsletters.

Registers are closed at 9:30 each morning and at 1:30 each afternoon, which means that if your child arrives after these times they are considered **absent**. It is very important that children arrive on time for school. A child arriving late disrupts his / her continuity of learning and also, the learning of others in class. Late marks are also recorded. Please ensure your child attends school on time. The school will contact parents of children who regularly arrive late.

In the case of absence due to illness, the school must be informed on the first day of absence, by 9.30am in order for us to record the absence as authorised. This should be done by letter, telephone or in person. We are unable to accept a message from another child. Where the absence or lateness is due to medical appointments the school must be informed beforehand. If no message is received by 9.30am on the first day of absence, the school will contact the parent/guardian of the child.

Fortnightly meetings are held with school leadership staff and the school attendance officer (SAO). Individual absences are scrutinised and parents/guardians will be contacted to ascertain reasons for any poor attendance and/or punctuality. If you have to book a holiday during term time, please fill in a holiday request form. These are available from the main office. If your child's attendance is over 92% on your return there will be no fine issued.

Please help us achieve our whole school target of 95% by sending your child to school every day. Not only does it help them to learn, it develops their social and interaction skills and makes our school a better place to be.

Baden Powell School Attendance Annual Target 95%						
Year	2013	2014	2015	2016	2017	2018
%	92.6	92.9	93.5	94.2	93.8	93.0



## Useful Information

### School Organisation

We currently have 2 classes in all year groups.

All children are grouped for phonics in Foundation Phase and for maths in KS2.

### School Uniform

We ask all children to wear **school uniform every day**, unless advertised as a non uniform day or VIP day. Some items can be purchased from school.

- Please note jewellery is not to be worn. (we only allow **stud** earrings for health and safety reasons).
- Please put your child's name on **all** uniform and kit.

### All Children

Blue or white polo shirt

Navy sweatshirt or cardigan preferably with school badge

Navy/black/grey skirt or trousers

White/grey/ black/navy tights or socks

Appropriate plain, flat, black footwear

### Summer Option

Blue / white check dress

Navy/black/grey shorts

Appropriate closed toe flat sandals

### PE Kit

Shorts/joggers & t-shirt



## Useful Information



### Equality and Inclusion

The school has clear policies in place and is committed to providing equality and an inclusive education.

All children have access to all activities and support is available to ensure this. We encourage respect within school and the wider community.

*Please read our policies to find out more.*

### Charging and Remissions

As part of our approach to teaching we try to link projects with educational visits. We have to ask for voluntary contributions from parents to cover the cost of these visits.

We always attempt to find ways of keeping these costs to a minimum, but if there are insufficient funds then trips may have to be cancelled.

*Please read our policy to find out more.*

### Safeguarding Arrangements

Children may disclose information to staff regarding problems with their home or personal life. All staff are instructed to inform the Headteacher who is the Child Protection Officer or in their absence the Deputy Child Protection Officer, immediately.

**The Headteacher may seek advice from Children's Services.**

Please read our policies to find out more.

### Pastoral care

Class teachers are responsible for the children in their class. The Headteacher has overall responsibility for the pastoral care and the class teacher refers matters of serious concern to the Headteacher or in their absence the Deputy Headteacher.

### School Discipline

Pupils are expected to conduct themselves in a way which demonstrates their respect for others and their concern to uphold the good name of the school. To achieve this we require your full support. We have a policy statement on behaviour as well as strategies for dealing with bullying. As stated in the Safe Guarding Children Act 2004:

*'Teachers at school are allowed to use reasonable force to control or restrain pupils under certain circumstances. Other staff may also do so, in the same way as teachers, provided they have been authorised by the Headteacher to have control or charge of pupils.'*

**Please come and see us immediately if you have any concerns.**

# Health & Safety



## Building Security

We want to ensure that everyone in Baden Powell Primary School is kept safe and secure at all times.

Any health and safety concerns are to be reported to the Headteacher, deputy head or estate manager.

- Cars - restricted between 8.30 and 3.15pm (exemptions for the disabled)
- Dogs are not allowed on the school premises, unless with prior consent
- All visitors must enter via reception and sign in and out
- A daily health and safety inspection is carried out by the estate manager
- The Governing Body Health and Safety committee meet termly
- At break times staff monitor the children to ensure their safety
- We are a non-smoking site, this includes e-cigarettes
- The site is monitored by CCTV cameras 24 hours a day

## First Aid

There are designated first aiders for each building. First aid kits are placed at strategic points around the school. Should any issues arise that cause us concern, we will contact you. Having the correct emergency contact details are vital for this - please ensure you inform us if you change your number.

If a child has a bang to the head and/or they are feeling dizzy/have a headache, as a precaution, we will ring and inform parents/guardians.

Any accident that requires treatment will be recorded in our accident book and a record kept in the school office.

## Medicines - administration in school

When children are well enough to come to school but have to finish a course of medicine, please ask your doctor if he/she can prescribe a medicine which can be taken completely at home and not brought to school.

Any medicine sent to school must be handed into the school office and the parent/guardian must complete a consent form which will detail when the dosage.

# Toilet Facilities



## Nursery

Children have access to toilets in the Nursery block.  
These are cleaned before each session.



## Foundation Phase

Children have access to two sets of toilets in Foundation Phase.

These are cleaned at the end of the day.

## KS2

Children have access to two sets of toilets in the KS2 building. These are cleaned at the end of each day.

Children are expected to wash their hands and hand dryers are provided in each toilet block.

Hand sanitizer units are located inside each toilet block.

## Diarrhoea and Vomiting

Any child who has diarrhoea or vomiting in school will be sent home.

Children must not return to school until they have been symptom free for 48 hours.





## Additional Learning Needs

### Additional Learning Needs (ALN)

The progress of each child is carefully monitored and assessed. Where the progress of an individual child is giving cause for concern the parents will be informed.

The school's ALN policy is available to all parents and outlines the school's procedures for children with additional learning needs.

The school's Additional Needs Coordinator (ALNCo) is the Deputy Headteacher. Mrs Helena Dolan is the Link Governor.

Those children that are placed on the school's ALN database will receive individual development plans (IDP). IDP's are reviewed by the class teacher, ALNCo, children and parents on a termly basis.

SNAP Cymru provides information, advice and support for parents of children with additional learning needs.

**Contact details - 08451203730 [www.snapcymru.org](http://www.snapcymru.org)**

### **More Able and Talented (MAT)**

The school has a More Able and Talented policy. Working with the LEA, the school aims to provide additional opportunities for those children that are displaying a particular talent or ability in individual areas.

A list is maintained and used to identify children that are more able or talented.

### **Children who are Looked After (CLA)**

Children who are Looked After, are several times more likely to have a statement of special educational needs, to be excluded from school, and to leave school with no qualifications compared with children in the general population.

Baden Powell aims to ensure that our children who are looked after have positive experiences in school and achieve educational success. The designated teacher for children who are looked after is the Headteacher.

# Teaching and Learning



## Welsh

Welsh is taught throughout the school as a second language and conversational Welsh is encouraged, in each class daily, through 'Helpwr Heddiw'.



Incidental Welsh is also used in the form of greetings, instructions and commands indoors and out.

## Religious Education

All children take part in an act of collective worship each day and follow the statutory Religious Education framework.

If parents wish to exclude their children from these activities, they must inform the Headteacher in writing. Children will be provided with alternative educational activities.

## Sex and Relationships Education

- Year 1: Growing and caring for ourselves

girls  
keeping safe  
ges

on

we arrange these sessions and you will have a  
you have the right to withdraw your child from

ive and professional  
ies then please don't

ships Education Policy  
ist





# Teaching and Learning

## Homework

Support your child by:

- Encouraging them to complete the homework tasks that are set.
- Providing a good working space at home - quiet and free from distraction.
- Taking your child to visit the library regularly.
- Discussing the work that your child is doing.
- Homework is sent home every Friday.

Nursery and Reception	Years 1 to 6
1. Weekly home reader 2. English or Maths tasks when appropriate	1. Home Reader 2. English /Maths weekly tasks.

Please discuss any questions about homework with your child's class teacher.  
(policy available on request)

## Topic Work

All classes follow a topic for half term. This is shared with parents / carers on the class web pages at the beginning of every half term.



# Teaching and Learning



At Baden Powell, we are determined our children will be proficient in literacy and number. To help us achieve that goal we have a phonics, reading and numeracy programmes in place across the school.

## Literacy & Numeracy

### The approach:

1. Teaching and learning through a co-operative learning style: Pupils work in pairs, and in teams.
2. Grouped by ability within their classes.
3. Literacy & Numeracy every day: There is a daily literacy lesson for Years Reception - Y6.
4. Real texts: We use a wide range of fiction and non-fiction to teach pupils about phonics; spelling and grammar; comprehension and writing.
5. We follow the Welsh Government Skills Framework for Literacy and numeracy teaching to ensure coverage and progression.
6. Badger Maths: We use Badger Maths to enable children to apply their skills in practical and problem solving contexts.

### Nursery programme:

This is focused on improving children's oral language and literacy as well as their cognitive, mathematical, social, personal, creative and physical development.

### Reception programme: This is focused on:

- basic language, literacy and numeracy concepts and skills
- a basic knowledge of science and the world around them
- the social skills, self-reliance and confidence needed to succeed in primary school.

**The Foundation Phase is the curriculum for 3-7 year olds. Children learn through play, outdoor learning and 'hands on' activities.**

**Key Stage 2 (KS2) is the curriculum for 7-11 year olds.**

**As a school we are trialling new methods in line with the Successful Futures developments and the 6 areas of learning experiences.**



## Extra Curricular

Thanks to its dedicated staff, Baden Powell offers a programme of out of school hours learning.

Details of which clubs are running will be sent home every term.



### **Sporting Aims and Provision of Sport**

Physical Education is a fun and important part of every child's learning. It develops stamina, strength and encourages children to be aware of and maintain a healthy lifestyle. Children participate in Games, Dance, Gymnastics and Athletics. Older children participate in swimming and outdoor adventure.

Approximately 60 minutes per week is allocated to activities as part of the formal curriculum and in addition there are a variety of after school sport clubs, which last for up to 1 hour. KS2 pupils also participate in the daily '15 mins of fitness' where they participate in running, yoga, dance and Zumba sessions.



# School Prospectus / Healthy Schools



## School Prospectus

The school's new prospectus is under revision and will include organisational changes and the names of current member of staff. Copies will be available from the office to those who wish to receive it and it will be accessible on the school website.

## Snack and Healthy Schools

The school follows the Healthy schools programme and promotes the health and well-being of all the pupils. The pupils are encouraged to eat a piece of fruit for their morning snack and to drink water regularly.

There are also lessons prepared each year promoting healthy activities within the classroom. During lunch times pupils are encouraged to eat fruit and vegetables and lunch boxes are monitored to ensure that they also promote a healthy option. Parents/carers will be contacted if the food is considered inappropriate and we thank you for your support in this matter.



## Parent/ Carer Information



### Parent Visits

Parents are invited to as many functions as possible, such as Christmas Concerts, Sports Days, Open Days and other special events. It is hoped that we create a welcoming atmosphere where you can enjoy all that is good about our school.

**All visitors enter via the reception area and must sign in on the electronic system.**

Please make appointments to see staff beforehand as teaching the children and after school clubs must not be disrupted.

We look forward to working with you!

### School Dinners

If you think you are eligible for free school meals, please ask Mrs Hamilton for more information.

### Volunteers

We are often looking for people to add their names to our list of helpers. If you can help or know someone who would like to then let us know.

(All volunteer positions are subject to a satisfactory DBS - safeguarding check).

### Friends of Baden Powell

The Friends meet regularly and support the school in a range of activities. We look forward to meeting with you if you are interested.

### Publication Scheme

We try to make the information on our school website as comprehensive as possible. Under the Freedom of Information Act 2001, however, you may also, if you wish, request information in the following areas:

- Governor documents - information published in the *Governors Annual Report* and in other *Governing body documents*;
- Pupil and Curriculum - information about policies that relate to pupil and the school curriculum;
- School policies - information about policies that relate to the school in general. To help us process your request quickly clearly mark correspondence 'PUBLICATIONS SCHEME REQUEST' in bold capitals.



# Policies and Information



## School Complaints

The Governing Body take all complaints very seriously as we are committed to providing high-quality education. We aim to make the schools complaints procedure easy to follow with three easy steps. The full version of the complaints policy is available from the school

**Step 1 - Informal Stage:** You must contact the Headteacher of the school first as the vast majority of complaints are resolved at this stage

**Step 2 - Formal stage:** All complaints will need to be addressed to Mr Steve Carroll, Chair of Governors at the school in writing where they will be thoroughly investigated and a response made in writing.

**Step 3 - School Complaints Committee:** If you are unhappy with the investigation you must write to the school and request the Clerk to the Governing Body convenes the Complaints Committee of the Governing Body to review your complaint.

There are other statutory processes for complaints and appeals relating to the curriculum, Additional Learning Needs (ALN), religious worship, admissions, exclusions, staff grievance, teacher capability and staff disciplinary.

*Please read our policy for more information*

A number of policies are drawn up or revised and accepted by the Governing Body during the year, including:

- Teaching and Learning Policy
- Safeguarding Policy
- Homework Policy
- Attendance Policy
- Positive Behaviour Policy



## Who's Who?

**Acting Headteacher:** Mrs Ceri Gibbon

**Seconded Deputy Head Teacher:** Mrs Ceri Porter

<b>Class Teachers &amp; Teaching Assistants</b>	<p><b>Foundation Phase</b>            Mr Pritchard - Nursery - Mrs Sage, Miss Lewis            Miss Davies - Reception - Mrs Niersmans, Miss Harrison            Miss Gough - Reception - Mrs Uphill, Miss Gill/Mrs Parkins            Mrs Dolan/Miss Burton - Year 1 - Miss Lewis            Mrs Hill - Year 1 - Mrs Cole            Mrs Monterio/Mrs Plaisted - Year 2 - Mrs Khan            Miss Howard - Year 2 - Mrs Robins</p> <p><b>Key Stage 2</b>            Miss Letman - Year 3, Mr Murphy - Year 3            Mr Davies- Year 4, Mr Owens - Year 4            Mrs Nutall - Year 5, Miss Lang - Year 5            Miss Davies - Year 6, Mr Green - Year 6</p>
<b>PPA Teachers</b>	Mrs Micklewright, Mrs Link, Mrs Plaisted, Mr Booker, Mrs Cliffe
<b>EMTAS Teacher</b>	Mrs Chantry
<b>Parent Engagement Teacher</b>	Miss McLoughlin/Mrs Smith
<b>Intervention TAs</b>	Miss Atkinson, Miss Keenor, Miss Shanahan, Mrs Mapstone
<b>Support TAs</b>	Mrs Lock, Miss Paull, Mr Atherton, Miss Hamblen Mrs Radford
<b>School Support Staff</b>	Mrs Davis - Finance Officer, Mrs Hamilton - Admin Officer Mr Bazzard - Estates Manager
<b>Breakfast/ Midday Supervisors</b>	Mrs Curtis B'Fast, Mrs Rodd B'fast/MDS, Mrs Prosser B'fast MDS, Mrs Hardy MDS, Mrs Allen B'Fast/MDS, Mrs Smith B'fast/MDS, Miss May MDS

# End of Year Results



## Foundation Phase Results 2018

Subject	School	Cardiff
FPI	91.3%	89%
Literacy	91.3%	86.1%
Numeracy	86.1%	86.1%
PSD	95.65%	93.89%

## Key Stage Two Results 2018

Subject	School	Cardiff
CSI	85.45%	90.24%
English	85.45%	91.24%
Maths	90.91%	92.7%
Science	89.09%	92.25%

FPI/CSI is the Foundation Phase Indicator/Core Subject Indicator and shows the percentage of children who have achieved the expected level in the three areas of Literacy, Numeracy and Personal & Social Development at the end of the Foundation Phase, and English Maths and Science at the end of KS2.

## Progress since Estyn Inspection



The school was inspected in 2017 and the school has 6 recommendations where improvements are required.

1. More Able Pupil Progress
2. Numeracy across the Curriculum
3. Welsh oracy and writing
4. Teaching and Assessment
5. Leadership and Governors
6. Monitoring and Reports

From January to July 2018, the school made satisfactory progress in all of these recommendations with the exception of Welsh where strong progress was reported.

This year we are continuing to work hard towards making further progress and will be monitored by Estyn again in December. The results of the monitoring will either see us removed from Estyn monitoring or a repeat visit made in the Spring Term.

Estyn Report 2017:

[www.estyn.gov.wales/provider/baden-powell-primary-school](http://www.estyn.gov.wales/provider/baden-powell-primary-school)

The report is also available on the school website.

## Community Links



The pupils visited the local area as part of their topics.

Pupils visit the local High Schools as part of the transition process.

The community policeman visit the school from time to time and are available to support us when the need arises.

Foundation Phase pupils visited the local church in St Philip's to take part in a Christingle Service.

KS2 pupils went to NIAC in Cyncoed to participate in Sports Day.

The school has supported various charities during the year and has raised money for Children in Need, Macmillan and Sports Relief as well as Velindre Hospital.

KS2 undertook a range of visits including residential stays in Llangrannog and Brecon.



## Our Priorities



This year our school improvement plan (SIP) will focus on meeting all Estyn recommendations and making strong to good progress:



R1 Raise the attainment of more able pupils

R2 Improve pupils' use of numeracy skills across the curriculum

R3 Provide opportunities for all pupils to develop better oracy and writing skills in Welsh

R4 Improve the quality of teaching and assessment so that pupils in all classes have work that challenges them appropriately

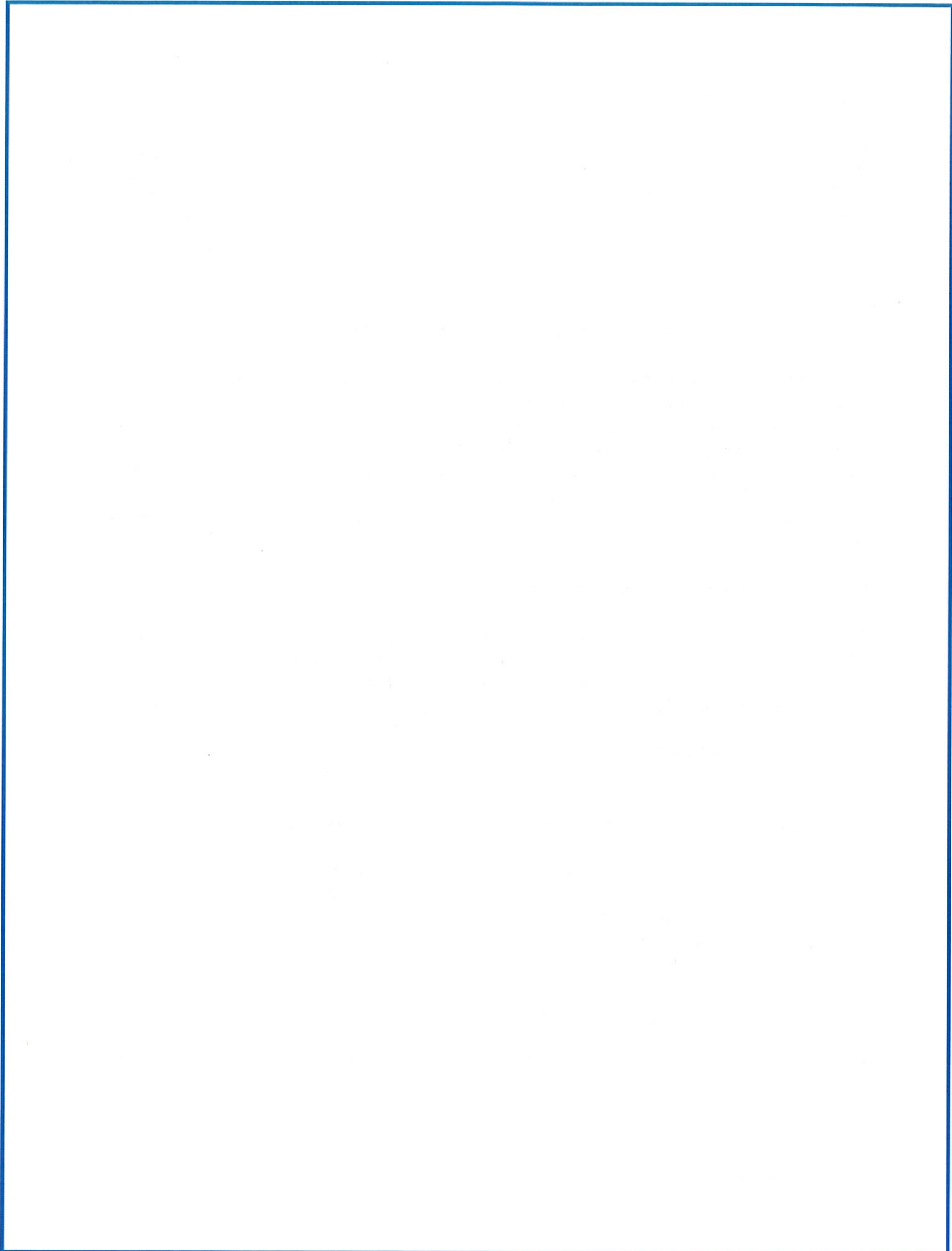
R5 Strengthen leadership and management at all levels and develop the governing body's role as a critical friend

R6 Ensure purposeful use of the school's monitoring reports and act more effectively on findings that arise from them.

Cardiff County Council Baden Powell Primary School EA 005 Budget / Outturn Of Expenditure				Outturn Of Expenditure		
2018/19				Date Produced: 30.01.19		
				Based on Figures at Month 10		
	2017/18	Gov Appr Budget	Amended Budget	ACTUAL (To Date)	Alloc Costs (Projected)	Estimated Outturn
	£s	£s	£s	£s	£s	£s
<b>EMPLOYEES</b>						
1001	Full Time Teaching Staff	922,996	1,023,402	1,008,643	848,483	4,993
1002	School Supply - Short Term (Teachers)	-	-	-	0	0
1002P	School Supply - Short Term (Non Teaching)	-	-	-	0	0
1003	MSP Teaching (Sickness cover & maternity costs)	-	-	-	6,051	(6,051)
18136	School Mutual Supply Fund Contribution	26,731	29,404	30,740	30,740	(0)
1008P	Full Time Teachers - Special Needs (Unit)	-	-	-	0	0
1007	Full Time Teachers - Special Needs	22,586	-	-	0	0
1021	Foreign Language Assistants	-	-	-	0	0
1022	Teaching Assistants - Non Statemented Pupils	-	-	-	0	0
1024	Teaching Assistants	301,424	323,285	324,735	276,666	(10,408)
1028	Teaching Assistants - Statemented Pupils	-	-	-	0	0
1027	Teaching Assistants - Additional SEN Support	46,049	31,798	50,368	33,314	10,312
1031	Technicians	-	-	-	0	0
1032	MSP Non Teaching	-	-	-	6,137	(6,137)
1033	Mid day Supervisors	18,481	20,463	20,693	18,947	1,764
1043	Attendance Officers	-	-	-	0	0
1400	Administrative Staff	44,196	45,927	45,927	39,607	(6,223)
1801	Caretakers	16,140	24,609	25,279	19,288	(2,341)
1802	Cleaners	-	-	-	0	0
1808/Other	Breakfast Club/Groundsman / Other **	10,459	10,884	10,375	8,288	230
17901	Agency Staff - Teaching	-	34,602	42,102	48,447	(14,345)
17902	Agency Staff - Non Teaching	119,690	15,000	15,000	6,131	8,269
17904.8	MSP Agency	7,821	-	-	1,319	(1,319)
1811	Other Staff Costs	13,802	14,383	14,406	9,423	2,283
18146	PDG/EBG Agency	24,617	2,800	11,725	3,959	1,966
<b>PREMISES COSTS</b>						
20---	Minor Repairs & Maintenance inc. Grounds	16,195	52,084	72,758	67,611	(5,167)
20220	DBU & Major Repairs and Maintenance	23,146	20,595	20,595	11,364	6,409
2100	Energy Costs	18,358	26,228	26,228	17,214	2,614
23001	Rates (Earmarked)	22,330	23,000	23,000	23,000	(0)
24002	Water Charges	4,311	5,000	5,000	6,308	(2,000)
27---	Cleaning and Domestic (inc Key Holder)	58,241	61,446	59,831	53,652	(1,929)
<b>TRANSPORT AND SERVICES</b>						
30---63---	Transport Related Costs	-	500	500	0	500
<b>SUPPLIES AND SERVICES</b>						
40101	Furniture	-	-	4,000	289	3711
40102	Teaching Materials	31,256	38,000	38,000	51,319	(15,319)
40105	Library Books	-	-	-	0	0
40118	Games & Activities	3,483	2,000	2,000	3,396	(1,366)
24851	Charges For Music Services	-	6,400	2,900	2,900	0
40181	Insurance	90	-	-	580	(590)
410---	Breakfast Club Provision/Free Meals to Duty Staff	1,971	2,700	2,700	1,963	400
43001	Stationery & General Expenses	10,207	10,248	10,248	8,804	2,000
44201	Investigation	-	-	5,000	0	(1,000)
480---	Communications	2,991	3,150	3,150	2,518	600
48501	Computer Services	-	5,950	13,900	13,061	839
48001	General Expenses	240	-	-	0	0
48016	Clerks To Governors Expenses	758	1,000	500	503	(0)
48019/48502	PDG/EBG Expenditure	16,274	18,575	26,692	36,288	(9,596)
	Other Expenses - callbacks	0	14,604	11,935	0	11,935
48501	Home / Hospitalisation	525	1,000	1,000	1,491	(2,491)
59002	School Investments / Cont. To Sch Reserve	-	-	-	0	0
48349	Exclusion Of Pupils	-	-	-	0	0
60---	Service Units	91,979	98,846	95,927	98,356	(2,429)
<b>GROSS EXPENDITURE</b>						
		1,839,243	1,987,883	2,026,907	1,764,099	316,844
<b>LESS:</b>						
7---	School Income	(42,818)	(11,000)	(11,000)	(22,709)	(7,900)
8---	LEA Income	(358,555)	(359,976)	(360,067)	(310,261)	(41,755)
81000	MSP Reimbursement	0	0	(55,198)	(43,824)	(59,905)
89002/73038	School Interest/Loan/Investment Withdrawal	0	0	0	0	0
88481	Additional Funds - CNE	(29,747)	0	(18,036)	(25,193)	4,007
<b>GROSS INCOME</b>						
		(421,120)	(370,976)	(444,261)	(401,887)	(106,663)
<b>NET EXPENDITURE</b>						
		1,468,123	1,698,907	1,681,818	1,362,113	210,291
49901/49902	Unallocated Funds - Surplus/Deficit	69,279	24,472	39,763		
<b>PROJECTED OUTTURN</b>						
						68,876
<b>TOTAL UNINVESTED FUNDS</b>						
		1,647,408	1,821,379	1,821,378		1,821,378

**Statement of Balances Held/Projected**

	2016/17 Actual	2017/18 Actual	2018/19 Projected
	£	£	£
Uninvested Balance	62,656	69,280	58,875
Invested Balance	5,070	5,080	5,081
<b>Total Balances held as at 31st Mar</b>	<b>57,526</b>	<b>94,360</b>	<b>64,056</b>



Baden Powell Primary School  
Muirton Road,  
Tremorfa,  
Cardiff  
CF24 2SJ  
January 2019



Dear Parents / Carers,

Your right to request a meeting with the school's Governing Body

I am writing to you on behalf of the governing body to remind you of the regulations and arrangements to meet with the school Governing Body.

The Schools Standards and Organisation (Wales) Act 2013 (The Act) removed the requirement for school Governing Bodies to hold an annual meeting with parents, instead arrangements are now in place to enable parents to request up to 3 meetings in any school year with a Governing Body, on matters which are of concern to them.

If parents wish to use their rights under the Act to hold a meeting, 4 conditions will need to be satisfied:

1. Parents will need to raise a petition in support of holding a meeting

The parents of at least 10% of the school's registered pupils / parents of 30 registered pupils will need to sign the petition. If it is a paper petition, then a written signature must be given as well as the name and class of each child who is a registered pupil at the school. If the petition is in electronic format, the 'signature' required is the typed name of the parent plus the name and class of each child who is a registered pupil at the school and the email address of each parent who 'signs' the electronic petition.

2. The meeting must be called to discuss matters which affect the school

The meeting cannot be called to discuss such matters as the progress of individual pupils, or to make a complaint against a member of the school's staff or Governing Body. The petition should contain brief details of the matter(s) to be discussed, and the reasons for calling the meeting. This information should be clearly displayed at the top of the petition, with parents' signatures appearing below.

3. A maximum of 3 meetings can be held during the school year

The law allows parents to use their rights to request up to 3 meetings with a school Governing Body during the school year.

4. There must be at least 25 school days left in the school year

The law makes it a condition that at least 25 school days are left in the school year when the petition is received so that the meeting can be held. A "school day" means a day when the

school is open to pupils: it does not include weekends, public holidays, school holidays or INSET days.

The address for service of a petition requesting a meeting with this school's Governing Body is:

Chair of Governors,  
c/o Baden Powell Primary School, Tremorfa, Cardiff, CF23 2SJ

Further advice on how parents may go about requesting a meeting with a governing body is available on the Welsh Government's website at:

<http://wales.gov.uk/topics/educationandskills/publications/guidance/parents-meetings-statutoryguidance/?lang=en>

Yours sincerely,

*Steve Carroll*

Chair of Governors for Baden Powell Primary School

