

# **Governors' Annual Report to Parents**



**Marlborough Primary School**  
**2022 – 2023**



***Aiming for Excellence***

### **Strategic Aims**

**At Marlborough Primary School we have:**

1. Excellent teaching where learners are fully engaged in the learning process and actively drive a dynamic curriculum that excites and ignites a lifelong passion for learning.
2. Pupils consistently achieving high standards with a determined focus on continuous improvement
3. Equality of opportunity for all learners in an inclusive and exceptional environment
4. A high performing team which focuses on continuous development and improvement.

## Governing Body

Mr. A. Skinner – Chair of Governors

Mr. M. Pryce-Williams – Vice Chair of Governors

Clerk to the Governing Body – Mrs G Willmott (care of Marlborough Primary School)

<b>Parent Governors</b>	<b>Community Governors</b>	<b>Local Authority Governors</b>	<b>Staff Governors</b>
Mrs. E. Alexander	Mrs. L. Doel	Cllr. R. Berman	Mrs. E. Williams
Mrs. A. Booker	Mr. M. Pryce-Williams	Mr. J. Howarth-Brown	Miss G. Foley
Mrs. S. Bray	Mr. G. Rees	Mr. Andrew Twyman	Mrs. N. Goodman
Mr. S. Akhtar	Mr. A. Skinner		Mr. S. Pedwell
Mrs. J. Richards		Dr. O. Tosun	

The Governing Body meet at least once a term and copies of Agendas and Minutes of Meetings are available for inspection at the school.

The Governing Body has several sub-committees, both statutory and non-statutory:

### **Statutory**

- Staff Disciplinary, Dismissal, Redundancy, Grievance and Complaints sub-committees
- Appeals sub-committees
- Pupil Discipline and Exclusions

### **Non-Statutory**

- Teaching and Learning
- Finance
- Premises / Health and Safety
- Performance Management

These groups meet when appropriate and report back to the Governing Body.

## School Improvement 2022 – 20323

### Aiming for Excellence

Strategic Aim 1 lead Sally Hodges, Cath Davies and Michaela Sherlock

**Excellent teaching where learners are fully engaged in the learning process and actively drive a dynamic curriculum that excites and ignites a lifelong passion for learning.**

- To establish and deliver a professional development programme (PDP) for teaching and learning.
- To capture the content and message of PDP sessions on a professional learning platform and develop as an internal resource for staff at MPS.
- Embed the language and understanding of the four purposes and how we relate them to the character strengths.
- For AOLE teams to develop priority actions for each of their areas and to develop a pupil voice influenced curriculum with pupil representatives for each of the AOLE areas.

Strategic Aim 2 lead Rachel Lloyd and Kate Adams

**Pupils consistently achieve high standards with a determined focus on continuous improvement.**

- To continue work on the new assessment framework by completing a range of summative and formative assessments in class and develop staff confidence.
- To measure progress made by learners over time against the Progression Steps.
- To monitor standards and to look for opportunities to raise standards across the school.

Strategic Aim 3 – lead Leah Crew

**Equality of opportunity for all learners in an inclusive and exceptional environment**

- To further develop knowledge and understanding of additional learning needs and to further develop a creative and adaptive additional learning provision (ALP) at MPS
- To ensure all members of the Marlborough family feel represented and supported.

Strategic Aim 4 – lead Geraldine Foley

**A high performing team which focuses on continuous development and improvement.**

- To re-establish a tight link between Professional Learning and the quality of teaching and learning
- To further develop leadership capacity with a focus on HLTA and middle leader development.
- To embed Restorative Approaches across the school community to build, nurture, and when necessary, repair positive relationships with everyone in the Marlborough community.

Progress against the school improvement priorities was carefully monitored and evaluated through out the school year using a wide range of methods including, book scrutiny, Listening to Learners, action research, analysis of data, professional dialogue meetings, learning walks and focus questionnaires.

The Senior Leadership Team reported on progress each term in their written leadership Report to the Governing Body. In addition, the School Improvement Partner visited each half term and undertook monitoring and evaluation activities with the team.

Overall, progress against all of the key performance indicators was strong.

## **Staff Changes**

### **Autumn 2022**

- **Mrs. Sian Morris** joined the team as a Teaching Assistant in the Foundation Phase
  - **Mrs. Sarah Stephanakis** returned part-time following her maternity leave.
  - **Mrs. Sam Smith** left the Admin Team to take up a new post at Velindre Hospital
- Spring 2023**

- **Mrs. Jude Davies** was seconded to work with the literacy team at the Central South Consortia.
- **Mrs. Muniba Khan and Ms. Heledd Williams** joined the cleaning team.
- **Mrs. Laura Mears** joined the Admin team
- **Mrs Pat Bird** retired following a spell of ill health
- **Mrs Alison Hobbs** retired
- **Miss Megan Stanley** returned to work following her maternity leave
- **Mrs Heidi Fortt's** contract ended
- **Mrs Somali Ray's** contract ended
- **Miss Lauren Palmer** took up a permanent post at Gwaunmeisgyn

### **Summer 2023**

We said goodbye to:

- **Charlene Ligterwood**, School Receptionist took up a new post with Victim Support
- **Miss Caroline Cockram** started Maternity Leave
- **Mrs. Jane McGirr** retired following **31 years** of dedicated service at Marlborough.
- **Mrs. Nicola Darwell** Reception Teaching Assistant team
- **Mrs Cath Turner** , Additional Learning Needs Teaching Assistant.
- **Ms Emily Raj**, temporary Year 1 teacher

## **The School Roll 2022- 2023**

The Nursery accommodated 64 pupils, 32 pupil places are allocated in the morning session, and a further 32 are allocated in the afternoon.

There were two parallel single age mainstream classes per year group from Reception–

<b>Additional Learning Needs (ALN) Register</b>			<b>Free School Meals (FSM)</b>	
No. of Pupils	51		No. of Pupils	48
% of school roll	10.32%		% of school roll	9.71%
<b>Pupils with</b>	<b>Statements / IDP</b>		<b>Children Looked After (CLA) Pupils</b>	
No. of Pupils	17	39	No. of Pupils	5
% of school roll	3.44%	7.89%	% of school roll	1.01%

Year 6. The standard admission number is 60.

<b>Number on Roll</b>									
	Nurser y	Receptio n	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	<b>Total - 494</b>
	48	60	60	60	59	59	59	58	<b>463</b>
Y Galon	--	2	6	9	2	5	5	2	<b>31</b>
eFSM	--	4	4	10	6	8	9	7	<b>48</b>

The Y Galon - Local Authority Specialist Resource Base (SRB) classes for children with Severe and Complex Learning Difficulties had 31 pupils on roll.

## **Attendance**

	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	<b>Total</b>
Attendance %	91.6	94.2	94.7	94.5	93.3	94.4	95.7	<b>93.9</b>
Authorised Absences	7.1	4.2	4.1	4.1	4.5	3.7	2.9	<b>4.5</b>
Unauthorised absences	1.3	1.6	1.3	1.4	2.3	1.9	1.3	<b>1.6</b>

## **School Closure**

Additional in-year Bank holidays –

- Queen's Funeral – Monday 19<sup>th</sup> September 2022
- King's Coronation – Monday 8<sup>th</sup> May 2013

### **Industrial Action – Partial closure**

Tuesday 14 February 2023

Wednesday 15 March 2023

Thursday 16 March 2023

### **School Prospectus**

A school prospectus in line with Welsh Government guidelines has been published. The prospectus can be viewed on the school website.

<https://www.marlboroughprimary.com/about/prospectus/>

### **Language Category**

Marlborough teaches the curriculum through the medium of English. Welsh is taught as a second language. All classes have weekly timetabled Welsh lessons, in addition, incidental Welsh is taught, role-modelled and practised at every opportunity.

<b>Ethnicity</b>					
White	Mixed Background	Asian or Asian British	Black or Black British	Chinese or Chinese British	Other Ethnic Groups
336	40	67	18	5	26

### **Toilet Facilities**

The toilet provision for pupils is as follows:

- Upper Key Stage 2 – boys and girls toilet block
- Lower Key Stage 2 – boys and girls toilet block
- Foundation Phase – boys and girls toilet block
- Nursery – toilet facilities within the Nursery
- Foundation Phase SRB – toilet facilities within Y Galon
- Accessible toilet – located on the admin corridor
- Accessible toilet and changing facility located in the Foundation Phase corridor
- Accessible toilet and changing facility located in the Key Stage 2 corridor

## **Events, Visits and Visitors**

2022 – 2023 was the first full academic year where visits out and visitors on site were allowed since the 2018 – 2019 academic year.

### **Autumn 2022**

Monday 19th September - Bank Holiday - School closed for the funeral of Queen Elizabeth II

Thursday 22nd September - Flu immunization - Rec - Y6

Monday 26th September – Photographs (sibling and individual)

Friday 30th September – Welcome event for new families (Y Galon, Nursery & Reception)

Thursday 13th October French Language Launch Day

Friday 14th October Development Language Disorder awareness day

Monday 17th to Friday 21st October Year 6 residential trip to Llangrannog.

Monday 17th October Shw Mae Day

Thursday 10th November - nationwide schools Urdd Jambori performance of - Yma o Hyd

Sunday 13th November - PTA Christmas Fayre

Friday 18th November - 8:55am Wales Fanzone - community rendition of Yma o Hyd

Friday 18th November - Year 2 trip to Techniquet

Friday 25th November -Year 5 Bake Sale after school on the playground.

Tuesday 6th December - Reception - Year 2 Pantomime at the Riverside Theatre, Newport

Tuesday 13th December - Year 1 Christmas Concert AM Year 3 Melyn & 4 Melyn Christmas Concert PM

Wednesday 14th December - Year 2 Christmas Concert AM Year 6 Christmas Concert 6pm

Thursday 15th December - Reception Nativity AM Year 3 Coch & 4 Coch Christmas Concert PM

Friday 16th December - Nursery Christmas Concert AM Year 5 Christmas Concert PM  
Nursery Christmas Concert PM

Friday 23rd December - Y Galon and Years 3 to Year 6 Pantomime at the Riverside Theatre, Newport.

### **Spring 2023**

Thursday 9th February - Year 2 Coch class assembly

Thursday 16th February - Year 3 Melyn class assembly

Wednesday 1st March - St David's Day - Welsh costumes / Welsh colours

Thursday 16th March - Year 5 Coch class assembly

Friday 17th March – Red Nose Day

Thursday 20th March - Year 6 Coch class assembly

Thursday 24th March - Year 3 Coch class assembly

Friday 31st March - Mad Hatters' Parade



## Summer 2023

Thursday 27th April - Year 6 Melyn class assembly  
Thursday 4th May 2M class assembly  
Friday 5th May Charlesborough - King Charles' Coronation celebrations.  
Monday 8th May King's Coronation Bank Holiday - school closed.  
Thursday 11th May 9:15 4M assembly  
Thursday 18th May 4C class assembly.  
Thursday 25th May Staff training Inset Day  
Friday 26th May Staff training Inset Day  
Monday 12th June Class and Y6 leavers' photos.  
Tuesday 13th June PTA discos  
Wednesday 14th June - Reception, Y1, Y2 Sports Day 9:30 to 11:30 NIAC stadium. Y3-Y6 Sports Day 12:30-2:30 NIAC Stadium  
Thursday 15th June 1C Class assembly  
Tuesday 20th June - PTA Quiz Night  
Wednesday 21st June - 9:15 1M class assembly  
Thursday 22nd June - Year 4 on a trip to Mountain View Ranch.  
Thursday 22nd June 5M class assembly  
Thursday 29th June DC class assembly.  
Thursday 6th July Y6 Leavers party St Peter's Rugby club 4:30-7:30pm  
Thursday 6th July DM class assembly  
Wednesday 12th July Y Galon Sports Day on the school playground  
Thursday 13th July MC and MM class assemblies  
Friday 14th July - PTA BBQ  
Wednesday 19th July – Y6 Leavers' Assembly

## **Complaints**

The governors hope that any concerns and problems can be addressed by discussion with the Headteacher and staff prior to becoming an issue for the attention of the governing body. The first point of contact in the event of a concern is always, out of courtesy, the Headteacher.

If there are however, issues which cannot be resolved then a copy of the school's procedure on complaints is available at the school and on the website.

No complaints were submitted to the Complaints Committee at Stage C during the 2022-2023 school year.

## **Budget**

The Governors' finance sub-committee meets regularly to monitor spending and reports back to the full governing body. Below is a full breakdown of expenditure for 2022 -2023. The Governors do not claim travelling or subsistence expenses.

### **Policy Review and Updates**

The following policies were reviewed and adopted by the Governing Body in 2022 – 2023.

Key Policies are uploaded onto the school website.

- Data Protection Policy
- Data Protection Incidents Policy
- Freedom of Information Policy
- Privacy Notice
- CCTV Policy
- School Workforce Annual Census Policy Privacy Notice
- Finance Regulations
- School Authority List
- Business Continuity Plan
- Positive Handling Policy
- Child Protection Policy
- Educational Visits Policy
- Health and Safety Policy
- Discipline Policy
- Anti-Bullying Policy
- Whistleblowing Policy
- Disposal and write Off Policy
- Online Safety Policy
- Equalities Policy and Plan
- Online Safety Policy
- Assessment Policy

### Outturn of Expenditure 2022 – 2023

<b>CARDIFF COUNCIL</b>					
<b>SCHOOLS OUTTURN OF EXPENDITURE 2022-2023</b>					
<b>Governing Body of:</b>			<b>Marlborough Primary School</b>		
		<b>Governor Approved Budget</b>		<b>Actual Expenditure</b>	
		£	£	£	£
Staffing costs					
Teaching Costs		1,094,411		1,122,900	
Special Needs Teachers		76,382		76,998	
Teachers for statemented pupils		170,310		146,811	
Short Term Supply		0		7,224	
Long Term Supply		52,418		106,522	
Special Needs Support Staff		281,070		300,440	
Nursery Assts/ Teachers Aides / Adult Helpers		268,401		253,012	
Foreign Language Assistants		0		0	
Technicians		0		0	
Mid Day Supervisors		44,191		52,176	
Library Staff / Attend Officer		0		0	
Administrative Staff		68,380		61,985	
Non teaching supply costs		0		0	
Training Costs		10,757		11,675	
Other Staff Costs		76,433		277,174	
Performance Management		0		0	
Total Staffing Costs			2,142,753		2,416,917

Premises Related Costs					
Caretaking Staff		39,404		41,118	
Domestic Staff		0		0	
Grounds Staff		0		0	
Cleaning Costs		56,955		59,814	
Energy Costs		30,447		24,841	
Rates		28,890		28,890	
Repairs and Maintenance		36,464		32,010	
Water		5,299		4,375	
Total Premises Related Costs			197,459		191,049
Transport Costs					
Pupil Transport Costs		1,000		90	
Staff Transport Costs		0		150	
Vehicle Costs		0		0	
Total Transport Costs			1,000		240
Supplies and Services					
Teaching Materials		35,000		33,285	
Equipment, Furniture, Materials & music tuition		0		0	
Library Books & Materials		0		0	
Catering Costs		0		0	
Unallocated / Savings to be found		61,422		0	
Communications Equipment and Services		7,848		1,143	
Consultants Fees		0		0	
Examinations Fees		0		0	
Games & School Activities		17,000		1,483	

Clerk to Governing Body		1,100		1,108	
Other office costs		2,740		2,938	
Printing & Stationery		18,540		20,206	
Pupil Exclusions		0		0	
Subsistence and expenses		0		0	
Total Supplies and Services			143,650		60,162
Central Services					
School Meals		0		0	
Service Level Agreements		16,962		17,509	
Total for Central Services			16,962		17,509
Income					
Additional Central Funding		-249,662		-151,210	
Community Education		0		0	
Donations		-15,000		-5,932	
Lettings		-12,000		-12,814	
Other Income		-3,000		-29,755	
Grant Income		0		-329,701	
Sales/		0		0	
School Meals Recharge		0		0	
Training and Tuition Income		0		0	
Total Income			-279,662		-529,412
Interest and Other					
Interest on investments		0		0	
School Investments		0		0	

Withdrawal Investments		0			0	
School Deficit						
Temporary Loans		0			0	
Temporary Loans		0			0	
Interest		-50			-676	
			-50			-676
Total Interest and Other/Cyfanswm Llog ac arall						
Total Net Expenditure			2,222,112			2,155,789
Less Uninvested Balance Brought Forward			-222,032			
Less earmarked Rates			-28,890.00			- 28,890.00
Contribution to / from balances						-155,709
Revised Net Expenditure			1,971,190			1,971,190
Summary						
Total resources available in 2022-2023		£				
School balances Brought forward from 2021-2022		222,032				
School Loans Brought forward from 2021-2022		0				
Prior Year Adjustment		0				
Total delegated resources		2,000,080				
Total		2,222,112				
Actual Expenditure		2,155,789				

Less change in investments		0			
Less Movements in Temporary Loan		0			
Less variance in earmarked rates		0			
Total balance carried forward to 2023-2024		66,323			
Statement of Balances Held		£			
Uninvested Balance as at 31st March 2023		66,323			
Invested Balance as at 31st March 2023		0			
Outstanding Loans as at 31st March 2023		0			
Total Balances held as at 31st March 2023		66,323			
for Corporate Director Resources					
		— 1. Allwood —			