



Governing Body

Annual Report to Parents

Academic Year 2023-2024



Welsh Network of Healthy School Schemes



Cynlluniau Ysgolion Iach - Rhwydwaith Cymru



Dear Parents and Carers

The following report itemises the achievements of the school community over the last academic year and I would like to extend my sincere gratitude to our Headteacher, Mr. Hodder and all the staff for the commitment shown and the hours spent to ensure the safety and well-being of our children which continues to be at the heart of everything we do.

The past year has seen Mr. Hodder settle into his new role as the Headteacher of Abbey and has really hit the ground running. The Governing Body and Mr. Hodder have continued to ensure that the management of the school is strong and effective, and I am lucky to have a group of governors, with varying expertise who can help me achieve this and I would like to thank them for their support and commitment during the past year. The coming year will see us face many different challenges, especially in relation to the budget but we will tackle the challenges head-on, and no doubt overcome them.

Staff and governors are committed to achieving an inclusive environment where every child is looked after and provided with the opportunity to thrive and achieve to the best of their ability.

I am delighted that the school has continued to operate at a high level with several people continuing to visit the school and praising it for the standards set. As a Governing Body, the most important aspect we oversee in the school, is the wellbeing and happiness of the young people and our staff who are a part of Abbey Primary. As a Governing Body, we are delighted at how the school is performing and ensure appropriate challenge is provided to the Headteacher and all stakeholders.

A major issue at the school has been the parking and I would ask everyone to think where they park their vehicles outside the school as parking continues to be a problem. However, the new car park on the old nursery site has now been completed and is open. I hope this will alleviate the parking problems at the start and end of the school day.

The school field continues to be an issue and has been since the school was opened. Meetings have been held in respect of this with the council and I hope the next year will see work carried out on the outdoor spaces of the school estate so our young people will be able to use them for their intended purpose.

Lastly, I would so like to say an enormous thank you to all our fantastic pupils and staff members, who have worked so hard this year and made us all very proud with the standards they have set.

I am proud to say I am the Chair of Governors at Abbey Primary.

Cllr Mike Harvey

Chair of Governors

Contents

1. Annual meeting with parents
2. Governors structure

3. Staff structure
4. Attendance
5. Community links
6. School targets
7. Curriculum and additional learning needs
8. Assessment and data
9. Welsh language
10. Health and mental health and wellbeing
11. Sporting aims and achievements
12. Extra curricular activities
13. Educational visits
14. Accessibility
15. Home / school links
16. School policies and procedures
17. School term dates for 2024-2025
18. School prospectus
19. Parent, teacher association
20. Financial statement

1. Annual Meeting with Parents

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, new arrangements were introduced to enable parents to request up to three 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, four 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. 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. There were 290 children registered as pupils with this school at the beginning of this academic year. Exact roll numbers at any time during the year may be obtained from the school office.
- 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 three meetings can be held during the school year.**
The law allows parents to use their rights to request up to three 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:

*The Clerk to Abbey Primary School Governing Body,
Heol Penlan,
Longford,
Neath Abbey,
Neath, SA10 7LB.*

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>

2. List of Governors and the term of office 2023-2024

Governor	Category	Term of office expiry
Cllr. Mike Harvey, Chair	LA	31.08.27
Dr. Lisa John, Vice-Chair	Community	31.08.27
Mrs. Sue Davies	Community	31.08.27
Father Chris Cole	Community	31.08.27
Mr. Vic James	LA	31.08.27
Cllr. Keith Davies	Community, Minor Authority	01.10.27
Cllr. James Henton	LA	31.12.27
Mr. Paul Davies	Elected Parent	27.03.26
Mrs. Jenna Hickman	Elected Parent	27.03.26
Mrs. Hannah May	Elected Parent	27.03.26
Mrs. Tanya Heskin	Elected Parent	31.12.26 (Resigned Summer Term)
Mrs. Nicola Griffiths (DHT)	Teaching staff	01.10.27
Miss Sacha Jarvis (TA)	Non Teaching staff	31.08.26
Mr. Mr. Hodder Hodder	Headteacher	
Clerk to Governing Body	Mrs. Anthea Jackson	JacksonA51@hwbcymru.net
Bursar	Mr. Rachel Richards	

3. School Structure

Class / Year	Class size	Teacher
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EYAC	8 Nurs/8 Rec	Miss Lucy V. Richards
Nursery AM	30	Mrs. Jeni Williams
Nursery PM	21	Mrs. Jeni Williams
Reception	30	Mrs. Sara Powell
Reception	31	Mrs. Nicola Griffiths
Year 1	22	Miss Katie Bowring
Year 1	24	Mrs. Victoria Ryan
Year 2	26	Mrs. Sue Jones
Year 2	27	Mrs. Sheridan Williams
Year 3	21	Miss Lisa Dew
Year 3	28	Mrs. Danielle Thomas/Miss Lois Evans – cover maternity
Year 4	31	Mrs. Lucy M. Richards
Year 4	30	Mr. Gavin Fitchett
Year 5	30	Mr. John Richards
Year 5	30	Mr. Alex Davies
Year 6	18	Miss Sian Tyler (Temp.)
Year 6	27	Mr. Cameron Mellin

4. Attendance

Term	Attendance Years 1 – 6		Authorised Absence	Unauthorised Absence
	Annual Target %	Actual %	Actual %	
Autumn 2023	93.5%	92.1%	4.1%	3.8%
Spring 2024	93.5%	92.8%	4.3%	2.9%
Summer 2024	93.5%	91%	4.3%	4.6%

Exclusions

Term	Exclusions	Comments
Autumn 2023	1	N/A
Spring 2024	0	N/A
Summer 2024	2	N/A

The target for attendance is 93.5% for the whole school. We continue to monitor attendance and support pupils and families whose attendance is below 90%.

Every school absence must be accounted for with a satisfactory explanation.

The school operates a first day response to absence, where the parent/carer will be contacted on the first day to investigate the reason for absence if no reason has been given.

The EWO works closely with the school to monitor attendance and is also involved with families in a supportive role, such as a management plan for a child's return after illness. Fortnightly meetings take place to monitor and track attendance of all pupils.

Individual classes are competing to achieve the best % of attendance and this is announced in achievement assembly held every week. We continue to award pupils with 100% attendance termly/yearly by presenting them with certificates.

5. Community Links

The school aims to create further links with other groups and industry within the community. We also recognise the need to strengthen relationships between us and everyone inside and outside of the community.

The school has good links with Hope Church, St. Johns Church and Ebenezer Church. Father Chris at St. Johns and Pastor Paul have been a valued contributor to our celebrations and school life

PC Lewis attends school to give talks to pupils on Anti-bullying, Stranger Danger and Solvent/Drug Abuse. The school nursing service visit on a regular basis to talk about hygiene, keeping healthy, puberty and they also carry out the Flu immunisations.

- Parents, grandparents and extended family members are welcomed not only to offer help and expertise, but to all school events.
- Parents and grandparents support groups in reading.
- Home/school visits.
- Visits to the local Church, Dwr-y-Felin Comprehensive School, Longford Memorial hall, Tesco, Neath Abbey ruins, Skewen etc.
- Annual Summer Garden Party/Christmas Extravaganza.
- The school supports work placement and NVQ students.
- Large involvement with outside agencies e.g. local historians, health professionals.
- Welly walks.
- Assemblies with Paul Davies, Hope Church, Eunice Walters, Ebenezer Church
- Swimming

6. School Targets

In line with the new curriculum there are no tests as measures. The school uses personalised assessments twice a year from Year 2 and up year to measure pupil progress in reading, numeracy and reasoning. Pupil's progress is discussed with parents/carer's in consultation evenings and this progress is regularly reviewed. Progress centres around pupils' development and growth in line with the new curriculum.

7. Curriculum and Additional Learning Needs

At Abbey Primary school, we feel that each child is special and therefore has individual needs. We plan to ensure that the need of each child is met, whatever their ability.

Provision for Additional Learning Needs are made in accordance with the Code of Practice. This includes the provision for children who hold a statement of Special Educational Needs. There are termly review meetings with parents and children.

At Abbey Primary school, mainstream support is given to children on the register for school action or school action plus. Support is provided as per statement or recommendations from the child's Individual Development Plan (IDP), with each child being given support appropriate to his/her needs. Every child identified as having special needs is assessed and where possible assistance is offered.

The school has an Additional Learning Needs policy, which incorporates the Code of Practice for special needs. This policy has been passed by the school's governing body and is available to parents on request from the office at the main school site.

The school is disability friendly and has an Early Years Assessment Centre which offers children with complex and higher levels of support an opportunity to develop and reach their potential

8. Assessment and Data

The school continues to assess pupils in line with Welsh Government Guidance.

9. Welsh Language

Welsh as a second language is taught throughout the school.

10. Health and Mental Health Well-Being

At Abbey Primary School, we continue to work towards being a Healthy School following the all Wales Healthy School Initiative.

Neath Port Talbot school meals service provides pupils with free healthy nutritious meals in Breakfast club and at lunchtimes.

Mental health is a state of wellbeing in which the individual realises his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to his or her own community. (World Health Organisation)

Mental Health affects all aspects of life and behaviour including learning. At Abbey Primary School, we are committed to promoting positive mental health and well-being to all pupils, their families, members of staff and governors.

Abbey Primary School encourages and supports the whole school community to be positive in its approach to mental health wellbeing. Issues around mental health and well-being will be taught explicitly through the curriculum where relevant for example during Health and Well-being lessons but perhaps the most powerful tool for the continual promotion of positive mental health and wellbeing is through our shared ethos and values.

11. Sporting Aims and Achievements

To be added

12. Extra Curricular Activities

The school offers a wide range of extra-curricular opportunities to the pupils through out the year and without the commitment of teaching and non-teaching staff this would not be possible.

13. Educational Visits

Abbey Primary School pupils attended Tregoyd House and Margam Park on residential visits.

14. Accessibility

The school ensures equal access for all and has a Disability Non-Discrimination Policy (available in the main office) along with a long-term Accessibility Plan which outlines its continued action.

The school provides disabled facilities and other toilets and these are serviced regularly.

15. Home / School Links

A strong link between school and home is extremely important to ensure a happy and successful education for all pupils. Parents/carers are encouraged to visit school to join in many activities, such as a Numeracy workshop in class for parents/carers. Miss Sacha Jarvis, who is our Family Engagement Officer, provides valuable support for our families through a variety of initiatives.

A home/school agreement is made with all pupils when they join our school. This encourages a positive attitude to behaviour and whole school life and it clearly sets out the commitments which everyone has made.

- Regular newsletters
- Twice yearly meetings with parents to discuss pupil progress (Autumn and Summer Term)
- Class Assemblies throughout the year
- Christmas/Easter/Leavers Assemblies

- Achievement / Attendance Assembly
- School – Dojo messaging service
- Parent/Carer information workshops

School website:

www.abbeyprimaryschool.com

16. School Policies and Procedures

The Full Governing Body and Committees meet termly to review policies with priority given to statutory policies. All school policies are available to parents, carers from the school office or on the school website:

www.abbeyprimaryschool.com

17. School Term Dates– 2023-2024

Term	Term Begins	Mid Term Holiday		Term Ends
Autumn 2024	Monday 2 nd September	Monday 28 th October	Friday 1 st November	Friday 20 th December
Spring 2025	Monday 6 th January	Monday 12 th February	Friday 28 th February	Friday 11 th March
Summer 2025	Monday 28 th April	Monday 26 th May	Friday 30 th May	Friday 21 st July

Schools will be closed to pupils for [INSET/Staff Preparation \(2024/25\)](#) on up to six days between Monday 2nd September and Friday, 21st July 2025 these days will be set by the school.

18. School Prospectus

A copy of the most recent prospectus can be found on the school website www.abbeyprimaryschool.com

19. Parent, Teacher Association (PTA)

A dedicated group of parents continue to work tirelessly to raise additional funds for much needed equipment and resources.

FINANCIAL STATEMENT 2023/24**Abbey Primary**

	Delegated	Non-Delegated
Teachers Salaries	£1,095,203	
Non-Teaching Salaries	£776,776	
Wages inc Catering and Cleaning		
Other Employee Expenses	£945	
Other Direct Costs (Transportation)	£3,270	
Premises inc Contracts	£105,587	
Capitation	£86,865	
Capital Financing		£4,741
Admin, Exams, LA, Transport		
Transfer Payments		
Support Services	£250,052	
Other Activities		
Grants	-£342,103	
Other Income	-£113,690	
Contribution to/(from) reserves	-£519	
	£1,862,385	£4,741