

**VENERABLE EDWARD MORGAN CATHOLIC
PRIMARY SCHOOL**



ANNUAL GOVERNORS' REPORT TO PARENTS

2020 -2021

School Governors

		<u>Termination of Office</u>
Chair of Governors	Cllr D L Mackie	2025
Vice Chairman	Mrs A Payton	2025
<u>Foundation Governors</u>	Canon J Stewart	2025
	Mr J Higgins	2025
	Mrs A Payton	2025
	Mrs S Gregory	2025
	Mrs K Morgan	2025
	Mrs N Probert	2025 (awaiting confirmation)
	Vacancy	
<u>Community Governor</u>	Miss K Morris	2023
<u>Parent Governor</u>	Mrs K Foster-Noble	2022
<u>Headteacher Governor</u>	Mrs R Langley	
<u>Teacher Governor</u>	Mrs A Doyle	2022
<u>Staff Governor</u>	Vacancy	
<u>LEA Governor</u>	Cllr D L Mackie	2025
<u>Minor Authority Governor</u>	Cllr A Phillips	2022
<u>Diocesan Schools` Commissioner</u>	Mrs W White	
<u>Clerk to the Governors</u>	Mrs N Clarke	

Venerable Edward Morgan School, Shotton, CH5 1AS

School Staff 2020/2021

Teaching Staff

Mrs R Langley – Head Teacher
Ms M Woodward – Deputy Head Teacher
Miss A Walsh - Foundation Phase Manager
Mrs D Roberts
Mrs C Lovell
Mrs S King
Miss R McCarthy
Mrs C Cumberlidge (2 Terms)
Mrs A-M Baker
Mrs A Doyle
Mrs C Graham
Mrs K McMahon / Mr P Kelly

Teaching Assistants

HLTA **TAs**

Mrs A Davies
Mrs S Sullivan / Mrs K Edge
Mrs S Blackie / Mrs C Jones
Mrs C McPartland
Mrs H Woodhouse
Mrs J Powell / Mrs A Killa
Mrs C Williams

1 to 1 Support

Traveller Support Staff - TA

Mrs L Kingaby

School Business Manager

Mrs N Clarke

School Caretaker

Mr A Allen

Cleaning Staff

Mrs C Jones / Mrs J Chesters

Breakfast Club Staff

Mrs K Dooner / Mrs L Prince /
Mrs H Woodhouse / Mrs M Lever

Dining Room Assistants

Mrs J McAllister / Mrs J Chesters /
Mrs K Dooner / Mrs D Syzmanska /
Mrs H Williams / Mrs L Prince

Newydd Catering Staff

Mrs L Maloney

School Year 2020/2021

The Governors meet at least once a term to carry out the routine business of the school.

Due to COVID-19 these Meetings were suspended from Friday 13th March 2020 and resumed in September 2020 virtually via Microsoft Teams.

Dates of meetings during 2020/2021 were as follows:

28 th September 2020	Inaugural Governors' Meeting
10 th November 2020	SAC - Curriculum
20 th November 2020	SAC – Finance (phone call)
23 rd November 2020	Autumn Termly Governors' Meeting
22 nd March 2021	Spring Termly Governors' Meeting
9 th June 2021	SENCo Teacher Interviews
13 th June 2021	1.1 Learning Support 1 Interviews
21 st June 2021	Summer Termly Governors' Meeting

The main business of the Full Governors' termly meetings during 2020/2021 was as follows:

28th September 2020 - Inaugural Governors' Meeting

- Review membership of Statutory Committees, election of officers, Review of statutory policies, setting of year's meetings; upcoming Events.

23rd November 2020 - Autumn Full Governors' Meeting

- Correspondence from Governors Cymru Services; Flintshire Governors Association;
- SAC Reports – Finance
- Governor Report to Parents Agreed
- H&S – Roof Repairs completed and funded by CRAMP
- Head's Report with details of attendance; standards; Performance Management Cycle; Policy Updates; Staffing; Accelerated Learning Grant; Newydd/Kitchen.

22nd March 2021 – Spring Full Governors' Meeting

- Correspondence from Governors Cymru Services; Flintshire Governors Association;
- SAC Reports – Finance
- H&S – Had a report that there were Youths on the roof - after watching CCTV they had just wandered around for 40 minutes; Forest School Items have been stolen; Grounds Maintenance broke a window in the Quad whilst strimming the grass (they are paying for the replacement).
- Head's Report with details Talking4Writing Training; Policies Agreed (Admissions 2022-2023; Distance Learning); Staff completing LFTs on a Sunday and Wednesday Evening; New Outdoor Covered Space for Outdoor Learning.

21st June 2021 – Summer Full Governors' Meeting

- Correspondence from Governors Cymru Services; Flintshire Governors Association; LA Governor extension for Cllr D L Mackie; Foundation Governors to re-apply; Letters of Resignation from SENCo Teacher and TA.
- SAC Reports – Curriculum; Finance
- Staffing & Appointments – Held Interviews for SENCo Teacher and 1.1 Learning Support 1 – offers made and accepted.
- H&S – Continuing with washing of hands and staying in PODs; Compliance Education came and did their Annual Inspection.
- Head's Report thanking Mrs Sullivan for all her hard work and dedication to VEM; Literacy Award Proposal – Agreed by Governors.

School Improvement Priorities 2021/2022

The following priorities form the bases for the School Improvement Plan for the year 2021-2022

Priority 1:

RE – Development of the Religious Education Curriculum in collaboration with the SRG consortium.

Priority 2:

To continue to raise standards in literacy across the school by whole school focus on reading and basic skills.

- Reading – ‘Closing the Gap’
- Language Development Foundation Phase

Priority 3:

Curriculum for Wales

- To continue to develop a New Curriculum for our school based on the principles that reflect our school values, context and needs.
- To gain Science Quality Mark

Priority 4:

To continue to improve pupils’ engagement in lessons with a focus especially on improving the mental well-being of pupils.

Religious Education - Across the school from Nursery to Year 6 we follow the scheme 'Come and See'. Class assemblies usually take place each month and are well attended by parents. However since March 2020, all gatherings in school including assemblies, Mass and concerts and other celebrations have been postponed due to COVID-19 restrictions. Collective Worship in Class has been via Microsoft Teams.

The school has adopted the new policy for RSE (Relationship and Sex Education) recommended by the Diocese. "Journey in Love" is the new RSE scheme that has been newly adopted in Edward Morgan. It is the recommended programme of study for Catholic Schools in the Diocese and supports the Religious Education, PSHE and Science Curriculum taught in school; Communion preparation was postponed due to COVID-19.

Additional Learning Needs - Pupils are taught in accordance with their Individual Education Plans. They are identified at an early stage and our staff are most vigilant about identifying any additional need. Review Meetings are held during the year to discuss the needs and progress of each child and parents are also invited. The needs of pupils can be short term or longer term and can include emotional, social and behavioural needs as well as learning needs. More able and talented pupils can also have additional needs. We work closely with the Local Authority and other agencies to ensure the best provision for each and every pupil. Our ALN Governor is Mrs S Gregory.

Welsh/Bilingualism - Bilingualism and the teaching of Welsh as a second language is a priority in Edward Morgan School. All staff including Support Staff, Business Manager and DRAs' are encouraged to support us in developing the use of incidental Welsh during all aspects of the School Day. In Foundation Phase pupils follow a scheme of work that supports the development of speaking, reading and writing of Welsh as a second language. The scheme is also supported by the daily 'Helpwr Heddiw' sessions. In KS2 Welsh is taught both discretely and as part of the topic cycle. Staff work with the Welsh Co-ordinator who is supported by Athrawon Bro to develop the speaking, reading and writing of Welsh as a second language.

School Accommodation - The accommodation is of good quality and is well maintained thanks to our caretaker, Mr A Allen.

Disabled Access - The school has full access for disabled pupils. We have an accessibility plan in line with the Disability Discrimination Act.

Reporting to Parents - Parents' Evenings are held termly and a detailed written annual school report for each pupil is sent to parents in July at the end of a school year.

Due to the COVID-19 crisis parents' evenings are now held virtually using Microsoft Teams or Teachers can also provide phone appointments. Interim Reports of pupil progress are shared with Parents each Term to ensure parents are well informed of their child's progress. All parents received an annual school report for their child at the end of the summer term 2021.

Communication with parents is encouraged through Seesaw, telephone and Parentmail Apps.

Due to COVID-19 restrictions our Induction Evenings for New Nursery and Reception were unable to take place during the summer term. School provided informal personal induction sessions for each Nursery child and their parents during the first week of the autumn term 2021. These were planned to ensure social distancing guidelines were met.

The school still has some COVID-19 restrictions in place limiting parents from coming into school, the school still encourages parents to communicate to school any issues or concerns and we encourage parents to contact school through the many channels used – phone, email, Seesaw. The school will strive to address any concerns in a timely manner and will arrange a phone conversation with the class teacher or head teacher at a convenient time. Appointments are sometimes necessary according to teachers' commitments. Likewise, teachers often contact parents if there is anything to discuss, either by telephone or email.

School Prospectus - The prospectus is reviewed annually in the Autumn Term and copies are available on request.

Primary / Secondary Transition - Most pupils transfer to St Richard Gwyn High School, Flint at the end of Year 6. Some pupils transfer to other local high schools. Cross phase liaison work for Key Stage 2/3 transition is well planned and we have very close links with St Richard Gwyn High School. Headteacher's and Year 6 teachers have frequent meetings together and work is moderated.

High Schools made alternative arrangements with parents for inductions during the summer term. During the summer term Year 6 Staff liaised with teachers and Heads of Year from the respective high schools to share information on pupils transferring in September.

Friends of the School - The Governors wish to express their deep gratitude to the members of the 'Friends of the School' committee who have worked tirelessly over the last year to organise fund raising events including the Christmas Tree Festival, Own Clothes Days and Raffles. The committee meets regularly in school and all parents are most welcome to join them. However, these meetings will be virtual for the foreseeable future.

The money raised by the Friends this year went towards reading books and outdoor equipment. Every year resources for our pupils are boosted by the fund raising efforts of parents. It has been a huge disappointment I know for the group that many planned events during the year were cancelled due to the COVID-19 crisis. However the group are keen to ensure fundraising continues even with the restrictions and have many great ideas that can still be enjoyed by the pupils and their families as well as raising money for the school. Thank you all.

Educational Visits / Trips 2020-2021 – Super Ambassador Event; PC Hulley Police Talks; Odd Socks Day; Anti-bullying week; Virtual Christmas Tree Festival; Keystone Heritage; Forest School; Individual Photos; Number Day; Sports Day; Nick Sherratt - Author and Illustrator Workshops; Year 6 Leavers Virtual Mass; Year 5/6 walk to Wepre;

Chess Tournament; Year 5/6 Archery Day; Leavers' Celebration Evening.

Extra Curricular Activities – Unfortunately Extra Curricular Activities were restricted due to COVID-19 restrictions and Risk Assessments.

Sport - No sporting fixtures due to COVID-19. Pupils did attend a virtual Chess Tournament in the Summer Term.

Toilets - In Edward Morgan School there are toilets allocated for both Foundation and KS2 pupils. Nursery have their own toilets. Foundation Phase have a communal set of toilets, and an additional set of boys' and girls' toilets. KS2 pupils have one set of boys' and girls' toilets available, located in the junior corridor. All toilets are cleaned by School Cleaners at the end of the school day. During the School Day the Headteacher and staff ensure the toilets are kept to a reasonable standard and the Headteacher has access to all cleaning equipment should the need arise. All toilet facilities are subject to a Health Safety check by the Health and Safety Committee and caretaker.

Security, Health and Safety - This is a major priority for Governors and Staff. A CCTV system is in place and is regularly maintained. All main entrances to the school have digital lock entry systems. All visitors and staff must sign in and out and report to the Business Manager's Office. Children arriving late or leaving early must also be signed in and out. Fire Drills are held regularly and are recorded. Health and Safety tours are made by the Governors.

On return to school in September 2020 a full Risk Assessment for the reopening of schools was carried out. This was then reviewed throughout the year in line with Welsh Government Guidance.

A complete operational guidance document was produced by school for all staff and parents to clearly explain the changes in the daily running of the school in accordance with Welsh Government Guidelines.

Parking - This presents an on-going problem and serious concern. Governors would like to thank those parents who comply with the request not to drive in through the school gates and to leave space along Kensington Avenue so that buses can turn and park safely. Unfortunately not all parents consider the very real danger to children's lives caused by dangerous parking or driving too fast. The school gates are closed from 9am to 3:30pm.

Governors would ask that all parents PLEASE be considerate when parking outside the properties of neighbours. At times driveways have been blocked by parked cars. Thank you.

Community Links - We always try to foster positive links with the wider community. Charities supported this year included CAFOD, Save the Children, RotaKids and NSPCC. Governors are very pleased to announce this and pay tribute to staff and pupils. This acknowledges the international focus of our curriculum work and links with other countries and the wider community.

The School Day

School Hours were as follows (with some staggering due to COVID-19 restrictions):

School hours are from 8.55 am – 3.15 pm

Breakfast Club is from 8.15 am – 8.45 am

After School Club is open from 3.00 pm – 5.30 pm

Playgroup Plus caters for Nursery pupils, mornings or afternoons during school hours.

Pupil Numbers

for September 2021 are as follows:

Full Time = 196

Infants = 72

Juniors = 124

Part Time Nursery = 11

Dosbarth(Class) for School Year 2021/2022

Dosbarth Chestnut	Nursery	Mrs A Davies
Dosbarth Cherry	Yr R	Miss A Walsh
Dosbarth Willow	Yr 1/2	Miss R McCarthy
Dosbarth Hazel	Yr 1/2	Mrs C Lovell
Dosbarth Ash	Yr 3/4	Mrs D Roberts
Dosbarth Maple	Yr 3/4	Ms M Woodward
Dosbarth Aspen	Yr 5/6	Mrs AM Baker
Dosbarth Beech	Yr 5/6	Mrs A Doyle
Dosbarth Oak	Yr 5/6	Mrs S King

Attendance 2020/2021

Whole School Annual Average = 91.7%

Annual average (for pupils with regular attendance) = 92.8%

Authorised Absences = 4.1%

Unauthorised Absences = 3.1%

(For further explanation of the above please see Headteacher)

VEM work hard to improve their attendance figures and work closely with the Inclusion Welfare Officer. Punctuality is very important and parents are contacted when necessary regarding this.

Due to the impact of COVID-19 and school closures from March 2020 all schools attendance for each academic year has been greatly affected. New attendance codes have been implemented to support school and families who have to endure partial closures and suffer periods of self- isolation due to COVID-19. However, as school resumes a normal timetable the need for good attendance is once again a priority.

It is vitally important at this time that all Parents inform school as soon as possible of the reason for any absence either by telephone or a written message.

Finance

A school budget forecast statement for the financial year 2021/2022 is still being finalised. In addition to this all money paid into school for items such as photos, trips, fruit and charity collections is held in the School Fund bank account and bills are paid by cheque. The School Fund Account is audited regularly. Dinner money is paid through School Gateway into a Flintshire County Council Account.

The Governing Body of Venerable Edward Morgan School would like to thank all parents for their continued support. Please do not hesitate to contact governors regarding any query you may have. At present there is a vacancy for a Foundation Governor.

Voluntary School Fund Certificate
Year ended 31 March 2021

School:		Venerable Edward Morgan Catholic Primary School FUND	
Balances b/fwd.	£	Balances c/fwd.	£
Current account b/fwd.	20722.14	Current account c/fwd.	10210.71
Savings account b/fwd.	0.00	Savings account c/fwd.	0.00
Less unrepresented cheques	232.60	Less unrepresented cheques	388.30
Plus outstanding credits	0.00	Plus outstanding credits	0.00
Petty cash b/fwd.	469.29	Petty cash c/fwd.	194.26
Total funds b/fwd.	20958.83	Total funds c/fwd.	10016.67
Payments		Reconciliation	
Expenditure for the year	22785.50	Total funds b/fwd.	20958.83
Less cheques written off	40.00	Total payments in year	22745.50
Total payments in year	22745.50	Total income in year	11803.34
Receipts	11803.34	Total funds c/fwd.	10016.67
Total income in year	11803.34		
Certifications			
Head Teacher <u>J. Henegley</u>		Treasurer <u>N. Clarke</u>	
Date <u>26-April-21</u>		Date <u>26-April-21</u>	
Auditor Certification			
I have examined the voluntary school fund accounts and certificate as at 31 March 2020 for Venerable Edward Morgan Catholic Primary School in line with 'Voluntary School Funds - Guidance for Schools and School Governors'. In my view, they show a true and fair view of the transactions of the voluntary school fund for that financial year.			
Auditor's Name <u>D B GIFFITHS</u>		Signature <u>[Signature]</u>	
Auditor's Profession <u>FMAAT</u>		Date <u>21st May 2021</u>	
Auditor Comments (continue overleaf if necessary)			
Governing Body Approval			
Chair of Governors Name <u>D L MacKie</u>			
Signature <u>D L MacKie</u>		Date <u>20-Sept-2021</u>	

This certificate is due to be completed and sent to the Education Support by 31 October after the year to which it relates.

Please scan and email this certificate once fully completed, certified and approved to David.Bateman@flintshire.gov.uk

FLINTSHIRE EDUCATION DEPARTMENT

VEN EDWARD MORGAN (389)

AUGUST UPDATE 2021/22

BUDGET HEADING	ELEMENT	SCHOOLS PLANNED BUDGET	TOTAL PROJECTED EXPENDITURE	VARIANCE
EMPLOYEES	SUPPLY, TEACHERS, ADMIN, CLEANING, CARETAKING, MIDDAY SUPERVISION	881,630	870,656	10,974
PREMISES	REPS & MAINT, IMPROVEMENT GRANT, GROUNDS MAINT, ENERGY, REFUSE	44,375	40,982	3,393
TRANSPORT	TRAVELLING EXPENSES	0	0	0
SUPPLIES	POSTAGE, CAPITATION, ADDITIONAL RESOURCES	89,421	200,632	-111,211
AGENCY	ADULT MEALS	0	584	-584
	PUPIL MEALS	0	7,952	-7,952
INCOME	EPD/NQT TRAINING, FOUNDATION PHASE FUNDING, PDG, EIG	-141,011	-213,422	72,411
LEA SUPPORT	LEA SUPPORT COSTS	49,276	42,152	7,124
	ALN ADJUSTMENT	0	0	0
	CONTINGENCY FUND	6,790	0	6,790
SCHOOL TOTALS		930,482	949,535	-19,053

SCHOOL HOLIDAYS - 2021-2022

(Subject to Changes)

Autumn Term 2021

Staff Training	1 st September
School Opens	2 nd September
October Half Term	22 nd October
School Opens	1 st November
Christmas	22 nd December



Spring Term 2022

Staff Training	6 th / 7 th January
School Opens	10 th January
February Half Term	18 th February
School Opens	28 th February
Easter	8 th April

Summer Term 2022

Staff Training	25 th April
School Opens	26 th April
May Day	2 nd May
May Half Term	26 th May
Queens Jubilee Day	27 th May (School Closed)
School Opens	6 th June
Summer Holiday	19 th July
Staff Training	20 th July



PROPOSED SCHOOL TERM DATES - 2022-2023

(These do not include all the Training Days for 2022-23 & are subject to changes)

Autumn Term 2022

Autumn Term Starts	1 st September
October Half Term	28 th October
School Opens	7 th November
Christmas	23 rd December

Spring Term 2023

Spring Term Starts	9 th January
February Half Term	17 th February
School Opens	27 th February
Easter	31 st March

Summer Term 2023

Summer Term Starts	17 th April
May Day	1 st May
May Half Term	26 th May
School Opens	5 th June
Summer Holiday	20 th July



Latest Estyn Inspection Report can be found:-

<https://www.estyn.gov.wales/provider/6643312>

Venerable Edward Morgan Catholic Primary School
Caernarvon Close
Shotton
Flintshire
CH5 1AS

Phone: 01244 830408
Email: emmail@hwbcymru.net
Web: www.vemschool.co.uk
Twitter: [@venedwardmorgan](https://twitter.com/venedwardmorgan)



'Love and Support in all we are taught'

**Put together by Governing Body of Venerable Edward Morgan Catholic Primary School,
November 2021**