



St Paul's Church in Wales Primary School

*'Learning Together Through Fun Friendship and Faith'*

# Governors' Annual Report to Parents



Dear Parents/Carers

It gives me great pleasure to present you with the annual report for the academic year 2019/2020.

The report gives a flavour of what went on in the last academic year. A lot has happened for all at the school and for you in the community. The education of pupils has been disrupted because of the worldwide Covid-19 pandemic.

With all this in mind, the school is doing well. The teachers have worked hard, to minimise the impact of all this on pupils by doing their utmost to provide a stimulating digital platform for them. Now the school is running as normal as can be, with all of the restrictions still in place. You may also have noticed an exciting new nursery on site, which is filling fast and is fantastic addition to the rest of the school.

I would like to thank all members of the Governing Body who give freely of their time for continued support and to all staff who have been working tirelessly to serve the school during this difficult time. Also, I would like to especially mention our new head teacher Ruth Wiltshire, who has done a terrific job, despite being thrust into difficult situations with Covid 19.

Thank you, parents/carers for your patience. We hope to see our way to as much as normal way of school life and to thrive, going forward.

Araf Haq  
Chair of Governors



# The Governing Body

Who are the  
Governing Body and  
what is their Role?

# Our Governing Body

Type of Governor	Name	Term of Office
Head teacher	Mrs. Ruth Wiltshire	Appointed 2019
Chair of Governors (Foundation Governor)	Mr. Araf Haq	2016 - 2020
Vice Chair of Governors (Foundation Governor)	Mrs. Louise Wooley	2018-2022
Clerk to the Governors	Mrs Jean Summerhayes	Appointed 1998
Deputy Head teacher (Observer)	Mr. Christopher Gascoigne	Appointed 2015
Ex – Officio Governor	Vacant	
Foundation Governor	Mr. Clive Kinsey	2019-2023
Foundation Governor	Mrs. Lorraine Watkins	2019-2023
Foundation Governor	Mrs. Rebecca Goodfield	2018-2022
Foundation Governor	Mr. Mark Jones	2016-2020
Local Authority Governor	Mr. Gordon Bell	2018-2022
Non-Teaching Governor	Mrs. Rabia Ali	2019-2023
Teacher Governor	Mr. Matt Wilson	2019-2023
Parent Governor	Mrs. Sadia Imran	2018-2022

The next parent governor election will be held in the year 2022-2023



# Details of The Governing Body

The Chairperson and the Clerk to the Governing Body may be contacted at the school:

Mr Araf Haq  
St Paul's Church in Wales Primary School  
Oakley Place  
Cardiff  
CF11 7EU  
02920 235854

Email: [ahaq@stpaulsprm.Cardiff.sch.uk](mailto:ahaq@stpaulsprm.Cardiff.sch.uk)

Full Governing Body Meetings were held on the following dates:

3/10/2019

5/12/2019

6/02/2020

14/05/2020 (Zoom)

5/07/2020 (Zoom)

Sub-committees of the Governing body have met and minutes have been approved by the Full Governing Body of St Paul's Church in Wales Primary School





# School Information

# Staff at St Paul's

## Headteacher

Mrs Ruth Wiltshire

## Leadership Team

Mr Chris Gascoigne – Deputy Headteacher  
Miss Katie Toozer – Foundation Phase Leader  
Mrs Ruth Stewart – Inclusion and Achievement Leader

## Teachers

Miss Meghan Doyle  
Miss Sophie Evans  
Mrs Emma Cousins  
Mrs Justine Ryland (SENCO)  
Mr Nick Waters  
Mr Matt Wilson

## PPA

Mrs Collette Skuse

## Teaching Assistants

Mrs Chris Hewing's  
Mrs Iram Khan  
Mrs Beth Hadley  
Miss Kelly McGhan  
Miss Cecilia Tucker  
Ms Lynne Andrews  
Mrs Jan Jones  
Miss Alana Jacobs  
Miss Hannah Allsopp  
Mrs Maria Drummond  
Mrs Allison Vesey  
Miss Rhiannon Campbell

## School Secretary

Mrs Donna Frowen

## Caretaker

Mr Mark Canning

## Cleaning Team

Mrs Iram Khan  
Mrs Lainie Barrett

## Breakfast Club Supervisors

Mrs Gulnaz Awan  
Mrs Amina Akhtar  
Mrs Babita Pani  
Mrs Tuba Ince

## Dinner Supervisors

Mrs Sukran Egrin  
Mrs Amina Akhtar  
Mrs Rabia Ali



# School Term Dates

Term	Term Begins	Half Term begins	Half Term Ends	Term Ends
Autumn Term	Tuesday 1 <sup>st</sup> September 2020	Monday 26 <sup>th</sup> October 2020	Friday 30 <sup>th</sup> October 2020	Friday 18 <sup>th</sup> December 2020
Spring Term	Monday 4 <sup>th</sup> January 2021	Monday 15 <sup>th</sup> February 2021	Friday 19 <sup>th</sup> February 2021	Friday 26 <sup>th</sup> March 2021
Summer Term	Monday 12 <sup>th</sup> April 2021	Monday 31 <sup>st</sup> May 2021	Friday 4 <sup>th</sup> June 2021	Friday 20 <sup>th</sup> July 2021

# Attendance

We are very proud of our high levels of attendance and work closely with families to ensure that children attend school on a regular basis. Our attendance officer visits school on a fortnightly basis working with a senior management member and follows up any attendance issues. Our attendance policy gives further details on strategies and how we work with families.

	2016-2017	2017-2018	2018-2019	2019-2020
School	94.8%	95.01%	95.1%	*

\*covid 19 has impacted on reporting of attendance in the academic year 2019-2020.






# Destination of School Leavers in 2020

The children from St Paul's are open to apply to whichever schools they choose based on that school criteria. The admissions policies for each school are provided on the website and are followed as set out by each individual school.

This year the children leaving us in Year Six are attending the following high schools:

School name
St Cyres
Fitzalan
Bishop of Llandaff
St Teilo's
Stanwell
Cantonian
Cathays



A photograph of two young children in school uniforms. The child on the left is a girl with blonde hair, wearing a red cardigan over a white collared shirt, holding a whole orange. The child on the right is a boy with glasses, wearing a red sweater over a white collared shirt, holding a large green vegetable, possibly a head of lettuce. In the foreground, there is a woven wicker basket on a table. To the right, a white typewriter is partially visible. The background is a blue wall with a grey fabric structure above. The text "School Finances 2019-2020" is overlaid in white, outlined font in the center of the image.

School Finances  
2019-2020

# Finance 2019/2020

## 2019-2020 Expenditure

Staffing costs	Governor Approved Budget	Actual Spend
Teaching Costs	£457,034.00	£458,295.00
Support Staff	£300,755.00	£321,491.00
Other Staff Costs	£50,309.00	£51,888.00
Supply Agency Costs inc Mutual Supply	£21,363.00	£55,430.00
<b>Premises Related Costs</b>		
Caretaking, Grounds & Cleaning Staff	£26,818.00	£26,473.00
Cleaning Costs	£19,208.00	£22,204.00
Energy Costs	£18,375.00	£13,109.00
Water Costs	£5,250.00	£6,849.00
Repairs and Maintenance	£15,791.00	£20,846.00
<b>Transport Costs/Costau Cludiant</b>		
Pupil and Staff Transport (inc Erasmums)	£300.00	£3,311.00
<b>Supplies and Services</b>		
Teaching Materials	£23,000.00	£16,067.00
Equipment, Furniture, Materials & music tuition	£3,500.00	£3,566.00
Catering Costs	£4,000.00	£4,099.00
Communications Equipment and Services	£6,200.00	£10,542.00
Games & School Activities	£800.00	£13,943.00
Clerk to Governing Body	£1,000.00	£925.00
Other costs		£22,833.00
Printing & Stationary	£10,500.00	£12,002.00
Unallocated	£14,737.00	
<b>Central Services</b>		
School Meals	£24,850.00	£24,850.00
Service Level Agreements	£45,976.00	£42,211.00
<b>Total Net Expenditure</b>	<b>£1,049,766.00</b>	<b>£1,130,934.00</b>
<b>Income</b>		
Additional Central Funding/Nawdd Canolog Ychwanegol	-153,018	-45,467
Donations/Rhoddion	-3,494	-19,170
Other Income/Incwm arall	-29,275	27,785
Grant Income/Incwm rhent	0	-189,896
<b>Gross income</b>	<b>-£185,787.00</b>	<b>-£226,748.00</b>
<b>Total Net Expenditure</b>	<b>£863,978.00</b>	<b>£904,186.00</b>





## Meeting the needs of all learners

St Paul's works incredibly hard to ensure that all learners make progress to meet their potential. The Governing Body works hard to support and challenge the school to do this effectively.

# Supporting All Learners

A number of interventions take place around school to support literacy, numeracy, speech and language and social skills.

- SAIL – School Action Intervention Literacy
- STARS – Specialist Teacher Accelerated Reading Scheme
- Language Link
- Speech Link
- Toe by Toe
- Rapid Readers
- Rainbow readers
- Talk-About
- Maths Factor
- ELSA - Emotional Literacy Support Assistants

On occasions support and/or advice is sought from outside agencies. Specialist teachers from the Local Authority as well as the school's Educational Psychologist work with individual pupils upon the school's request. Liaison also takes place between the school and the Community Paediatrician, Occupational Therapy department, Speech Therapy department and Child and Adult Mental Health Service as and when the need arises. Staff at St Paul's have been working hard to familiarise themselves with the new ALN framework requirements and putting into practice the new ways of working.

## International Links

This year staff at St Paul's have engaged in a range of visits with European Partners this year.

Through the Erasmus project, the school has continued our project with our Hungarian Erasmus Partner school. Mr Wilson and Miss Toozer visited the school this year to plan for children to visit before Covid 19 prevented the children's visit.

Mr Wilson was also lucky enough to head to Greece for a European Coding and technology course. The course showed how technology can be used to enthuse all learners in the field of Science, Technology, Engineering and Maths.



# Anti-bullying at St Paul's

At St. Paul's C/W Primary School our school behaviour policy is very clear to all and also includes consequences for not following school rules. We teach our children in as many ways as we can to look after themselves, to develop positive relationships and to respect each other at all times and to foster our church school ethos. We use many strategies to support our pupils, to raise their self esteem, to develop their self confidence, through many areas of the curriculum. Any incidents of bullying are addressed using the school policy and following county guidelines. Please see school policy for further details. We are working closely with Cardiff Against Bullying to ensure that we are providing the best care for our learners.



## Racial Equalities

The school recognises that our society is made up of people from many different racial, cultural, religious and linguistic backgrounds. It is important that all pupils are fully prepared to live in such a diverse society, so the school is committed to working towards race equality, promoting positive approaches to difference and fostering respect for people of all cultural backgrounds within a Christian community. The school values and encourages involvement of people from all sections of the local community. The school is opposed to all forms of racial prejudice and discrimination. Language or behaviour which is racist or potentially damaging to any ethnic or racial group will not be tolerated and will be challenged. We take great pride at St. Paul's in the respect and tolerance our children and parents show towards each other.



### Racial Equality Events this Year:

- Black History Month
- Black History Assembly
- Teacher INSET sessions
- Show racism the red card workshops



A young girl with dark hair styled in two pigtails, each secured with a pink hair clip. She is wearing a bright yellow high-visibility safety vest with reflective silver stripes over a red long-sleeved shirt. She is looking slightly to the right of the camera with a neutral expression. The background is a blurred indoor setting, likely a school classroom or play area, with shelves and other people faintly visible.

# School Improvement Journey 2020

St Paul's is an amazing community but the school knows, just like the pupils, it is on a continuous journey to be the best it can be. The Governing Body supports this by robustly challenging the school to be better.

# School Improvement 2020

In conjunction with the Staff, the Regional Consortia and the Headteacher, the Governing body agreed on the following priorities for the school in the academic year 2020:

## 1. To Raise Standards in Teaching and Learning

- Identify key marginal pupils and design interventions to meet pupils need.
- Audit foundation phase provision and improve areas of learning based on the four purposes of the curriculum
- Develop new nursery provision.
- Develop language literacy and communication AOLE team through professional learning programme in German for CSC
- Ensure the principles of the Campus Cymraeg Bronze Award are integral to daily practice throughout the school: staff fully conversant with all aspects and relevance to learner outcomes.
- Promote the use of Welsh as a daily language in a social context.

## 2. To continue to work towards the Curriculum for Wales 2022

- To develop a culture of inquiry based learning across the whole school.
- To develop understanding of the 4 purposes.
- Pupil voice developed through pupil action groups
- Develop planning to plan rich authentic learning tasks. Trial Building Blocks as a tool to develop planning.
- Outdoor learning create more opportunities for all pupils to learn through meaningful learning experiences linked to the AOLE's and what matters statements.
- Develop understanding Christianity within Humanities AOLE

## 3. Raise the profile of the Health and Wellbeing of students and Staff

- To review, revise and amend the Visions and Values of St Paul's school
- Action research project with Cardiff Met on physical literacy intervention with Cardiff Met and cluster schools.
- P4C training and implementation
- Develop staff well being

## 4. To develop the spiritual ethos of the school

- Develop working parties to redesign school aims and objectives
- Use new nursery building as opportunity to share the new school logo and vision
- SLT collaborative learning

Throughout the year the school has worked to address these targets and the annual self evaluation process has shown that the school has made good progress, taking into account the impact of COVID 19 towards these targets.

The school will be working towards Curriculum for Wales in the coming years. The changing vision and values of the school will be a continued focus too as the school evolves and changes towards the new curriculum.





# How has the Governing Body Challenged the School in 2020?

Alongside meeting on the dates identified at the start of this report the Governing Body has also:

- Met as subcommittees
- Completed learning walks
- Visited classrooms
- Met with staff
- Attended Training both virtual and in person
- Taken an active role in the performance management of the headteacher with the regional consortia.

## Policies Update

The Governing Body of the school has continued to agree policies in the previous academic year in line with guidance. Some policies are reviewed annually others on a given time basis. Policies are available from the school and many are on the school website.



# Distance Learning 2020

Closely following the advice and protocols from Welsh Government and Public Health Wales we have been proactive in keeping our school community safe and learning.

The teachers set Literacy, Maths and Context learning tasks weekly through the school website. <http://www.stpaulscwprimary.cymru/>  
We secured the class pages with a password for all parents of St Pauls. The teachers put all work and videos onto our learning zone with a link to the relevant sites.

Each week the staff recorded a weekly message that was posted to the class page introducing work and checking in with learners.

The teachers also called all learners on a two weekly basis to ensure that the children were well and discussions were occurring daily on the learning platforms.

We used HWB and Google classroom for pupils in Year 3-6 and used Seesaw for Foundation Phase pupils.

<b>Website</b> <b>class pages</b> <b>(password secure)</b> <b>will have weekly</b> <b>learning tasks and</b> <b>videos from class</b> <b>teachers</b>	Home school reading books 3 per pupil to read at home
	Google classroom For year 3-6 will have more information and a place to carry out the tasks
	Seesaw for pupil in R-year 2 where they will be able to access more learning
	Context books and pencil for each pupil to complete any work not completed online.
Links to rapid readers where pupils can access 32 books at their reading level.	
Links to language link activities	



A photograph of two young children, a girl on the left and a boy on the right, sitting on a blue carpeted floor and playing with large wooden blocks. The girl is wearing a red shirt and a yellow safety vest, and the boy is wearing a red shirt. They are both looking down at the blocks with interest. The background shows more wooden blocks and a yellow object on the floor. The text "Structural Changes in 2020" is overlaid in the center of the image in a white, outlined font.

# Structural Changes in 2020

# Health and Safety

This year has been an incredibly important one with regard to Health and safety.

With regard to the nursery, the health and safety sub committee have ensured that the work has continued without having an impact on the safety of all who use the school site.

Further, with the impact of Covid 19, the health and safety committee have worked hard in conjunction with the headteacher and school staff to ensure that the building is safe for learners to return.

The governors have worked closely with the support of the local authority health and safety officer once again this year.

The school has been awarded a certificate of compliance and it has been confirmed that we have completed all necessary building checks to ensure that the building is safe for occupancy, have carried out a COVID 19 risk assessment, have cleaning and handwashing and hygiene procedures in line with public Health Wales Guidance and have taken all reasonable steps to ensure a 2 metre physical distance on school site.

## Toilet Facilities Statement

At St. Paul's there are adequate toilet facilities for all staff and pupils that are maintained as part of the daily cleaning cycle. A toileting policy is available upon request.



# St Paul's Nursery Build

The academic year 2019-2020 has seen the finalisation of plans, the build and the completion of the long awaited nursery for the community here at St Paul's.

The nursery has been in the planning for sometime and it is really exciting to see this completed.

MIDAS construction worked hard to complete the building on site. The nursery will be able to accommodate 16 pupils for nursery education in the mornings.

In the afternoon the Childcare offer for Wales will be providing childcare spaces for 16 pupils. This will be rolled out during the next academic year.

COVID 19 has delayed the full opening of this however, the school will open the Nursery in a safe and COVID secure manner in the coming months.





School Activities  
2019-2020

# Sport At St Paul's

As a school we promote a healthy lifestyle and encourage children to develop healthy attitudes towards health and fitness. We encourage children to develop their interpersonal skills through a variety of team games.

In the Foundation Phase games, gymnastics and dance are taught. During each year KS2 children are taught games, athletic activities, gymnastics, dance, outdoor activities. Our school follows the PESS framework for teaching gymnastics and dance.

Pupils in KS2 undertake a course of ten weeks swimming at the International Pool beginning in September each year. This year our extra curricular rugby club has gone from strength to strength with more children than ever and competing in more events than ever before.

Some of these activities include specialists teachers coming into school to coach the pupils such as Cardiff City Football, WRU Hub Coaches and specialist coaches from Sport Wales. The school visited places such as the White Water Rafting Centre for a course in kayaking and joining in the community sports day.



# Some Sporting Highlights

## Cricket Wales

The school continued to work hard to establish a relationship with Cricket Wales and develop the skills of pupils.



## Rugby



This year we have continued to develop our school rugby team. Our rugby team competed into two fantastic competitions and competitive games this year!

## In the Water...

Swimming lessons have continued this year for all of our junior children. They have all taken part in a ten week block of lessons. This was cancelled for some due to COVID 19.





# Extra Curricular Provision

At St. Paul's CIW Primary school our children are able to take advantage of a great many afterschool clubs. Most are run by staff at the school and as such the vast majority are provided at no cost. Some of these clubs are listed below:

Rugby

Construction

Code Club

Baseball

Sewing and  
craft

German

Art

Football

Karate

Forest School

Cricket

Glee

Cookery

Dance

Multi-Skills



# Trips and Visits 2019-2020

**Below is a list of just some of the trips and visitors to St Paul's before distance learning in this academic year:**

Years 6,5,and 4 have visited St Paul's as part of worship.

Years 1 and 2 have visited Techniquest as part of their topic.

Year 6 have worked with the magistrates

Year 2 have visited the Velodrome and have been the first school to visit as part of their inquiry

Rock steady held a rock music concert which was very well attended

Mr Mullins and the choir performed carols in the bay.

The choir and musicians held a musical extravaganza in the school hall which was well attended.

Year 1 have visited the Bay to travel on boats as part of their inquiry.

Year 6 were visited by Police service to discuss drug awareness.

Reception visited to Cardiff bay as part of inquiry is all change good. Looking at buildings.

Year 3 and 4 visit to Big Pit as part of inquiry leaning.



# Curriculum for Wales Preparations

As you may know the curriculum in Wales is changing and St Paul's are really excited by the opportunities that this presents us with.

This year the school has been preparing for this in a range of ways. These are listed for you below:

- The school has implemented the four purposes of the new curriculum using dragons based on designs from pupils.
- Teachers are using the new curriculum documentation to guide planning
- Planning now takes place using online system called Building Blocks
- New topics informed by pupil voice are being taught
- Teachers have visited other settings to observe good practice
- St Pauls continues to work with the cluster high school to develop plans for the new curriculum implementation
- The school is implemented an inquiry based approach to learning.
- If you would like any more information about the changes to the curriculum then please speak to Mr Wilson at any time.





**Community Links in  
2019-2020**

Our community is  
the very core of our  
school and is vital to  
our success.



# SOSP



This year we have to thank the Supporters of St Paul's School (SOSP) for their continued hard work.

If you think that you can help SOSP in anyway please speak to one of the team!

## Donations

This year we received a donation of dictionaries from the Rotary Club for our Y6 children and we were incredibly grateful!

# Rotary



St Paul's Church in Wales Primary School  
Learning Together Through Fun Friendship and Faith





# St Paul's Church

The school continues to work hard to maintain links with the local parish church.

During the course of the academic year, the school was visited weekly by Fr Dean from St Marys who came to tell the children many great stories and help us to learn as a school community.

During the autumn term, we were very proud to welcome the Reverend Canon Stuart Lisk to St Paul's to help us to celebrate our harvest festival worship.

The Church is currently in an interregnum where a parish priest is still being sought.

St Paul's continued before lockdown to attend the weekly Wednesday service in the church.

Throughout the year, the Church has continued to be represented on the Governing Body of the school. We all look forward to welcoming a new priest when they arrive in our community.





# St Paul's Church in Wales Primary School

*'Learning Together Through Fun Friendship and  
Faith'*

