



YSGOL SARN BACH

GOVERNORS' ANNUAL REPORT TO PARENTS

FOR THE 2022/2023 ACADEMIC YEAR

THE GOVERNING BODY 2020/2021

Term-of-office ends

Mrs Gwenan Gruffydd	LEA	September, 2024
Cllr J. B. Hughes	LEA	August, 2026
Ms Delyth Jones	Teachers	August, 2023
Ms Lona Roberts	Co-opted	September, 2023
Mrs Llinos Owen	Parents	September, 2024
Mr Robert Morris Jones	Community Council	August, 2024
Mr Dylan Llwyd	Parents	March, 2026
Mr Bryn Jones	Business Representative	March, 2022
Mrs Siân Scott	Parents	September, 2024
Mrs Nina Williams	Headteacher	Ex-officio Member Post
Chair -	Mr Robin Owen Ty'n Llwyn, Llanengan	
Clerk -	Mrs Annwen M. Jones Llain, Sarn Bach, Abersoch	

The next election for Parent Governors will be held in September, 2024.

1. Governors' Report for 2022/2023

The governors have met on a regular basis during the year. The Head Teacher has reported on curricular issues, welfare, management, staffing and finance, as well as reporting on the school's successes, activities and events.

Full minutes of the meetings are available at the school.

Various school policies were reviewed and adopted during the year. Copies of the policies are available at the school.

In accordance with section 94 of the Schools Standards and Organisation Act (Wales) 2013, no Annual Parents' Meeting was held.

Classroom Arrangements September 2022

In September 2021 there were 48 children on the school roll.

Teacher	N	R	Y1	Y2	Y3	Y4	Y5	Y6	Total
Mrs Nina Williams	3	4	3	3					13
Bethan Evans					5	2			7
Delyth Jones							13	6	19
									39

Teaching Staff

Ms Delyth Jones is employed as a KS2 teacher for four days per week. Ms Bethan Evans was employed as a KS2 teacher for 4 mornings and one day per week until Easter .

Mrs Annwen Jones was employed as a Senior Assistant for four days per week.

Assistants.

Mrs Non Crowther is employed as a Foundation Phase assistant.

Mrs Carys Williams is employed as a full-time Learning Support assistant.

Mrs Gwenlli Williams is employed as a full-time Learning Support assistant.

Financial Details:

See Appendix for the school's final budget for 2022/2023. The governors and Head Teacher planned how to spend this money during the year. The Head Teacher holds a discussion with the governors before setting the final budget in accordance with the Education Authority's requirements.

School fund budget and school expenditure details 2022 (see appendix).

School Fund - The amount in the bank on 31 December 2022 was £15320.46. Anyone is welcomed to see the fund's balance sheet, which is being audited by Griffith, Williams & Co.

The fund has been audited in accordance with the requirements.

Donations to the school –

£500 from the Wil Pent fund

School Handbook:

A new handbook for parents has been produced and discussed with the governors.

A Parents' Information booklet is published annually which contains information about the school's organisation and rules. A copy of the booklet is available at the school or on our website.

The School's Additional Learning Needs (ALN) Policy:

The school's aim is to identify children with ALN early on, in order to offer them the best and most comprehensive provision we can, helping the pupils to reach their full potential. The school is responsible for providing for some of the children. When a pupil is on a specific stage, we contact agencies outside the school, e.g. the Educational Psychologist, Advisory Teacher or Education Welfare Service.

Ms Delyth Jones is the ALN Co-ordinator and Mrs Llinos Owen is the governor responsible for ALN. See the minutes of governors' meetings for more details. A copy of the policy is available at the school.

Disabled Pupils:

The school ensures full access for pupils with physical disabilities. The school's policies ensure that disabled pupils will not be treated less favourably than other pupils. The school ensures full curricular provision for the child with a physical disability who attends the school. There is an opportunity to participate in all the outdoor activities and sports offered to the school's children.

Visits / Connections

Gwynedd and Môn Music Service band performance

Area school's sports competitions

Key Stage 2 Animation Project

Nia Williams – whole school services

Dawns i Bawb dance sessions – course of 6 weeks for all pupils

Urss jambori – world cup

Environmental workshop KS2

School nurse – flu vaccine/Keeping the bowel healthy presentation

“More than recycling” workshop

T4U boxes – thank you to all who donated

Ysgol Botwnnog – recording the area schools anthem

Carol singing in Abersoch

Christmas concert

Urdd club's held in the school

Christmas trip – Foundation Phase to Pwllheli library and The Den/KS2 Show in Criccieth

Carol singing in the Bodlondeb Farm Shop

Eisteddfod yr Urdd – Pwllheli, Bangor and Bethesda

Craft Urdd competitions

Afternoon Tea in Llanengan for the local community

Ty Newydd farm visit

Urdd concert in the school

PC Rhiannon Wright – various presentations

Ed Holden – beatboxing workshop
Area school's swimming gala
Arts and Craft workshops for the Eisteddfod
Car washing at the school arranged by the school council
KS2 Drama in Pontio "Jemeima"
Rownder and football tournament KS2
Water safety session for year 6 in Plas Heli
Samba session for year 5 in Ysgol Botwnnog
School sports day
Key Stage 2 residential visit to Plas Menai
Foundation Phase summer trip to Pili Palas

Reviewing School Policies

There is a specific order and timetable to review school policies. Statutory policies are to be reviewed and updated annually and the Body undertakes this during its first meeting at the beginning of every school year.

These policies cover issues such as Child Protection, Additional Learning Needs and Bullying. Should problems arise between Governing Body meetings, we would look at specific policies more often.

School Toilets

There are separate toilets for the girls and boys.

There are staff and disabled toilets that the children can use as required.

Toilets are cleaned on a daily basis.

Courses

Staff attended several courses during the year in accordance with the School Development Plan and the priorities of the Authority and Welsh Government. A list of all courses is available at the school. The Governors attended several courses provided for them by the Authority.

Self-evaluation/Monitoring

The Governing Body discusses progress in the School Development Plan, reviews policies and reviews the school's self-evaluation strategies during each termly meeting.

Additional Services

Instrumental Lessons - Several of the pupils receive piano, double base and guitar lessons.

Safety

Appropriate guidelines for the safety of pupils and staff are followed by taking all possible steps to promote Health and Safety on the premises. A meeting was held with the County Health and Safety officer to prepare a Risk Assessment for building on the school grounds.

Information for Parents

Term Dates 2023/2024

See the attached Gwynedd calendar.

School Sessions:

8.50-10.45	10.45-11.00	11.00-12.15	12.15-1.15	1.00-2.15	2.15-2.30	2.30-3.30
Lesson	Playtime	Lesson	Lunch-time	Lesson	Playtime	Lesson

Nursery children go home at 11 a.m.

3. School Priorities 2021/2022

Priority 1	Curriculum for Wales – planning obligations in response to the new curriculum
Priority 2	Assessment obligations in response to the new curriculum
Priority 3	Develop Welsh speaking skills throughout the school

2022/2023	2023/2024	2024/2025
Develop procedural numeracy skills throughout the school	Further develop procedures of tracking progress through Curriculum for Wales learning areas	Further develop procedures of tracking progress through Curriculum for Wales learning areas
Develop children's understanding of written content	Local area school partnership to look at progress through the learning areas	Local area school partnership to look at progress through the learning areas
Develop children's understanding of healthy relationships and respecting others		

SUMMARY OF THE GUIDANCE REGARDING THE DUTY TO HOLD MEETINGS WITH PARENTS

This guidance is only a summary. Reference should be made to Welsh Government Guidance. Guidance document no.: 104/2013

http://www.governorswales.org.uk/media/files/documents/2013-05-09/Parent_meeting_circular_welsh.pdf

- The Schools Standards and Organisation (Wales) Act 2013 (section 94 (13)) removes the previous requirement for a governing body to hold an annual meeting with parents.
- The guidance came into effect on 4 May 2013.
- The Act enables parents to request up to three meetings in a school year with the governing body of their child's school.

Statutory Requirements

- **The petition to call for a meeting must contain the signatures of the required number of parents of registered pupils:**
 - the parents of 10% of registered pupils or
 - 30 registered pupils, whichever is the lower. In schools with more than 300 pupils, the requirement to have 30 signatures will be easier for parents to achieve.
 - e.g. both parents may sign the petition, but they may have only one child at the school. In this case both signatures will count as one "registered pupil".
 - e.g. one parent may sign the petition, but he or she has three children at the school. This means that the signature of that parent will count as three "registered pupils".
 - It is expected that information on the number of registered pupils on the school roll will be accessible to parents via the school office.
- **The meeting must be for the purpose of discussing matters relating to the school:**
 - The meeting must be for the purpose of discussing a matter which relates to the school.
 - A meeting must not be viewed as an alternative route to make a complaint.
 - Issues of a personal or individual nature relating to a specific child or member of staff must not be discussed. Such matters must be viewed as being confidential, and not suitable for open discussion.
 - An issue or concern that affects a single class can be discussed, provided that the "threshold" petition numbers have been met. The threshold will not change.
 - Should a panel of governors turn down a request for a meeting on the basis that the purpose of the meeting is not to discuss matters related to the school, then parents who disagree can use the school's complaints procedure to appeal against this decision.
- **There will be no more than three meetings held in the school year in which the petition from parents is received:**

- A school year runs from the beginning of the autumn term in September of one year to the end of the summer term in July of the following year.

➤ **There must be sufficient school days left in the school year to allow a meeting to be held before the end of a 25-day period:**

- The act provides that a meeting can only be convened if there are sufficient school days left in the school year to allow a meeting to be held before the end of a 25-day period.
- Weekends, bank/public holidays, school holidays and INSET days do not count towards the 25-day period.

➤ **The petitioning process**

In order to ensure that the governing body can satisfy itself that a valid petition has been presented, it is expected that the petition will:

- contain a statement that parents are using their right to request a meeting with the governing body;
- give a brief synopsis of the matters to be discussed and the reasons for calling the meeting;
- indicate what number the meeting is in that school year, as only three meetings may be held in a school year;
- the synopsis of the matters to be discussed should appear at the top of the petition, with the parents' signatures appearing below.

➤ **On receipt of a petition**

A governing body must hold a meeting if:

- it receives a petition from parents;
- the governing body is content that the statutory requirements are satisfied.
- It is expected for a petition to be delivered or sent to the clerk or chair of the governing body for consideration by the governing body. It would also be acceptable to present the petition to the governing body "care of" the head teacher.

➤ **How is a governing body to give notice of a meeting?**

- A written notice giving details of the date, venue and time of the meeting and the matters to be discussed must be placed on all school notice boards, in prominent places, and beside all places of exit from school grounds. In addition, a letter for parents of all registered pupils at the school should be sent home, either with the pupil or electronically.
- The meeting should be open to the head teacher and other persons invited by the governing body.
- No charge can be made for the provision of information to any person relating to the meeting.
- A meeting must be held before the end of a 25 day period after the petition is received.
- A notice of 10 clear school days should be given.

➤ **Conducting a Meeting**

It is suggested that a school should draw up a procedure that addresses such issues as:

- who will chair the meeting;

- the required quorum of both parents and governors (it is expected that the quorum for parents should be a proportion of the number of parents who have signed the petition);
- who will take the minutes (ideally this would be the clerk);
- the arrangements for parents to speak at the meeting;
- the information which is to be circulated to all governors before the meeting;
- the steps which will be taken following the meeting.

➤ **Informing parents about their rights to petition a meeting using Section 94 of the Act.**

It is expected that the governing body will inform the parents of their rights to petition a meeting.

- It is expected that the school sends a letter to parents.
- It is expected that governing bodies will continue to communicate and engage with parents throughout the school year.
- It is expected that the school will inform parents of their rights to petition a meeting through the School Prospectus and in the Annual Parents' Report.



SCHOOL HOLIDAYS 2023-2024

TERM:

Autumn 2023	1 September 2023	-	22 December 2023
Spring 2024	8 January 2024	-	22 March 2024
Summer 2024	8 April 2024	-	19 July 2024

Pupils will return to school on Monday, 4 September, 2023.

HOLIDAYS:

30 October - 3 November 2023	(Half Term)
25 December 2023 - 5 January 2024	(Christmas Holidays)
12 - 16 February 2024	(Half Term)
25 March - 5 April 2024	(Easter Holidays)
6 May 2024	(May Day)
27 - 31 May 2024	(Half Term)
22 July - 30 August 2024	(Summer Holidays)

Schools will re-open for teachers on Monday, 2 September, 2024 and for pupils on Tuesday, 3 September (awaiting confirmation).

Number of days on which schools will be open every month:

SEPTEMBER 2023	21
OCTOBER 2023	20
NOVEMBER 2023	19
DECEMBER 2023	16
JANUARY 2024	18
FEBRUARY 2024	16
MARCH 2024	16
APRIL 2024	17
MAY 2024	17
JUNE 2024	20
JULY 2024	15

	195

1 September 2023 – School Management Day
4 Inset Days

The number of days on which schools will be open to pupils is 190

Schools which close for elections to be held will open for the equivalent number of days at the end of the Summer Term.

YSGOL SARN BACH		2103	2103		
CYLLIDEB - 2022/23		Cyllideb Drafft 2022/23	Addasiadau	Cyllideb Terfynol 2022/23	Manylion Addasiadau
GWEITHWYR					
Cyfogau - Aithrawon		£147,621		£147,621	
Aithrawon Llanw - Premiwm Cyllian Absenoldebau		£7,322		£7,322	
- Llanw Arall		£3,500		£3,500	
- Amser Di-gyswilt Ysgol		£0		£0	
- Anghenion Arbennig		£1,500		£1,500	
Staff Ategol - Staff Clinio		£6,192		£6,192	
- Cymorthyddion Dosbarth		£67,917		£67,917	
- Clerigol		£1,001		£1,001	
- Clerc Llywodraethwyr		£1,060		£1,060	
- Gofalwr (Goramsr)		£0		£0	
ADEILADAU					
Cynnal a Chadw		£3,029		£3,029	
Cynnal a Chadw - Adron Eiddo		£4,712		£4,712	
CLG Gwasanaeth Eiddo		£1,705		£1,705	
Costau Ynni - Trydan		£4,560		£4,560	
- Nwy		£4,290		£4,290	
- Dwr		£910		£910	
- Olew		£0		£0	
- Ad-daliad Rheoli Carbon		£0		£0	
Contract Glanhau		£11,590		£11,590	
Contract Gofalu		£0		£0	
Contract Cynnal Tir		£950		£950	
Defnyddiau Glanhau		£150		£150	
Offer Ymladd Tŷn		£150		£150	
Trethi		£3,640		£3,640	
CYFLENWADAU A GWASANAETHAU					
Lwfans y Fen		£8,000		£8,000	
Dedrefn		£160		£160	
Post		£100		£100	
Ffôn/ Ffacs a Rhwydwaith		£400		£400	
CLG Canolfan Ffines Addysg - Craidd		£2,490		£2,490	
CLG Canolfan Ffines Addysg - Dewisiol		£69		£69	
CLG Gwasanaeth Cyllideb		£463		£463	
CLG Rheoli Banc		£160		£160	
CLG Cyfogau		£469		£469	
CLG Personel		£522		£522	
CLG Arhwyneith		£12,386		£12,386	
CLG Llyfrgelloedd		£55		£55	
CLG Archifau		£374		£374	
Pyllau Noffo a Chwaraeon		£4,000		£4,000	
Gwasanaeth Cerdd		£2,000		£2,000	
CLG - Cefnogaeth Technoleg		£1,018		£1,018	
Gwasanaeth Rhwydwaith Ysgolion		£2,078		£2,078	
Arian Wrth Gefn (arian heb ei ymrwymo)		£0		£0	
CYFANSWM GWARIANT		£306,543	£0	£306,543	
INCWM - Defnydd Cymunedol		£0		£0	
CYFANSWM CYLLIDEB NET		£306,543	£0	£306,543	
DYRANIAD		£260,310		£260,310	
GWAHANIAETH TYMOR HIR		-£46,232	£0	-£46,232	
ADDASIADAU TYMOR BYR					
Defnydd o balansau		£0		£0	Balansau 31/03/22 £75,023
Grant Gwella Addysg - Cyfnod Sylfaen		£9,377		£9,377	
Grant Gwella Addysg - Arall		£2,312		£2,312	
Grant Datblygu Disgyblion - disgyblion dan Seed		£0		£0	
Grant Datblygu Disgyblion - disgyblion 5-15oed		£5,750		£5,750	
Grant Datblygu Disgyblion - arall		£0		£0	
Grant Dysgu Proffesiynol		£0		£0	
Grant Cyflymu Dysgu - tymor yr Haf 2022		£2,089		£2,089	
Grant Cyflymu Dysgu - Medi 2022 i Mawrth 2023		£2,925		£2,925	
GWAHANIAETH 202/23		-£23,779	£0	-£23,779	

	graaf	defnydd	gweddill
Grant Gwella Addysg - Cyfnod Sylfaen	9,377		9,377
Grant Gwella Addysg - Arall	2,312		2,312
Grant Datblygu Disgyblion - dan Seed	0		0
Grant Datblygu Disgyblion - 5-15oed	5,750		5,750
Grant Datblygu Disgyblion - arall	0		0
Grant Dysgu Proffesiynol	0		0
Grant Cyflymu Dysgu - tymor yr Haf 2022	2,089		2,089
Grant Cyflymu Dysgu - Medi 2022 i Mawrth 2023	2,925		2,925
Cyfanswm Grantiau 2022/23	22,453	0	22,453