



## YSGOL SARN BACH

### GOVERNORS' ANNUAL REPORT TO PARENTS

#### FOR THE 2024/2025 ACADEMIC YEAR

##### THE GOVERNING BODY 2024/2025

##### Term-of-office ends

Mrs Gwenan Gruffydd	LEA	September, 2028
Cyng. J. B. Hughes	LEA	August, 2026
Ms Delyth Jones	Teachers	August, 2026
Ms Lona Roberts	Co-opted	September, 2027
Mrs Llinos Owen	Parents	September, 2028
Mr Robert Morris Jones	Community Council	August, 2028
Mr Dylan Llwyd	Parents	October, 2026
Mr Bryn Jones	Business Representative	March, 2026
Mrs Sian Scott	Parents	September, 2028
Mrs Nina Williams	Headteacher	Member by virtue of her

post

Chair -	Mr Robert Morris Jones Penmorfa, Llanengan
Clerk	Miss Catrin L Jones

The next election for a Parent / Governors representative will be held in September 2026.

#### 1. Governors' Report for 2024/2025

The governors have met regularly during the year. The Headteacher 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 2024

In September 2023 there were 34 children on the school roll.

Teacher	N	R	Y1	Y2	Y3	Y4	Y5	Y6	Total
Mrs Nina Williams	3	1	4	4					12
Delyth Jones / Bethan Evans					3	3	5	1	12
									24

### Teaching Staff

Ms Delyth Jones is employed as a KS2 teacher for four days per week. Ms Bethan Evans is employed as a KS2 teacher for five days per week. Mrs Annwen Jones is employed as a Senior Assistant for four days per week.

### Assistants

Ms Angelina Else is employed as a part-time Learning Support assistant.

### Financial Details:

See Appendix for the school's final budget for 2024/25.

The governors and Headteacher planned how to spend this money during the year. The Headteacher 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 2024 (see appendix)

School Fund-- The amount in the bank on 31 December 2024 was £9,490.91. 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

£100 Parish Council Chair Fund

£300 Wil Pent Fund

£679.75 Parents Treasury

### Amendments to the 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 Policy:**

The school's aim is to identify children with ALN early on, 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. Please see the minutes of the 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**

Catchment area schools' sports  
Nia Williams - Whole school assemblies during the year  
Archeological Workshop in Oriel Plas Glyn y Weddw  
Msparc Coding Competition  
Gwynedd Archive session  
Thanksgiving Concert  
Dance for All sessions through the school for 6 weeks  
School Nurse - Flu Jabs / keeping the bowel healthy discussion  
Carol Singing in Abersoch  
Christmas Concert  
Christmas trip – Olwen and Culhwch Pantomime  
Pudsey visit – Children in need  
Urdd clubs at the school  
Christmas visit  
Singing in the village of Abersoch  
Carol singing in the Abersoch Coffee Morning  
Urdd Eisteddfod - Pwllheli and Bangor and Bethesda  
The Urdd's Artwork  
Dydd Miwsic Cymru Disco in Ysgol Botwnnog  
Urdd concert in the school  
Dydd Gwyl Dewi – afternoon tea for the community  
Urdd concert at the school  
The catchment area's schools' swimming gala.  
Catchment area rounders and football tournament  
KS2 Catchment Area athletics  
School Sports Day  
Bala Football Club – football

Whole-school visit to Plas yn Rhiw and Aberdaron  
Writing workshop with Elen Williams  
Music workshops with Charlotte Pulsford  
Renewable Energy workshop by KLT  
Governors visits – whole school evaluation visits  
Parents meetings  
Music workshop with Elidir Glyn  
Music workshop with Edwin Humphreys  
Rounders and football area schools tournament  
Plas Menai residential visit  
Cardiff residential visit  
Siarter Iaith show – Ysgol Botwnnog  
Open afternoon for school governors  
Three transfer days for year 6 to Ysgol Botwnnog  
Summer trip to Llanbedrog and Pwllheli

### **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 daily.

### **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.

### **The school's Evaluation Process**

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

### **Additional Services**

Instrumental Lessons - Several of the pupils receive piano, double base and guitar lessons, and these lessons are now free for pupils who are eligible for free school meals.

### 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 2025/2026

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	Lunchtime	Lesson	playtime	Lesson

Nursery children will go home at 11 a.m.

### 3. School Priorities 2025/2026

Priority 1	Develop children's mathematical reasoning skills
Priority 2	Develop children's reading comprehension skills
Priority 3	Develop children's digital competency skills

2026/2027	2027/2028	2028/2029
Develop children's literacy, numeracy and digital competence skills	Develop children's literacy, numeracy and digital competence skills	Develop children's literacy, numeracy and digital competence skills
Improve children's progression by ensuring that their learning is supported by knowledge, skills and experience	Improve children's progression by ensuring that their learning is supported by knowledge, skills and experience	Improve children's progression by ensuring that their learning is supported by knowledge, skills and experience
Reduce the effect of poverty on progression and performance	Reduce the effect of poverty on progression and performance	Reduce the effect of poverty on progression and performance

## 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](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 lowest. 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**

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 beneath them.

➤ **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 headteacher.

➤ **How should a governing body proceed 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 points of exit from school grounds. In addition, a letter should be sent to the parents of all registered pupils. It can be sent with the pupil or delivered electronically.
- The meeting should be open to the headteacher, 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.

[illegible]

Trysorydd y Gronfa ..... Cadeirydd y Llywodraethwyr .....

Yr wyf wedi archwilio'r cofnodion sy'n berthnasol i Gronfa Ysgol Sarn Bach ac yn fy marn i mae'r cyfrifon uchod yn gywir ac yn gofnod



## GWYLIAU YSGOL 2025-2026

### Tymor

Hydref 2025	1 Medi 2025 – 19 Rhagfyr 2025
Gwanwyn 2026	5 Ionawr 2026 – 27 Mawrth 2026
Haf 2026	13 Ebrill 2026 – 20 Gorffennaf 2026

**Bydd disgyblion yn dychwelyd i'r ysgol ddydd Mawrth, 2 Medi, 2025.**

### Gwyliau

27 Hydref 2025	-	31 Hydref 2025	(Hanner-Tymor)
22 Rhagfyr 2025	-	2 Ionawr 2026	(Gwyliau'r Nadolig)
16 Chwefror 2026	-	20 Chwefror 2026	(Hanner-Tymor)
30 Mawrth 2026	-	10 Ebrill 2026	(Gwyliau'r Pasg)
4 Mai 2026			(Calan Mai)
25 Mai 2026	-	29 Mai 2026	(Hanner-Tymor)
21 Gorffennaf 2026	-	31 Awst 2026	(Gwyliau'r Haf)

Bydd yr ysgolion yn ail-agor **ddydd Mawrth, 1af o Fedi, 2026** i athrawon, a **dydd Mercher, 2il o Fedi** i ddisgyblion (i'w gadarnhau).

Bydd 5 Diwrnod Hyfforddiant mewn Swydd (HMS) yn y flwyddyn academiaidd 2025/26

**Diwrnod 1 – Medi 1af 2025**

**Diwrnod 2-5 i'w bennu gan ysgolion**

Nifer o ddyddiau vmhob mis v bydd yr ysgolion ar agor:

YSGOL SARN BACH		2103	2103	
CYLLIDEB - 2024/25	Cyllideb Drafft 2024/25	Addasiadau	Cyllideb Terfynol 2024/25	Manylion Addasiadau
<b>GWEITHWYR</b>				
Cyflogau - Athrawon	£156,700		£156,700	
Athrawon Llanw - Premiwm Cynllun Absenoldebau	£6,600		£6,600	
- Llanw Arall	£3,500	£8,500	£12,000	Diwrnod yr wythnos
- Amser Di-gyswilt Ysgol	£0		£0	
- Angbenion Arbennig	£1,500		£1,500	
Staff Ategol - Staff Cnio	£7,516		£7,516	
- Cymorthyddion Dosbarth	£61,808	-£12,587	£49,221	
- Clerigol	£1,207		£1,207	
- Clerc Llywodraethwyr	£1,535		£1,535	
- Gofalwr (Goramser)	£0		£0	
<b>ADEILADAU</b>				
Cynnal a Chadw	£1,100	£7,000	£8,100	Ffensio a Sied
Cynnal a Chadw - Adran Eiddo	£5,226		£5,226	
CLG Gwasanaeth Eiddo	£1,883		£1,883	
Costau Ynni - Trydan	£9,000		£9,000	
- Nwy	£2,500		£2,500	
- Dwr	£1,000		£1,000	
- Olew	£0		£0	
Contract Glanhau	£13,358		£13,358	
Contract Gofalu	£0		£0	
Contract Cynnal Tir	£1,090		£1,090	
Defnyddiau Glanhau	£150		£150	
Offer Ymladd Tân	£150		£150	
Trefki	£2,670		£2,670	
<b>CYFLENWADAU A GWASANAETHAU</b>				
Lwfans y Pen	£8,000	£2,000	£10,000	
Dodrefn	£160		£160	
Post	£100		£100	
Ffôn/ Ffacs a Rhwydwaith	£400		£400	
CLG Canolfan Fusnes Addysg - Craidd	£2,736		£2,736	
CLG Canolfan Fusnes Addysg - Dewisol	£72		£72	
CLG Gwasanaeth Cyllidol	£501		£501	
CLG Rheoli Banc	£163		£163	
CLG Cyflogau	£410		£410	
CLG Personel	£533		£533	
CLG Arbwyaeth	£17,605		£17,605	
CLG Llyfrgelloedd	£63		£63	
CLG Archifau	£495		£495	
Pyllau Nofio a Chwaraeon	£4,000		£4,000	
Gwasanaeth Cerdd	£2,000	£1,000	£3,000	
CLG - Cefnogaeth Technoleg	£1,224		£1,224	
Gwasanaeth Rhwydwaith Ysgolion	£2,389		£2,389	
Arian Wrth Gefn (arian heb ei ymrwymo)	£0		£0	
<b>CYFANSWM GWARIANT</b>	£319,343	£5,913	£325,257	
INCWM - Defnydd Cymunedol	£0		£0	
<b>CYFANSWM CYLLIDEB NET</b>	£319,343	£5,913	£325,257	
<b>DYRANIAD</b>	£255,237	£17,558	£272,795	Ad-daliad Lleihad Gwarchodaeth
<b>GWAHANIAETH TYMOR HIR</b>	-£64,106	£11,645	-£52,462	
<b>DDASIADAU TYMOR BYR</b>				
Defnydd o balansau	£0	£18,700	£18,700	Balansau 31/03/24 £33,261
Grant Safonau	£16,294		£16,294	
Grant Dysgu Proffesiynol	£1,283		£1,283	
Grant Gweithredu ADY	£1,754		£1,754	
Grant Datblygu Dysgyblion	£8,050		£8,050	
Grant / Dyranid Cynnydd Pensiwn Athrawon	£6,380		£6,380	
<b>GWAHANIAETH 2024/25</b>	-£30,345	£30,345	£0	

Derbyniwyd y Gyllideb gan Goffi Llywodraethol llawn yr Ysgol yn ei gyfarfod ar 17/24 (Dyddiad)

ARWYDDWYD : Amfan (CADEIRYDD) De (PENNAETH)

ANFON Y FFURFLEN HON YN ÔL : Uned Gyllid, Datblygu