"Learning, Laughing and Achieving Together"

Pen y fro Primary School

Annual Governors Report to Parents

2025/2026

Our Governing Body

For the academic year 2025/2026 the Governing Body was made up of:

Governor	Role	Term of Office
Mrs Rachel Lewis	Headteacher	
Mrs Alison Baker	Teaching Staff Governor	31/08/2027
Cllr Louise Gibbard	LA Governor (Vice Chair)	22/10/2029
Mrs Andrea Hill Jones	LA Governor (Chair)	27/03/2028
Mrs Jade Tregoning	Parent Governor	20/10/2026
Mrs Rhianwen Ashford	Parent Governor	20/10/2027
Miss Lucy Evans	Parent Governor	18/04/2028
Mr Robert Davies	Community Governor	07/03/2027
Ms Lynda Hill	Community Governor	13/10/2025
Mrs Wendy Cook-Dobbs	Staff Governor	14/10/2028
Ms Sarah Gee	Local Authority Governor	18/12/2028
Mr Simon Carwithen	Community Governor	15/10/2028

You can contact the Governing Body by writing, telephoning or emailing:-

Chair
Mrs Andrea Hill-Jones
c/o Penyfro Primary School
Dunvant
SWANSEA
SA2 7UH
Tel: 01792 203728

Clerk to the Governors
Mrs Caroline Quint
c/o Penyfro Primary School
Dunvant
Swansea
SA2 7UH
Tel: 01792 522268/ 01792 203728
Email: Quintc7@hwbcymru.net

Message from our Chair of Governors

Dear Families

Your Head teacher, Mrs Lewis, works closely with the Governing Body and her professionalism, knowledge, leadership and advice are an essential element in the work of the Governing Body. The Governing Body as a whole supports Mrs Lewis and her staff in the day-to-day running of the school as they strive to achieve the best for our children. Our governing body places the security of the pupils, staff and school building as a major priority.

The Governing Body at Pen y Fro functions smoothly due in no small part to the work done by the Clerk to the Governors, Mrs Caroline Quint. She also keeps the Governing Body fully up to date with legislation, procedural matters and any decisions that affect the school. Should a parent require a meeting, information can be obtained from the Clerk.

Here at Pen y Fro, myself and the Governors are extremely proud to be part of a school that provides a high standard of education in a safe, caring and supportive community. Our thanks are recorded to all members of staff, both teaching and non-teaching, for all they do for the school and our children.

Thank you, Andrea Hill-Jones

What is a Governor at Pen y fro?

Governors at Pen y fro are people who:-

- Are volunteers
- Care about teaching, learning and children
- Represent people in the local community and the staff of the school
- Are part of a team which accepts responsibility for everything the school does
- Have time to commit to meetings and other occasions when needed
- Are willing to learn
- Are able to act as a friend who supports the school but is still able to cast a critical eye upon how the school works and the standards it achieves
- Act as links between parents, the local community and the school

What do the Pen y fro Governors do?

By law the Governors meet at least once a term. The Governing Body is divided into a number of committees with separate responsibilities and some are statutory committees. These committees are empowered to make decisions on matters falling within their terms of reference. A list of governors committee membership and responsibilities is enclosed. *See appendix 1*

During the school year 2025/2026 the full Governing Body met 3 times including the AGM. Mrs Andrea Hill-Jones was re-elected as Chair for the year and Mrs Louise Gibbard was re-elected as Vice-Chair.

At meetings of the Governing Body all matters affecting the running of the school to achieve the best possible education for the pupils are fully discussed. Policy documents are reviewed and updated regularly and new policies written and implemented when necessary. Teachers and pupils are invited to attend meetings to keep the Governors fully informed of all areas of the Curriculum for Wales and the various projects and initiatives that are undertaken at school. The Governors are invited to visit the school to observe activities and to make themselves familiar with the day to day work of the school. To ensure that the Governing Body is working at its best for the school, individual members regularly attend training sessions organised by the LA.

The Governing Body takes its responsibility towards the safeguarding and child protection of all pupils very seriously. Policies relating to safeguarding and child protection are continuously reviewed in line with LA and WG advice. The Chair of Governors is our designated person responsible for Child Protection and Safeguarding.

As a Governing Body the governors are responsible for managing the school budget set by the LA. This is done in close consultation with our PSO, Hannah Morris-Guy. The governors are responsible for interviewing and appointing staff, and if necessary, decide on redundancy. They monitor the staff, encourage, and support them fully in their continued professional development. The Governing Body also monitors sickness and discipline in co-operation with the School & Governor Unit and the HR Officers of the LA. The Governors are involved in drawing up the School Development Plan on an annual basis.

School Policies and Reviews by the Governing Body

We regularly review and update our school policies. Reviews are undertaken on a rolling programme, led by relevant leaders. Review of policies ensures the inclusion of new developments, resources and methodologies particularly with the Government focus on curriculum, safeguarding and raising standards.

Financial Statement

SCHOOL: Penyfro Primary

STATEMENT OF ACTUAL EXPENDITURE 2025/26 FINANCIAL YEAR

	Delegated Expenditure £	Non-Delegated Expenditure £	Total Net Expenditure £
Teachers Salaries	744,721	0	744,721
Salaries	238,595	22,507	261,103
Other Employee Costs	351	0	351
Premises	7,768	0	7,768
Transport	964	0	964
Supplies & Services	168,834	0	168,834
Recharges	45	128,664	128,709
Gross Expenditure	***1,161,279***	***151,171***	***1,312,450***
Grant Income	-129,448	0	-129,448
Other Income	-41,376	0	-41,376
Gross Income	***-170,824***	***0***	***-170,824***
Net Expenditure	***990,455***	***151,171***	***1,141,626***

RESERVES:	**£**
FINAL FORMULA ALLOCATION:	938,642
TOTAL NET EXPENDITURE:	990,455
TRANSFER TO / (FROM) RESERVES:	**-51,813**
OPENING BALANCE ON RESERVES 01/04/25	127,690
CLOSING BALANCE ON RESERVES: 31/03/26	**75,877**

No governor has claimed travelling or subsistence expenses.

School Performance

The Curriculum for Wales 2022 marks a significant shift in the role of assessment within education, at both a national and a school/setting level. The purpose of assessment is to support each individual learner to progress at an appropriate pace, ensuring they are supported and challenged accordingly. To do so, the Curriculum for Wales (CfW), as defined in the Supporting Learner Progression: Assessment Guidance sets out the three key reasons for assessment:

- support individual learners on an ongoing, day-to-day basis
- identify, capture and reflect on individual learner progress over time
- understand group progress in order to reflect on practice

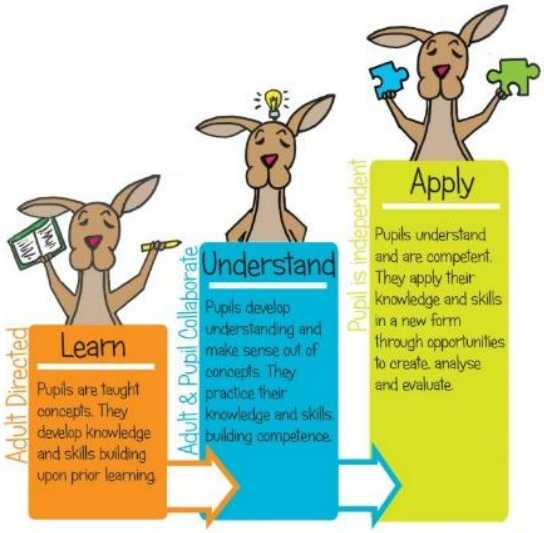
To enable this approach to assessment, aspects of the previous arrangements have been removed and new requirements have been introduced to ensure that supporting learners to make progress is at the heart of assessment going forward.

Assessment

As a school we have robust assessment arrangements in place. We draw upon a range of information to ensure every pupil is supported appropriately.

We place huge value on the importance of "formative" and "in the moment" assessment which enables the staff to facilitate immediate progress. Parents receive regular information on their child's progress, and are given help to understand their next steps in learning.

Assessment arrangements include:-
• On-entry assessment
• Day to day formative assessment
• Identifying, capturing and reflecting on learner progress over time
• Understanding group progress
• A shared understanding of the principles of progression
• Pupil progress meetings
• Opportunities to plan and refine progression and assessment practices–in school and across the cluster,
• personalised assessments
• parent/carer involvement



Attendance

Year Group	% Attendance 2025/26
Reception	92.8
Year 1	92.8
Year 2	91.8
Year 3	94.9
Year 4	92.9
Year 5	90.5
Year 6	93.4
Whole School	92.7

	Pupil Attendance	Authorised Absences	Unauthorised Absences	Exclusions
2025/26	92.7%	6.6%	0.7%	0

School Prospectus

The school prospectus is reviewed and updated regularly. This is posted on the school website. The prospectus contains information about the school's class structures and outlines the aims and vision of the school. For a full colour copy of the prospectus, please ask at the school office or see the school website.

School Terms and Holiday Dates 2025/26

Term	Term Begins	Half Term Week	Term Ends	Days
Autumn 2025	Monday 1st September	Monday 27th October – Friday 31st October	Friday 19th December	75
Spring 2026	Monday 5th January	Monday 16th February – Friday 20th February	Friday 27th March	55
Summer 2026	Monday 13th April	Monday 25th May – Friday 29th May	Monday 20th July	56
Bank Holiday 4th May 2026				**Total 195**

School Session Times

	Morning Session	Afternoon Session
Foundation Phase (Rec to Yr2)	8.50am- 11.55am	12.55pm – 3.20pm
Key Stage 2 (Yr 3 to 6)	8.50am – 12 noon	12.55pm – 3.20pm
Nursery	8.50am – 11.20am	

School Development Plan Targets 2025/26

Governors and staff worked together to fulfill the action points on the School Development Plan and continue to analyse all data available to us to effectively self-evaluate and plan for school development priorities.

Priority Area	School Priority	25/26
1. Teaching and Learning	1.1 Teaching	1.1.1 Ensure that pupils develop their Expressive Arts skills progressively. 1.1.2Further develop the progression of data handling across the curriculum through the school. 1.1.3 Further develop story planning and extended narrative story writing
	1.2Curriculum	1.2 Evaluate and embed NGP Concept Curriculum and school based Contextual Curriculum and planning.
	1.3 Skills	1.3 Improve pupils' use of incidental Welsh.
2. Well-being, Care, Support and Guidance	2.2Additional Learning Needs	2.2Evaluate the impact of ALNET roll out and refine provision as necessary.
3. Leading and Improving	3.2Professional Learning	3.2 Further embed the Professional Enquiry model within the new Professional Development cycle.

All members of staff are encouraged to attend courses and undertake professional learning of relevance to their own continued professional development and the needs of the school.

Governors received termly updates on the progress of the School Development Plan.

Post Inspection Action Plan Targets

Following the most recent Estyn inspection in June 2025, recommendations from the inspection were included in the School Development Plan for 25/26.

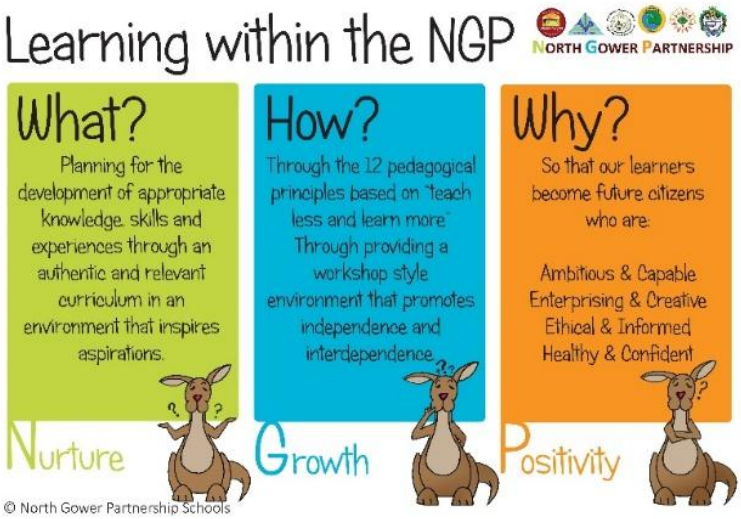
Estyn have made two recommendations to help the school continue to improve:

R1. Ensure that pupils develop their expressive art skills progressively
R2. Improve pupils' use of incidental Welsh

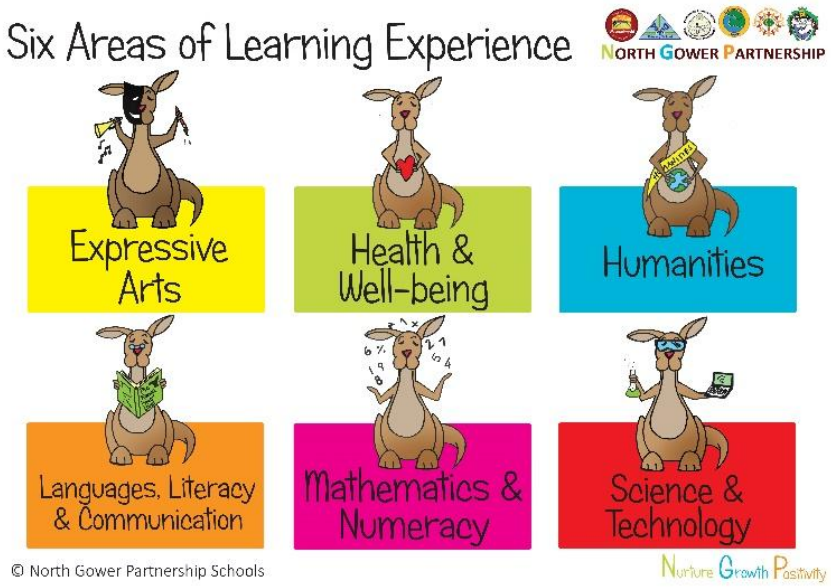
Curriculum

At Pen y fro, our curriculum is built around the school's values and aims. We believe that everyone in our school community is a learner — including pupils, staff, governors, parents and carers.

Through our curriculum, we aim to make learning exciting, creative and challenging so that both pupils and staff feel inspired and motivated.



Our curriculum follows the Curriculum for Wales and includes six key areas of learning and experience. It helps every child work towards the four purposes of the curriculum, with a strong focus on developing both skills and knowledge.



In addition to this, opportunities for the development of Welsh, Relationships and Sexuality Education (RSE) and Religion, Values and Ethics Education (RVE) are planned for throughout our curriculum.

Area	Year Groups
	**Nursery** **Reception**
	**Year 1** **Year 2** **Year 3**
	**Year 4** **Year 5** **Year 6**

Each Criw follows a broad termly topic that focuses on particular, Areas of Learning and Experience. The termly plans allow for a currently relevant topic to replace the planned topic where appropriate e.g. the "Our School, Our Village, Our World" topic to celebrate the 50th Anniversary of our school. The topics provide the framework for learning in a thematic way and include a wide range of learning activities and experiences.

All year groups are involved in the planning of their own topics, in an age-appropriate way, at the start of term. This planning is informed by what pupils already know and what they would like to learn about their new topic. Teachers plan learning objectives appropriate to the pupils' needs within the topics. Trips and visitors are organised to ensure that topics provide authentic, real-life contexts and learning experiences.

Additional Learning Needs

As a Governing Body, we are fully committed to supporting pupils with Additional Learning Needs and are extremely proud of our progress in this field.

As the new law for Additional Learning Needs is implemented, we will provide an equally high standard of support, in line with the Additional Learning Needs Code of Practice for Wales 2021. (Please see school website for a copy of the full code.)

Pupils with ALN are identified in a number of ways, including class teacher's observations, parents' concerns, monitoring and assessments.

All pupils listed on the ALN Register will have an IDP (Individual Development Plan). The new ALN code states that all schools will follow a decision-making process and where an Additional Learning Provision is needed an IDP will be written, constructed with direct reference to their individual needs. In accordance with the requirements of the Code of Practice, the view of parents and pupils are sought and recorded within the review process. In most cases an IDP is developed and maintained by the school but there are instances where it is maintained by the Local Authority.

The Additional Learning Needs Co-ordinator (ALNCo) is: Mr C Williams and Mrs R Lewis
The Additional Learning Needs governor is Mrs Andrea Hill-Jones

Swansea Local Authority has appointed a team of ALN Caseworkers to support families of children with Additional Learning Needs. If you would like further information or advice, please visit the Swansea Local Authority website at www.swansea.gov.uk/aln

Arrangements for the Teaching of Welsh

Pen y fro Primary is an English medium school and communications with parents are provided in English. Welsh is taught as a second language from Nursery age.

Pupils' knowledge, understanding and skills are developed within a programme of speaking and listening, reading and writing. The Athrawes Fro visits the school to support staff to further improve the standards of teaching and learning of the Welsh language.

We are committed to creating a Welsh ethos in our school. This is achieved by providing the pupils with a curriculum that has a strong Welsh perspective that promotes the culture and heritage of Wales.

Pupils' bilingual skills are also promoted through a wide range of extra activities such as Criw Cymraeg and a wide range of St. David's Day activities including our Eisteddfod. The school achieved the Siarter Iaith Gwobr Arian (Silver Award) in the Summer Term 2024.
Welsh as a second language is taught and developed through:

- Daily use of incidental Welsh
- Daily "Slot Drillio" across the school
- Explicit teaching of sentence patterns
- Utilising the "Tric a Clic" reading scheme
- Participating in URDD activities and school workshops
- Engaging with and promoting the Welsh language charter – "Siarter Iaith"
- Our pupil voice group "Criw Cymraeg"
- Bi-lingual assemblies led by Criw Cymraeg

Arrangements for the Teaching of Sport

The school offers two sessions of physical education each week as part of the curriculum. Pupils in Years 3 to 6 undertake swimming lessons each year. After school sports clubs are led by teachers and teams in different sports compete in various competitions and tournaments.

- Football Club
- Rugby Club
- Netball Club
- Tennis Club
- Clwb Hwyl a Heini
- Rounders and Cricket Club
- Athletics Club

In addition, the Year 6 class participate in an outdoor and adventurous school residential trip each year.

The Rights of the Child

Pen y fro Primary school is dedicated to upholding and promoting the rights of every child, as outlined in the United Nations Convention on the Rights of the Child (UNCRC). These rights are built upon four key principles that ensure all children are treated fairly, are protected, and can grow in a safe and nurturing environment.

1. Equality and non-Discrimination (Article 2)
2. Decision making in the best Interests of the Child (Article 3)
3. Right to Life, Survival, and Development (Article 6)
4. Respect for the Views of the Child (Article 12)

Pen y fro Primary is a rights-respecting school. This means that these principles of children's rights are at the centre of decision making in the school.

Pupil Voice & Active Citizenship

The school works with charities that promote active citizenship. In 2024/25 these were Gower Food Hub, Children in Need, Save the Children, UNICEF and Noah's Ark Children's Hospital Charity.

Pupils and parents are encouraged to become aware of local, national and global issues faced by children. We promote a sense of community and respect.

Pen y fro Primary School pupils are encouraged to be active and informed citizens who look after their school, their local community and beyond to develop a positive future for all.

Pupils have a variety of roles through a range of pupil voice groups. Pupils take their responsibilities very seriously and show commitment and dedication in their roles.

- School Council
- Rights and Well-being Champions
- Environment Champions
- Criw Cymraeg
- Digital Champions

Healthy Schools

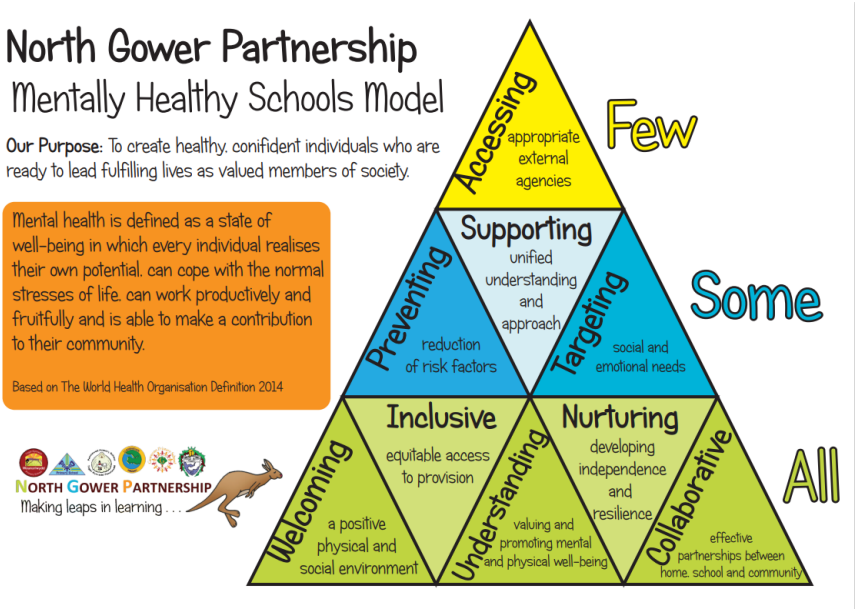
Pen y fro Primary is committed to helping all our pupils to become healthy, confident individuals who are able to make their own healthy choices, now and throughout their whole lives. The school is very involved in the "Swansea Health Promoting Schools Scheme". All food and drink prepared for the pupils during school time is expected to follow Swansea County Council healthy eating guidelines.

During break times there is a 'fruit only' policy. Pupils are encouraged to bring their own fruit from home for a break-time snack. Parents and carers of children who bring a packed lunch to school are asked to make every effort to ensure that the packed lunch contains a healthy eating and drinking selection. Healthy options are always made available during "Friends of Pen y fro" functions. Staff are also encouraged to follow Healthy Schools guidelines and be positive role-models. Pupils are encouraged to bring a filled water bottle

to school every day and have access to cold fresh drinking water to refill their bottles throughout the day. Parents and carers are asked not to send in birthday cake or sweets to share with the class to help us promote a consistent message of healthy eating and for the safeguarding of pupils in school with specific food allergies.

Mentally Healthy Schools

Pen y fro Primary School has worked with our partners across the North Gower Partnership group of schools to develop a "Mentally Healthy School Model". The aim of this model is to develop and maintain a mentally healthy schools approach across the partnership. When considering “stakeholders” we include pupils, staff, parents, governors and members of our community.



Toilet Facilities

Pen y fro Primary provides good quality toilet facilities throughout the school. The school recognises that well -maintained toilet facilities where learners feel comfortable and safe and have open access to throughout the school day, are essential for health, well -being, and learning. All toilets and washroom facilities are open and available to learners throughout the school day. The facilities are suitable for the range of anticipated users. There are boys and girls toilet blocks in each of the three learning “areas”.

The school also has a disabled toilet facility. The girls’ toilets for Years 4, 5 and 6 are equipped with appropriate sanitary disposal equipment. The school makes appropriate use of the period poverty grant.

After School Club & Breakfast Club

Our Breakfast and After School Clubs continue to run throughout the year. Breakfast club (including Nursery) starts at 8am. There is a charge of £1 a day for the whole session from 8am. There is no charge for children who arrive after 8.20am as this, and the provision of breakfast, is funded by the Welsh Government. After School Club runs from the end of the school day until 5 pm. The After School Club session costs £5 a day. If you are interested in

your child attending either of these clubs for the first time, please contact the school office.

Community Links

Pen y fro Primary has very well-developed links with the partner comprehensive, Gowerton and its partner primaries, through The North Gower Partnership.

We continue our links with Ebenezer Chapel, St Martin's Church and Dunvant Gospel Hall through workshops, concerts and visiting speakers.

We have regular visits from the School Nursing Service and other relevant medical services.

Members of the community regularly visit school to speak to pupils and share expertise in relation to our learning topics.

School Building and Outdoor Areas

At Pen y fro, we value our environment as an extra resource to support learning and well-being. Our indoor learning spaces are designed to be vibrant, engaging spaces where curiosity is encouraged and a love of learning is fostered. Areas within our learning spaces and our "Well-being Room" have been developed and resourced to support pupils' well-being and mental health.

Our extensive outdoor areas give our pupils the space to explore and play. These include play areas, sports facilities, gardens, outdoor learning spaces and a "Forest" area. A range of outdoor learning opportunities are planned for across the curriculum. We are also committed to utilising our grounds to promote physical activity, to promote environmental awareness and to inspire all pupils to grow in self-esteem and independence by interacting with nature and through outdoor challenges and activities.

The works to replace our school roof have now been fully completed. Temporary Heras fencing has been erected along the field area, in front of the neighbouring houses and also in the forest school area, while we await planning for a new permanent boundary fence.

Friends of Pen y Fro Primary (FOPP)

Friends of Pen y Fro Primary have organised various fundraising activities during 2025/26 and continue to support the school. Everyone is invited to attend their meetings and participate in the organised events. The Governing Body would like to record their utmost thanks to FOPP and all who support them.

Parking and Road Safety

The Governors are continually monitoring the safety of our children coming to and from school, including Breakfast and After School Clubs.

The Governing Body supports our school in preventing all unauthorised vehicles from entering our premises to ensure that all our children are safe from the perils of road traffic accidents whilst

inside our grounds. This means that no-one is allowed to drive into the school grounds without permission from the Headteacher. School gates are locked during school hours.

If you would like further details on any aspect of this report or information on how to request a Parents and Governors Meeting please contact Mrs Caroline Quint, Clerk to Governors.

Appendices

Governors Committee Membership 2025/2026

Appendix 1. Non-Statutory Committee Structure 2025/2026

	Membership	Chair	Scribe
Teaching & Learning Teaching Curriculum Pupil Attainment Pupil Progress Attitudes to Learning Skills Development Welsh Language Skills	Rachel Lewis Alison Baker Jade Tregoning Rhianwen Ashford Wendy Cook-Dobbs		
Wellbeing, Care, Support & Guidance Safeguarding & Child Protection Attendance Wellbeing Behaviour & Positive Relationships Additional Learning Needs Pupil Voice Transition	Rachel Lewis Andrea Hill-Jones Cllr Louise Gibbard Lynda Hill Lucy Evans Simon Carwithen		
Leading & Improving Finance & Budget Staffing & Recruitment Professional Development Staff Wellbeing Community Links Premises Maintenance & Development Health & Safety	Rachel Lewis Andrea Hill-Jones Cllr Louise Gibbard Alison Baker Rob Davies Lynda Hill Sarah Gee		

Link Governors for 2025/2026

Areas of Learning and Experience	Link Governor
Maths and Numeracy	Simon Carwithen
Languages, Literacy and Communication	Lynda Hill (English & MFL) Rhianwen Ashford (Welsh)
Science and Technology	Cllr Louise Gibbard
Health and Wellbeing	Andrea Hill-Jones Lucy Evans
Expressive Arts	Sarah Gee/Sarah Davies
Humanities & RVE	Rhianwen Ashford
Pupil Voice	Link Governor
Environment Champions and Eco-Schools	Jade Tregoning Wendy Cook-Dobbs
Criw Cymraeg	Rhianwen Ashford
School Council	Cllr Louise Gibbard
Digital Competence Framework & Digital Champions	Robert Davies
Rights Respecting School Champions	Simon Carwithen
	Link Governor
Additional Learning Needs	Andrea Hill-Jones
Safeguarding and Attendance	Andrea Hill-Jones

Statutory Committees and Procedures Structure 2025/2026

	Membership	Chair	Scribe
Staff disciplinary & dismissal committee	Simon Carwithen Jade Tregoning Lynda Hill Lucy Evans		Clerk to Governors
Staff disciplinary & dismissal appeals committee	Andrea Hill-Jones Sarah Gee	Andrea Hill-Jones	Clerk to Governors
Pupils discipline and exclusions committee	Cllr Louise Gibbard Andrea Hill-Jones Simon Carwithen		Clerk to Governors
Headteacher and Deputy Head Selection Panel	To be appointed should the need arise		Clerk to Governors
Complaints	Cllr Louise Gibbard Lynda Hill		Clerk to Governors
Staff Grievance Appeals Any 3 from membership	Jade Tregoning Rob Davies Rhianwen Ashford		
Capability Appeals Any 3 from membership	Cllr Louise Gibbard Andrea Hill-Jones Lynda Hill		
Pay Review Appeals	Jade Tregoning Lynda Hill Sarah Gee		Clerk to Governors
H/T Performance Management Appraiser Appeals Appraiser	Andrea Hill-Jones Cllr Louise Gibbard		
Teacher Performance Management Appeals	To be appointed should the need arise		