



Annual Governors' Report

2024-2025



Together we aim for the stars.



VICTORIA PRIMARY ANNUAL GOVERNING BODY REPORT TO PARENTS

SCHOOL ACADEMIC YEAR 2024- 2025

ANNUAL GOVERNORS' REPORT TO PARENTS 2024 / 2025

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Chair of Governors Introduction

As Chair of the Governing Body at Victoria Primary School, I am delighted to share the 2024/25 annual report with our parent community.

I would like to extend my sincere gratitude to Mrs Davies and all members of staff for their steadfast dedication and tireless commitment to the school. Their influence is evident in our pupils, who continue to flourish as responsible individuals and wholeheartedly embody the school's values and vision.

The Governing Body also wishes to acknowledge the incredible work of the Parents Teachers Association. Their ongoing fundraising efforts and unwavering support play a crucial role in enhancing the learning environment and overall experience for our children.

While we continue to face financial pressures and the realities of a deficit budget, we remain optimistic—particularly with the exciting prospect of a new kitchen installation on the horizon. This long-awaited upgrade will bring meaningful benefits to both the school and the wider community.

A copy of this report will be sent to all families, a meeting to discuss the report is not required unless we are requested to do so.

Mark Petherick
Chairperson

2. The School's Governing Body

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The Chair of the Governing Body is a Community governor appointed by the Governing Body. The date that follows each name signifies end of term on the Governing Body.

Chair of Governors is an LEA appointee

Mr Mark Petherick	23.10.2027
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Vice chair is an LEA appointee

Cllr Mark Wilson	03.11.2029
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Other Members of the Governing Body:-

LEA representatives

Mr A Davey	16.03.2027
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Mr P Hall	16.03.2027
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Minor Authority Representative

Cllr Rhiannon Birch	15.05.2027
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Parent Governors elected by the parents of the school.

Mrs. Jenine Sulley	09.10.2028
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Mrs Rhiannon Slade	11.10.2026
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Mrs Nicola Moorhouse	22.10.2028
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Mr Grant Robson	09.10.2028
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Currently one vacancy

Community Governors appointed by the Governing Body

Mrs. Judith Jones	28.01.2026
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Mrs. Rebecca Connor	13.07.2026
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Mrs Cerys McDonald	12.10.2028
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Major David Emery 23.10.2028

Teacher Governors elected by the school staff

Mr. Simon Husband 06.02.2027

Mrs. Laura Halliwell 01.09.2026

Non teaching Staff Governor elected by the non-teaching staff.

Mrs Amy Warne-Jones 23.09.2028

Head teacher Mrs. S. Davies.

Clerk to the Governors Mrs. H. Moreton, School Office

The full Governing Body meets twice each term. Sub committees meet prior to each meeting and on additional dates as and when appropriate.

No resolutions were passed at last year's meetings.

No travelling or subsistence allowances were paid to members of the Governing Body in the last financial year.

3. Next Election of Parent Governors

When a vacancy exists for a parent representative on the Governing Body, all parents and guardians of pupils in the school will be informed. Should the number proposed exceed the vacancy a ballot will be held. The next election for Parent Governors' places will be held in September 2025

4. Financial Statement

Financial out-turn for 2024/ 2025 indicating how the school budget was spent.

	Allocation	Actual Spend
Full Time Teachers	1,240,037.00	1,258,312.84
Supply Teachers	9,000.00	11,268.47
Learning Support Assistants	235,208.00	237,561.44
Supply - Non Teaching	1,116.00	0.00
Midday Supervisors	46,047.00	46,807.97
Caretakers	32,925.00	33,639.06
Clerks To Governor	1,200.00	1,116.01
WG - LAEG Equity Non-Teaching	58,456.00	58,531.72

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Breakfast Club Assistant	16,615.00	14,030.24
WG - LAEG Reform Teaching	62,781.00	62,777.13
Admin.& Clerical General	72,738.00	72,637.52
WG - LAEG School Standards Non-Teaching	213,705.00	218,416.97
Supply Teachers - Agency Staff	18,838.00	23,135.61
Non Teaching Supply - Agency Staff	30,500.00	40,020.58
Apprenticeship Levy	0.00	248.54
Employees	2,039,166.00	2,078,504.10
Repairs & Maintenance - Internal Contracts	400.00	4,796.81
Repairs & Maintenance - External Contracts	10,000.00	13,529.34
Security Measures - Internal Contracts	0.00	171.76
Structural Works	2,500.00	0.00
Electricity	21,512.00	28,371.02
Gas	11,686.00	10,939.75
Rents	103,000.00	102,167.84
Rates	28,100.00	28,100.00
Water - Metered Supplies	7,130.00	9,168.11
Refuse Collection/Bulk Containers	8,569.00	7,729.43
Household & Toilet Requisites	4,329.00	3,270.64
Contract Cleaning	59,000.00	58,973.40
Grounds Maintenance External Contracts	1,873.00	0.00
Premises	258,099.00	267,218.10
Teaching Materials	29,000.00	23,213.94
Teaching Equipment	2,652.00	418.94
Games & School Activities	4,329.00	47,992.03
PE Health & Wellbeing Teaching resources	3,680.00	2,295.57
General Printing & Stationery	5,000.00	6,473.60
Medical Fees	210.00	240.00
Bank Charges	200.00	559.13
Education & Training	700.00	450.00
General Expenses	0.00	0.00
Childcare Vouchers	120.00	26.50
Hardware Purchase	2,920.00	0.00
Software Licence Fees	3,384.00	0.00
New Comms Installations	0.00	2,157.00
Telephones	5,462.00	5,908.53
Computer Consumables	850.00	0.00
Disclosure & Barring	330.00	278.50

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Breakfast Club Resources	5,000.00	1,567.91
Supplies & Services	63,837.00	91,581.65
Deficit Budget	-255,477.00	0.00
Cont To General Reserve	3,424.00	1,456.21
Transfers to and from reserves	-252,053.00	1,456.21
Payroll Service Unit	3,133.00	3,133.00
Creditors Service Unit	1,424.00	1,424.00
L.M.S. Service Unit	2,238.00	2,238.00
Human Resources Service Unit	5,012.00	5,012.00
Grounds Maintenance Costs (Internal)	1,948.00	3,624.74
Education	0.00	400.00
Schools ICT Service Unit	5,509.00	5,509.00
Long Term Sick Internal Recharge	38,617.00	38,617.00
Maternity Scheme	14,170.00	14,170.00
Licence Fees Charge (Internal)	1,488.00	1,657.50
School Advertising Scheme	220.00	0.00
Training Courses Costs (Internal)	200.00	105.00
Events Costs (Internal)	304.00	0.00
Planning/Building Control Costs (Internal)	0.00	70.00
Breakfast Club Recharge	0.00	0.00
Catering FSM SLA Recharge to Schools	19,950.00	19,950.00
School Meal Recharge (adults)	0.00	330.00
GDPR Recharge SLA	747.00	747.00
School Trip Insurance	721.00	475.37
Sensory Support - Transfers to Schools Internal	0.00	50.00
Internal recharges expenditure	95,681.00	97,512.61
Arts Council of Wales - Grant	-1,000.00	-2,000.00
Education Workforce Council - NQT Induction and EPD	-2,500.00	-2,500.00
WG Pension and NJC Grant	-59,507.00	-59,507.59
WG – LAEG Equity: PDG	-49,106.00	-49,106.29
WG - LAEG Reform: ALNCO Support	-4,861.00	-4,861.36
WG – LAEG Equity: PDG CLA	-2,800.00	-4,570.74
WG – LAEG School Standards: Schools & EOTAS	-233,358.00	-253,445.59
WG – LAEG Reform: Professional Learning Schools	-7,976.00	-7,976.00
WG – LAEG Reform: Curriculum Reform Schools	-5,341.00	-5,341.25
WG – Teachers Pay award - LA Education Grant	-13,431.00	-13,431.49
WG – LAEG Reform: ALN Implementation Schools, LA's & Provision	-10,185.00	-10,185.04

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WG – LAEG School Standards: Early Education	-10,998.00	-12,003.64
WG LAEG Cymraeg 2050: Welsh in Education	-3,416.00	-3,416.63
Government Grants	-404,479.00	-428,345.62
Consortia Income	-1,310.00	-6,760.00
Other Grants	-1,310.00	-6,760.00
Meal Income (pupils)	0.00	-293.80
Cont To Hols & Recreation Exp	0.00	-29,564.65
Supply Teacher Income	0.00	-1,200.00
Other LAs and Bodies Services	0.00	-2,650.00
Donations	-4,330.00	-4,884.04
Lettings	-4,150.00	-5,115.00
Customer Receipts	-8,480.00	-43,707.49
LAEG – LA Match Funding recharge	0.00	-1,500.00
ALN Support for Schools Recharge	-6,120.00	-6,120.06
Energy Support to Schools	-3,904.00	-3,904.00
Children & Young People Partnership	0.00	-400.00
Schools Emotional Wellbeing grants Recharge Income	0.00	-1,186.87
Internal Recharges Income	-10,024.00	-13,110.93
BFCC SLA Rebate	-5,000.00	-5,000.00
BFCC School Project Funding	-3,680.00	-3,119.00
BFCC Income	-8,680.00	-8,119.00
	1,771,757.00	2,036,229.63
	1,771,757.00	2,036,229.63

BFCC Big Fresh Catering Company

(ii) Last year the school was allocated £4172 per pupil.

(iii) PDG - Pupil Deprivation Grant 2024 – 2025

“The Pupil Deprivation Grant (PDG) is extra funding from the Welsh Government to overcome the additional barriers poorer pupils face that prevent them from reaching their potential. This may include exceptionally able pupils who, because of their family background, are not achieving their

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full personal potential even though they appear to be holding their own in comparison with their peers."

Taken from '*Guidance for Using the Pupil Deprivation Grant*, Welsh Government, 2013.

The allocation for the financial year 2024-25 for Victoria Primary based on percentage of free school meals was £49,106

We used this money to:

- fund small group or individual support for pupils to develop their numeracy and literacy skills e.g. catch-up literacy, catch-up numeracy, basic skills group, rapid reading, rapid writing, paired reading and booster groups.
- provide specialist programmes following liaison with outside agencies and parents.
- provide emotional literacy support for more vulnerable pupils.
- subsidise residential trips to ensure equal opportunities for all pupils.

5. Our Shared Vision

School Vision

Our vision is to provide a **nurturing** and **inclusive** environment that facilitates a love of learning. By working together, we strive to foster happy, respectful relationships among all members of our community, equipping our children with the **resilience** needed to embrace challenges and safely navigate their futures.

SCHOOL MOTTO

Together we aim for the stars.

Aims

Our school community is dedicated to fostering an **inclusive** environment where every individual is encouraged to **thrive** in their learning journey.

We will foster an environment where the school community actively supports our initiatives, and the Governors provide essential guidance. **Together**, we strive to cultivate continuous improvement on our educational journey.

As global citizens, we are committed to valuing our community and the wider world, fostering an ethos of **care and responsibility**, and actively contributing to a sustainable future that ensures the **wellbeing** of future generations.

We will provide all pupils with a **varied** and **inclusive** curriculum that is both **challenging** and **engaging**, fostering an environment that motivates the development of purposeful skills essential for lifelong learning and personal growth.

We will foster an **inclusive** community that **cares** for one another, respecting diverse views and celebrating individual achievements. We will create a **safe** environment where every member feels **valued** and **empowered** to flourish.

6. Curriculum and School Organization

Victoria School Curriculum Vision

Our vision is to provide a curriculum that is supportive, fun and challenging. It will help us to be resilient, responsible and creative. Encouraging everyone to be happy, healthy and prepared for the future

Created by the Curriculum Task Group (CTG)

Victoria School Curriculum

Our curriculum reflects the areas of learning identified in the Curriculum for Wales. Our children's learning experiences enable them to develop competency and skill across a number of learning areas. The six areas of learning are:

- Health and well-being
- Language, literacy, and communication skills
- Expressive arts
- Humanities
- Mathematical development
- Science and Technology

The content is adapted to suit the children's needs. Regardless of the content, all children will progress through the skills at their individual pace.

Continuous provision is enhanced according to what the children need and want. Discussions with the children, and observations, inform the teachers and other classroom adults in developing the learning environment and progressing learning. The provision is flexible to cater for the children's levels of engagement and interaction. The skills are reinforced throughout the areas at every opportunity, and the pupils are made aware of their whole class and individual targets.

We teach the key skills of literacy, numeracy, ICT, thinking and problem solving through all curriculum subjects, and we also develop them within the pastoral curriculum. Progression in key

skills is at the heart of our curriculum planning. Children are given a variety of opportunities to develop the application of these skills in as many ways as possible.

Progression in key skills form part of the school's long-term curriculum plan. To develop key skills, we have planned a whole school overview to ensure that they are firmly embedded into the curriculum.

English as an additional language ("EAL")

With pupils whose first language is not English, teachers will closely follow their progress across the curriculum to ascertain whether any barriers arise from uncertain command of English or from additional learning needs. It is necessary to assess a pupil's proficiency in English before planning any additional support that might be required. Support and guidance will be sought from **EMAS** (Ethnic Minority Achievement Service) when necessary.

ALN Additional Learning Needs

At Victoria Primary School we adopted a whole-school approach to ALN policy and practice. Pupils identified as having ALN are, as far as it is practicable, fully integrated into mainstream classes. Every effort is made to ensure that pupils have full access to the Curriculum and are integrated into all aspects of the school. Pupils who are working significantly below their age-related expectations are taught in small targeted groups for literacy and numeracy.

All teachers are responsible for identifying pupils with ALN and, in collaboration with the Additional Learning Needs Coordinator, will ensure that those pupils requiring different or additional support are identified at an early stage. Assessment is the process by which pupils with ALN can be identified. Whether or not a pupil is making progress is seen as a significant factor in considering the need for ALN provision. The school provision map outlines the provision available, which is additional to or different from the differentiated curriculum on offer to all pupils.

Please see the school website for the full policy or ask at the school office for a copy

7. School Improvement Priorities 2024 / 2025 evaluation

Key Area One – Teaching and learning

- To ensure the Curriculum offer is relevant, engaging and robust – **Targets met, an ongoing priority.**
- To develop positive attitudes to reading across the school – **Targets met**

Key Area Two – Wellbeing, care, support and guidance

- To continue to develop an awareness and understanding of diversity. – **Targets met**
- To ensure that professional learning opportunities have a positive impact on pupils' learning and wellbeing. – **Targets met**

Key Area Three – Leading and improving

- To continue to promote and develop the Welsh language – **Targets met, an ongoing priority.**

8. School Improvement Priorities 2025-2026 Summary of action plans

The school has set targets under the 3 key area headings of: teaching and learning; wellbeing, care, support and guidance and leading and improving.

Priority 1:

To further enhance teaching and learning so that pupils are provided with increased opportunities and purposeful feedback to reflect on progress and develop a positive growth mindset.

Priority 2:

To introduce reciprocal reading so that pupils are provided with meaningful opportunities to develop effective reading skills, through a collaborative approach.

Priority 3:

To build staff confidence in their use/teaching of Welsh so that at least 15% of learner's activities throughout the day will be in Welsh.

Priority 4:

To ensure that teaching is well matched to pupils with additional learning needs and based on a secure understanding of their needs.

9. School Prospectus

The school prospectus is available on the school website <http://www.victoriaprimaryschool.com> and hard copies can be ordered from the school office. The prospectus is updated at least once a year and more often if there are significant changes that need to be recorded. It was last updated in September 2025. Updates include: school organisation, Governing Body changes and staffing changes.

Please see the school website or ask at the office for a hard copy.

10. School Policies

The governing body review school policies annually and may amend documentation in response to your comments. Please e-mail the office or arrange to meet with myself or a member of the Governing Body if you have any queries or comments or contact the governors via victoria@valelearning.com

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This is a comprehensive list of all policies that are available on the school website or hard copies can be requested from the school office.

Statutory / Non statutory Policies and Procedures other than HR

Accessibility Plan
Acceptable use Policy
Admission Policy
Attendance Policy
Behaviour and Anti-bullying
Charging and Remissions Policy
Child Protection Policy
Complaints Procedures
Data Protection Policy
Disability Equality Scheme / Access Plan
Equal Opportunities and Racial equality
Food and Fitness Policy
Freedom of Information Publication scheme
Health and Safety Policy
Healthcare Policy
Home School Agreement
Instrument of Government
Performance Management
Sex Education Policy
School Uniform Policy
Special Educational Needs Policy
Strategic Equality Plan
Sustainable Development Policy
Toilet Policy

Curriculum Policies

Learning and Teaching
Collective Worship
Curriculum Cymreig
ESDGC Education for Sustainable Development and Global Citizenship
Food and Fitness
Foundation Phase
Homework
Induction
Target Setting
Transition

School based staff – HR Policies

Absence Management Policy

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Capability Procedure
Dignity at Work
Disciplinary Procedure
Drug and Alcohol Policy
Equal Opportunities Policy
Equal Pay Grievance Policy – Schools Support Staff
Grievance
Induction Policy
Pay Policy
Professional Development Policy
Safer Recruitment Policy
Redundancy Policy November
Social Networking Policy
Special Leave – school based staff

All the above policies have been produced and are available to read on the school website or at the school office. All policies are agreed by the Governing Body but we are always open to suggestions from parents. We review school policies annually and may amend documentation in response to your comments. Please e-mail the office or arrange to meet with myself or a member of the Governing Body if you have any queries or comments.

11. Community Links

The School Community

The school community continues to enjoy wonderful parental support supporting group reading, learning and teaching sessions in different classes, 1:1 reading support, cookery, craft, gardening and sports. Many more offer their time to support the many educational trips that the children enjoy. Their time and commitment are gratefully appreciated by all children, staff and governors.

This year's school Parent Teacher Association raised a net total of £14200. A huge thank you to the hard work of the organising committee and the support of parents and all the school staff.

The Local Community.

The school continues to maintain strong community links with local businesses and industry.

Local businesses on Cornerswell Road and in the town centre are wonderful supporters of all school events, including donations for raffles etc. as well as attending functions and communicating effectively with the school.

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Visits and visitors have been plentiful this year; the school works hard to maintain links and develop the children as active members of their community.

The school continues to have very strong links with Ty Gwyn local hospital.

Local clergy hold assemblies, and local residents have been invited to talk to the children about school experiences and their work.

12. Term Dates and Sessions

Morning nursery 8.55 – 11.25 Afternoon nursery 12.55 – 3.25

Reception pupils 8.55 – 3.25 Year 1 and Year 2 8.55 – 3.25

All junior pupils 8.55 – 3.30

SCHOOL HOLIDAY DATES 2025/2026

Term	Begin	Half term		End	No. of School Days
		Begin	End		
Autumn 2025	Mon 1 Sept 2025	Monday 27 Oct 2025	Friday 31 Oct 2025	Friday 19 Dec 2025	75
Spring 2026	Monday 5 Jan 2026	Monday 16 Feb 2026	Friday 20 Feb 2026	Friday 27 March 2026	55
Summer 2026	Monday 13 April 2026	Monday 25 May 2026	Friday 29 May 2026	Monday 20 July 2026	65
TOTAL					195

13. School Council

The School Council for 2024 - 2025 was set up in September and, once again, it was gratifying to see so many pupils standing for election. Class representatives serve for the whole year to allow for consistency and continuity. Meetings are held once a month at lunch time and additional meetings as and when needed. For the year 2024-2025, the School Council were extremely busy, with many projects.

Autumn: Children thought of ideas for our School Council this year that we would then act on through the academic year 2024/2025. Main Autumn focus: Organised a Christmas Socks Charity Fundraiser to raise money for Kids Cancer Charity. The School Council members wrote a letter to parents/carers, delivered an assembly to Juniors and collected money. A rep for Kids Cancer Charity then came to school to present a cheque.

Spring: The children liked the Calm Area resources last year so wanted to refresh them and also add to the new sensory area in the school playground. They wrote a letter asking for donations in Spring 1. In Spring 2, they organised all the items that had been donated and organised them in the Sensory Area (and around the school if they weren't appropriate).

Summer: Impact on the wider community. The School Council wanted to go on a litter pick in our local area. We decided on the School Field as it was going to be used a lot in the Summer Term. We also made links with Penarth Library who are a Litter Picking Hub for the local area.

14. Attainment

With the introduction of the new curriculum and assessment procedures, schools are not requested to set targets or submit results.

However, class teachers meet with the Headteacher and ALNCo (additional needs co-ordinator) every term to discuss the progress of all pupils.

Our pupils continue to perform well in the Welsh Government Tests and make good progress from their starting points.

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16. Attendance Data

The school continued to achieve very good attendance rates. The school has effective procedures for monitoring pupils' punctuality, attendance, behaviour and performance.

Attendance average for the Academic Year 2024/2025 is:

Academic Year	Average Attendance
Academic Year 2023/2024	94.9%
Academic Year 2024/2025	94.2%

Parents appreciate the need to contact us to inform us of illnesses and therefore the unauthorised absence rate is very low. We are grateful for this and ask that parents continue in this efficient manner.

17. School Sport and Extra-Curricular Activities.

Pupils enjoy a variety of sports as part of the school curriculum and have access to equipment at playtimes and lunchtimes. In addition, the school runs a range of sport clubs after school. Pupils who participate in these clubs often successfully represent the school in competitions across the Vale.

The 5 a day exercise programmes is a daily fixture in every class across the school.

After school sport clubs include netball, football, rugby, dance, gymnastics, cricket, and tennis. Staff often take teams to other events too, even if there is no specific club for that sport e.g. hockey.

The school prides itself on the many extra –curricular opportunities on offer.

Peripatetic staff come in to teach strings, woodwind, brass, keyboard, guitar, ukulele and voice. Parents need to pay for these lessons but the school endeavors to pay for the instruments for pupils to use whilst at Victoria.

In addition, all year 3 pupils learn to play an instrument; the PTA fund these lessons so that every child learns to play at least one instrument in school.

Please see the school website / prospectus for the full range of extra-curricular activities available.

18.School Accessibility Plan

The physical nature of Victoria school makes it very difficult to provide acceptable disabled access for every year group.

Although the nursery and reception classes have ramps and accessible doorways, the numbers of steps in all other areas of the school would make disabled access very difficult for any child in full time education at the school.

The financial cost of improving the physical environment is too excessive for the school budget.

It is not deemed a priority for the county council because there is a nursery school and two primary schools in close proximity that have accessible buildings and grounds.

Although we are limited in physical adaptation, the school is proactive in ensuring equal access to the curriculum as exemplified in the school strategic equality plan.

Please see the school website for the school strategic equality plan (to be reviewed April 2026).

19. The School's Approach to Healthy Lifestyles

We wish to establish an effective approach to the promotion of food and fitness as we are aware that diet and physical activity have positive effects on children's physical, mental and emotional well-being.

We believe we have a duty to encourage everyone in the school community to lead active and healthy lifestyles by providing knowledge and skills to establish and maintain lifelong active lifestyles and healthy eating habits.

We will ensure that food provided in school is healthy and promotes a healthy lifestyle. Further, we are committed to providing high quality PE lessons and health related exercise.

The Vale catering service complies with the Welsh Government Initiative of Appetite for Life and ensures all school dinners are nutritionally balanced.

All children are provided with a free school meal; however, some children chose to bring in their own packed lunch from home. We strongly encourage parents to provide healthy sandwich boxes and snacks for their children when at school.

Currently the school adopts the following to promote a healthy lifestyle.

- physical activity within the curriculum
- extracurricular physical activity clubs
- outdoor education
- school meals
- free school meals for all children
- food and nutrition in the curriculum
- healthy breakfast club
- fruit snacks
- free school milk
- drinking water

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- oral health care
- weekly mental and physical health sessions

20.Site Management

Security: School security includes entry doors on the main building. The building and playground is secure. All red security gates are locked at 9.00am when the school is in session and reopened at 3.20pm for the collection of the children. Staff open and lock gates for the nursery parents at the appropriate times.

Cleaning: The Vale cleaning service undertakes high quality morning and evening cleaning at the school.

School Toilets: There are adequate numbers of toilet cubicles in all buildings. Each day the caretaker ensures that there is an adequate supply of bacterial hand soap and toilet rolls for all age groups.

The toilets are cleaned daily and also checked throughout the day; any necessary additional cleaning is undertaken at lunchtime by school support staff. Hot water is available in all toilet areas for children to wash their hands and the Governing Body asks parents to train their children to ensure they use all washroom facilities appropriately.

A word of thanks

The Governing Body wishes to thank all members of the whole school community for their dedication and commitment to the personal, social, emotional, physical and intellectual development of the children at Victoria Primary School.