

## Rhondda Cynon Taf County Borough Council

### Governing Body of Park Lane Special School

This report is a summary of the steps taken by the Governing Body in the discharge of its functions since the last report was published.

#### 1. Clerk to the Governing Body

The Clerk to the Governing Body is Mrs Gaynor Davies, Director of Education and Inclusion, Ty Trevithick, Abercynon, Mountain Ash, CF45 4UQ.

#### 2. Chairperson of the Governing Body

The Chairperson of the Governing Body is Mrs Rebecca Jenkins c/o Park Lane Special School, Trecynon , Aberdare ,CF44 8HN.

#### 3. Members of the Governing Body

The following people are currently members of the Governing Body.

<b>Name</b>	<b>Category of Governor</b>	<b>Appointed By</b>	<b>Retirement Date</b>
Fth Richard Green +1	<b>LEA</b>	<b>Council Members</b>	04/05/27
Rebecca Jenkins Rhian Smith Karla Davies	<b>Parent</b>	<b>Parents</b>	24/11/24 19/11/27 19/11/27
Stevie Payne Glynis James	<b>Community Governor</b>	<b>Governing Body</b>	18/07/26 04/12/27
Mrs D Llewellyn	<b>Teacher</b>	<b>Teaching Staff</b>	14/10/24
Mrs J Davies	<b>Staff</b>	<b>Non-Teaching Staff</b>	20/11/26
Mr S Type	<b>Headteacher</b>		

When fully constituted this governing body is made up as follows

<b>LEA Representatives</b>	1
<b>Parent Governors</b>	3
<b>Staff Representative</b>	1
<b>Headteacher</b>	1

<b>Community Governors</b>	2
<b>Teacher Governor(s)</b>	1
<b>Minor Authority (if applicable )</b>	0
<b>Total</b>	9

#### 4. Resolutions

There were no resolutions passed at the last meeting.

## **5. Election of Parent Governors**

The next election of parent governors is due to take place during November 2024. If there are any parent governor resignations before this date, arrangements will be made for an election to take place to fill the vacancy.

## **6. School Performance Data**

Park Lane uses a number of assessment packages which allow teachers to tailor a pupil centred curriculum for each of the learners at the school. These assessments are used to devise an PPTs (Personal Progress Targets) which is the main focus for pupils' progress. (Packages include B squared, Motion, LNF and the DCF)

## **7. Financial Statement**

Enclosed, as appendix A is a copy of the school's financial statement for the Financial Year 2023/24. Further breakdown of the information is available upon request

## **9. School Development Plan**

Governors are responsible for drawing up (in conjunction with staff) the School Development Plan. The plan identifies the direction the school will take over a three-year period, in delivering the curriculum. The plan is regularly monitored and revised to take account of progress made and any changes to curriculum requirements.

The School Development Plan for the 2024-2025 academic year will be approved by Governors. The targets included a 3 year focus, broken down into specific targets for this academic year, termly feedback is provided to the governing body. Further information on the current targets and progress being made will be available at the meeting.

The school has refined its planning and implementation of both IDPs and PPTs (Personal Progress Targets). In line with the school's self-evaluation process. The school has introduced Learning Journeys to support evidencing pupil progression and standards

Lesson observations were led by the Senior Leadership Team (SLT) and the school improvement partner Sharon Arnold. The focus was to quality assure the teaching and learning across the whole school, these took place during the Autumn term. During the Summer term Peer observations took place where the focus was to share practice

The school also has an effective approach to curriculum learning walks. This includes a cross-section of stakeholders observing specific curriculum elements in a variety of classes. Following the 'learning walk' a report is produced and shared with staff and Governors outlining the findings.

**10. Use of the Welsh Language – Communication (for English medium schools only)**

This school is an English medium school, lessons and other school activities are communicated through the medium of English. The use of the Welsh language is promoted using incidental Welsh with all pupils throughout the school day and by celebrating Welsh cultural themes for example St David's day and school Eisteddfod. The school (Draenog) has also been involved in a partnership project working along side Ysgol Gynradd Gymraeg Aberdar.

The schools Welsh coordinator is Diane Llewellyn

**11. English as a second language (EAL)**

Should parents request that their child is taught at this school in a language other than English this request will be given due consideration.

Pupils for whom English is a second language are supported appropriately according to their needs.

**12. School Holiday Dates 2024-2025**

Term	Begin	Half term		End	No. of School Days
		Begin	End		
Autumn 2023	Monday 2 Sept 2024	Monday 28 Oct 2024	Friday 1 Nov 2024	Friday 20 Dec 2024	75
Spring 2025	Monday 6 Jan 2025	Monday 24 Feb 2025	Friday 28 Feb 2025	Friday 11 Apr 2025	50
Summer 2025	Monday 28 April 2024	Monday 26 May 2024	Friday 30 May 2024	Monday 21 July 2024	70
				TOTAL	<b>195</b>

Mon 2 Sept 2024 and Monday 21 July 2025 will be designated INSET days for **all** LA Maintained Schools. The remaining three INSET days to be taken will be at the discretion of each individual school following appropriate consultation with staff.

All schools will be closed on **Monday 5 May 2025** for the May Day Bank Holiday.

Significant dates: Christmas Wednesday 25 December 2024

Easter Good Friday 18 April 2025  
Easter Monday 21 April 2025

May Bank Holidays Monday 5 May 2025  
Monday 26 May 2025

The Welsh Assembly Government may decide to allocate additional INSET days, schools will be informed of these at the appropriate time.

The School day is organised as follows;

	Primary	Secondary
Morning Session	08.50-11.45/12.00	08.50-12.00
Lunch Break	11.45-12.45 12.00-13.00	12.00-13.00
Afternoon Session	12.45/13.00-14.50	13.00-14.50

### **13. Community Focused Schools**

A community-focused school is one that provides a range of services and activities, often beyond the school day, to help meet the needs of its pupils, their families and the wider community. Across Wales many schools already provide some community services including adult education, study support, ICT facilities and community sports programmes.

The development of community-focused schools is not just a short-term project or initiative, but a real opportunity for schools and communities to work together in new ways for the future benefit of children, young people and adults.

The school has established many community links, these include; Integration projects with local primary schools, South Wales Police deliver school beat sessions including topics, bullying and anti-social behaviour. The school has a high profile on social media and their Twitter account. We support the local community during the Christmas period by providing transport for the local Church

We have a satellite provision at Coleg-Y-Cymoed (Aberdare Campus) and continue to build excellent working partnerships with this organisation We continue to build strong community links opening the classroom to our local environments, this allows our pupils to experience wider opportunities including, St Fagan's Church, The market hub, Cwm cycling , RCT sport , Screen Alliance Wales are just some of the partnerships developed

We at Park Lane regularly participate in fundraising for charities such as, Comic Relief, Children in Need, Macmillan Coffee Morning and Jeans for Genes.

**14. Review of School Policies**

The school has many policy documents covering both curriculum and non-subject areas. These documents are constantly reviewed/revised by staff/governors to incorporate changing trends and legislation. Further information is available on the school website or by contacting the Headteacher during school time.

**15. Additional Learning Needs**

The school's policy for the Assessment of and Provision for Pupils with Additional Learning Needs is summarised as follows:

The school's policy for the identification, assessment and provision for pupils with additional learning needs is consistent with the requirements of the Additional Learning Needs Code for Wales (approved by the Senedd on 23<sup>rd</sup> March 2021) under section 4 of the Additional Learning Needs and Education Tribunal (Wales) Act 2018.

The school's Additional Learning Needs Co-ordinator (ALNCo) works closely with all other members of staff to ensure that individual Development Plans (IDPs) are developed and implemented to meet the needs of pupils, adopting a person-centred approach.

The ALNCo also liaises with all members of staff, to ensure that the progress of all pupils is regularly monitored and assessed and to ensure that each pupil reaches his or her potential.

Up to and including the academic year 2023/2024 ,85 % of pupils at Park Lane have now transferred to IDP's from the previous SEN statements.

**16. Access for Disabled Pupils**

The Governing Body is mindful of the requirements of the Equality Act 2010 and the Special Needs and Disability Act (SENDA) 2001 .When drawing up the School Development Plan and accessibility Plan, the school is committed to ensuring that all pupils are able to participate in the school curriculum and (where they desire) in activities such as after school clubs, leisure/sporting events and educational visits.

The Authority has in place an Accessibility Strategy Plan and in line with this strategy an audit of the school site was undertaken, as part of an authority wide brief, to identify any potential barriers and to improve the access to the school.

**17. Fabric of the Building & Facilities**

The building needs updating and general repairs to all areas, the school is committed to working alongside the LA to ensure that we provide the best environments to our pupils. The building of 2 new

classrooms has increased the capacity of the school to 140 pupils , this is an increase of 16 pupils in the academic year Over the past year the following refurbishment/repairs have been carried out.

- Playground development and sensory yard.
- Re established Wellbeing room.
- Re established Family room.
- Purchased outdoor trampoline and wheelchair accessible roundabout.
- New interactive touch screens in all classes.
- New flooring in all corridors.
- New AHT office established
- SLT corridor painted
- New signage at the front entrance.

The site manager carries out the general inspection of the cleanliness of the school. Additional cleaning services access school on a daily basis. Toilets are located at regular intervals throughout the school corridor with signage clearly visible. The cleaning of these areas is subject to monitoring by the Local Authority to ensure that a high standard of cleanliness is maintained.

The Premises, Health and Safety Committee of the school's Governing Body meets on a termly basis to consider any matters brought to them by the Headteacher, Site Manager, School Council and the staff team.

Governors have allocated funds for day-to-day repairs, expenditure of this money is managed by the Headteacher. Governors are updated on this expenditure at the termly meetings of the Governing Body.

The school has a cleaning contract with Solo for all areas of the school building

## **18. Target Setting**

Targets for the school are noted in the SIP/SDP. Personal Progress targets (PPT's) are the main way that the School monitors the progress for our learners. PPT's are assessed termly for every pupil. We set challenging targets based on the data and assessment process we undertake.

## **19. Attendance Information**

The school attendance was 81.6% for 2023/24. The target for 2024/25 is 84%. Attendance of all pupils is closely monitored , we work along side the LA to support persistent low attenders .

## **20. Admission/Transition Arrangements**

The County Borough Council is the Admissions Authority for all schools (other than Church schools where the schools governing body is the admissions authority) within the Authority's boundary. The school's admission arrangements are therefore operated in line with the Authority's policy on school admissions which is contained in the publication Starting School Book. The book is made available to parents

at the point of their application for their child's admission to school. The contents of this book can also be accessed online on the Authority's website.

Pupils are admitted to Park Lane as directed by the Local Authority ALN Panel. Pupils will remain at the school until the age of 19 or for as long as the school can meet their needs. Parents are involved in discussions on any reviews that may result in alternative placements for their child.

## **21. School Leavers**

The total number of school leavers for the period September 2023 to July 2024 is 7.

The destinations of the pupils are known and explained in the table below.

<b><u>Number of pupils</u></b>	<b><u>Destination</u></b>
5	Coleg Y Cymoedd (Aberdare)
1	Buarth y Capel
1	Beechwood College

## **22. Sporting Aims and Achievements**

The school takes part in numerous sporting activities throughout the year including football, rugby, athletics, swimming, tag rugby and gymnastics, climbing, canoeing, tennis and archery.

Pupils participate in sporting activities throughout the school week during PE lessons and through extra curricular opportunities.

These include:

Weekly PE lessons as part of the curriculum these may include swimming session or Hydrotherapy. Cwm Cycling or Rebound Therapy if appropriate.

The school also offers a range of Outdoor and Adventurous residential experiences for pupils in Key Stage 4 onwards including the Duke of Edinburgh Awards.

## **23. Healthy Eating**

The school complies with the regulations on the way the food allergen information is to be displayed and the requirement to provide allergen information for foods sold loose, or served out of the home.

Further information on this matter may be obtained on [www.UFS.com/allergens](http://www.UFS.com/allergens) and on [www.rctcbc.gov.uk](http://www.rctcbc.gov.uk) via school catering.

Pupils are taught about the benefits of healthy eating through a variety of strategies including incorporating it into elements of learning such as food and fitness.

## APPENDIX A

### Park Lane Special School

#### PROVISIONAL FINANCIAL STATEMENT FOR 2023/2024

<b><u>EMPLOYEE COSTS</u></b>	<b><u>Total Spent</u></b>
STAFFING COSTS INCLUDING SUPPLY	£1,922,405
<b><u>PREMISES RELATED COSTS</u></b>	
INCLUDES ENERGY, REPAIRS, CLEANING, BUILDING RELATED SLA's	£140,037
<b><u>TRANSPORT</u></b>	
INCLUDES INSURANCE, PETROL, TRAVEL CLAIMS	£5,842
<b><u>SUPPLIES AND SERVICES</u></b>	
INCLUDES CAPITATION, ICT, COURSES, PHOTOCOPYING, STAFF INSURANCE, SERVICE SLA's	£215,485
<b><u>GRANTS</u></b>	
EIG, PDG, EYPDG, PDGCLA	£155,142
<b><u>ADDITIONAL INCOME</u></b>	
INCLUDES WELSH GOVERNMENT GRANTS, MISCELLANEOUS, STAFF INSURANCE CLAIMS,	£135,828



