



## YSGOL SARN BACH

### GOVERNORS' ANNUAL REPORT TO PARENTS

#### FOR THE 2023/2024 ACADEMIC YEAR

##### THE GOVERNING BODY 2023/2024

##### Term-of-office ends

Mrs Gwenan Gruffydd	LEA	September, 2024
Cyng. 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	October, 2026
Mr Bryn Jones	Business Representative	March, 2022
Mrs Sian Scott	Parents	September, 2024
Mrs Nina Williams	Headteacher	Member by virtue of her

post

Chair -	Mr Robert Morris Jones Penmorfa, Llanengan
Clerk	Mrs. Annwen M Jones Llain, Sarn Bach, Abersoch

The next election for a Parent / Governors representative will be held in September 2024.

#### 1. Governors' Report for 2023/2024

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 2023

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

Teacher	N	R	Y1	Y2	Y3	Y4	Y5	Y6	Total
Mrs Nina Williams	1	4	4	3					12
Delyth Jones / Bethan Evans					3	5	1	13	22
									34

### 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

Mr Catrin Williams is employed as a full-time Learning Support assistant.  
Ms Angelina Else is employed as a part-time Learning Support assistant.

### Financial Details:

See Appendix for the school's final budget for 2023/24.

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 2023.24 (see appendix)

School Fund-- The amount in the bank on 31 December 2023 was £14,394.44. 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  
£260 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**

Gwynedd and Angelsey Music Service Band - performance  
Catchment area schools' sports  
Nia Williams - Whole school assemblies during the year  
Dance for All sessions through the school for 6 weeks  
KS2 Climate Change Workshop  
School Nurse - Flu Jabs / keeping the bowel healthy discussion  
"More than Recycling" Session by Keep Wales Tidy  
Ysgol Botwnnog with catchment area schools to record the Llŷn Schools' Anthem  
Carol Singing at Abersoch  
Christmas Concert  
Urdd clubs at the school  
Christmas visit  
Singing in the village of Abersoch  
Urdd Eisteddfod - Pwllheli and Bangor and Bethesda  
The Urdd's Artwork  
Urdd concert at the school  
PC Rhiannon Wright - presentations for the children  
The catchment area's schools' swimming gala.  
"Grŵp Cynefin Community Project" Workshop - Artwork for this year's Eisteddfod  
Catchment area rounders and football tournament  
Water Safety - KS2 at Plas Heli  
KS2 Catchment Area athletics  
School Sports Day  
Drama workshop with Rhodri Trefor  
Bala Football Club  
Whole-school visit to Greenwood Forest Park

### **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 2024/2025



## SCHOOL HOLIDAYS 2024-2025

### TERM:

Autumn 2024      2 September 2024 - 20 December 2024  
Spring 2025      6 January 2025 - 11 April 2025  
Summer 2025    28 April 2025 - 21 July 2025

Pupils will return to school on Tuesday, 3 September, 2024.

### HOLIDAYS:

28 October - 1 November 2024      (Half Term)  
23 December 2024 - 3 January 2025      (Christmas Holidays)  
24 - 28 February 2025      (Half Term)  
14 - 25 April 2025      (Easter Holidays)  
5 May 2025      (May Day)  
26 - 30 May 2025      (Half Term)  
22 July - 29 August 2025      (Summer Holidays)

Schools will re-open for teachers on Monday, 1 September, 2025 and for pupils on Tuesday, 2 September (awaiting confirmation).

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

SEPTEMBER 2024	21
OCTOBER 2024	19
NOVEMBER 2024	20
DECEMBER 2024	15
JANUARY 2025	20
FEBRUARY 2025	15
MARCH 2025	21
APRIL 2025	12
MAY 2025	16
JUNE 2025	21
JULY 2025	15
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2 September 2024 – 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.

### 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 2023/2024

Priority 1	Curriculum for Wales - familiarise with the planning requirements of the new Curriculum
Priority 2	Familiarise with the New Curriculum's assessment requirements
Priority 3	Develop Welsh language oracy skills throughout the school.

2023/2024	2024/2025	2025/2026
Develop pupils' procedural numeracy skills through the school	Develop a progress tracking system in the skills through the Curriculum for Wales' areas of learning.	Develop a tracking system in the skills through the Curriculum for Wales's area of learning
Develop information gathering skills from a text when reading	Catchment area collaboration to look at progress through the Curriculum for Wales' areas of learning.	Catchment area collaboration to look at progress through the Curriculum for Wales' areas of learning.
Develop healthy relationships throughout the school.		

## 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.



## 2103 - Sarn Bach

CYFRIFON TERFYNOL 2023/2024		Cyllideb 2023/2024	Addestadau	Cyllideb Terfynol 2023/2024	Cyfanswm Gwariant 2023/2024	Gwahanlaeth
<b>GWEITHIYR</b>						
Cylogau-						
Athrawon	£140,191	£3,429		£143,620	£143,593	£27
Athrawon Llany	£11,431	£0		£11,431	£8,398	£3,038
Staff Ategiol -						
Amser Ciro	£6,969	£1		£6,968	£4,587	£2,381
Cynorthwyr Maithrin	£64,908	£1,469		£66,367	£67,444	£1,077
Cynorthwyr Gwelyddol	£1,123	£0		£1,123	£1,581	£458
Hyfforddwr/Goruchwyliol/Cyfrinol	£0	£0		£0	£0	£0
Clare Llywodraethol	£1,428	£0		£1,428	£1,341	£87
Gofalwr (Goramsler)	£0	£0		£0	£0	£0
<b>ADDEILADAU</b>						
Cynnal & Chodw - cyfrifoldebau hanesyddol	£1,100	£0		£1,100	£2,846	£1,746
Cynnal & Chodw - gwasanaeth eiddo	£5,038	£0		£5,038	£5,038	£0
CLG Gwasanaeth Eiddo	£1,783	£0		£1,783	£1,783	£0
Gostau Ynni -						
Olew	£0	£0		£0	£0	£0
Trydan	£7,000	£0		£7,000	£8,398	£1,398
Nwy	£5,000	£0		£5,000	£1,966	£3,034
Dŵr	£1,000	£0		£1,000	£666	£334
Cynllun Rheoli Carbon	£0	£0		£0	£0	£0
Contract Glanhau	£13,100	£0		£13,100	£13,279	£179
Contract Gofal	£0	£0		£0	£0	£0
Contract Cynnal Tir	£1,021	£0		£1,021	£1,021	£0
Defnyddiau Glanhau	£150	£0		£150	£771	£621
Other Ymled Tan	£150	£0		£150	£103	£47
Trethi	£2,540	£0		£2,540	£2,540	£0
<b>CYFLENWADAU A GWASANAETHAU</b>						
Lwfans y Pen	£8,000	£0		£8,000	£18,481	£10,481
Dodrefn	£160	£0		£160	£0	£160
Post	£100	£0		£100	£0	£100
Ffôn / Ffacs / Rhyngwryd	£400	£0		£400	£140	£260
CLG Swyddfa Ardal	£2,534	£0		£2,534	£2,534	£0
CLG Gwasanaeth Cyllidol	£472	£0		£472	£472	£0
CLG Rheoli Banc, Taliadau, Inwm	£187	£0		£187	£187	£0
CLG Cyflogau	£408	£0		£408	£408	£0
CLG Personel	£819	£0		£819	£519	£300
CLG Arweithio	£16,633	£0		£16,633	£16,633	£0
CLG Llyfrgelloedd	£90	£0		£90	£90	£0
CLG Archifau	£493	£0		£493	£489	£4
Pyllau Nofio a Chwasen	£4,000	£0		£4,000	£5,642	£1,642
Gwasanaeth Cerdid	£2,000	£112		£2,112	£3,807	£1,695
CLG - Cefnogaeth Technoleg	£1,069	£0		£1,069	£1,069	£0
Gwasanaeth Rhewydwrth Ysgolion	£2,235	£0		£2,235	£2,235	£0
ARIAN WRTH GEFN	£0	£32,722		£32,722	£0	£32,722
<b>CYFANSWM GWARIANT</b>	<b>£302,189</b>	<b>£37,722</b>		<b>£339,911</b>	<b>£312,033</b>	<b>£27,888</b>
<b>GOSODIADAU</b>						
RHOODION / INCWM ARALL	£0	£0		£0	£0	£0
INCWM GWE	£0	£8,116		£8,116	£8,116	£0
DEFNYDD O FALANSAU	£31,576	£31,576		£0	£0	£31,576
GRANTIAU	£28,622	£8,491		£37,113	£32,388	£4,725
LLŴG AR FALANSAU	£0	£0		£0	£2,038	£2,038
<b>CYFANSWM</b>	<b>£360,387</b>	<b>£68,891</b>		<b>£429,278</b>	<b>£354,565</b>	<b>£74,713</b>

**Datganiad Cyfrifon ar gyfer Gronfa Ysgol Sam Bach**  
**Am y flwyddyn yn diwedd 31 Rhagfyr, 2023**

<b>Balans D/Y</b>		<b>15320.46</b>
Talwyd i mewn	(+)	8134.99
Talwyd allan	(-)	9046.01
Chqs 2022 wedi eu talu yn 2023	(-)	15.00

Chqs rhif ..... (heb eu rhoi i mewn) (+)

**Balans ar 31.12.2023** **14394.44**

<b>Derbyniadau</b>		<b>Taliadau</b>	
Balans D/Y	15320.46	Talwyd allan	9046.01
Talwyd i Mewn	8134.99	Chq o 2022 talu yn 2023	15.00
Chqs heb fynd trawdd		Balans ar 31/12/2023	14394.44
	<b>23455.45</b>		<b>23455.45</b>

**Tysthwyd**

Trysorydd y Gronfa ..... Cadeirydd y Uywodaethwyr .....

Yr wyf i'r ydym wedi archwilio'r cofnodion cyfrifo sy'n berthnasol i Gronfa Ysgol Sam Bach ac yn fy mamieisn barn mas'r cyfrifon uchod n'n gywir ac yn gofnod cyflawn o'r trefnolion yn ystod y flwyddyn yn diwedd 31 Rhagfyr, 2023 a balans yr arian mewn llaw ar y dyddiad hyn.

DYDDIAD ..... ARCHWILYDD .....

