

**TRINITY FIELDS SCHOOL  
and  
RESOURCE CENTRE**



*Learning together in a changing world, creating success for all.  
Developing all pupils as ambitious, enterprising, ethical and healthy  
learners.*

**Governors' Annual Report to  
Parents/Carers**

**September 2022 to July 2023**

On behalf of the Governors of Trinity Fields School and Resource Centre, I am delighted to present the latest Annual Report to Parents/Carers. The school has continued to thrive and has a reputation as a centre of excellence within Caerphilly and across South Wales. We would like to thank all the staff who work tirelessly to support the children and their families. Particular mention must be made of Ian Elliott MBE, for his outstanding leadership and commitment to the pupils, parents and carers of the school and we wish him all the very best in his retirement following 13 highly successful years as Headteacher of Trinity Fields.

No meeting has been held for parents under Section 94 of the School Standards and Organisation (Wales) Act 2013 and therefore no resolutions were passed. The full report has been sent to all parents via Seesaw and will be available on the school website. Paper copies for parents and carers are available on request.

*Amanda Hurst*

**Chair of Governors**

### **Governing body (2022 to 2023)**

<b>Governor</b>	<b>Appointed by</b>	<b>Term of office ends</b>
Amanda Hurst (Chair)	Local Authority	
Bleddyn Hopkins (Vice Chair)	Community	March 4 <sup>th</sup> 2026
Heather Morgan	Local Authority	
Hefin David	Local Authority	
Gary Powell	Community	September 6 <sup>th</sup> 2026
Vacancy	Minor Authority	
Ruth Seymour	Parent	October 8 <sup>th</sup> 2025
Jenny Watkins	Parent	March 23 <sup>rd</sup> 2027
David Thomas	Parent	October 2 <sup>nd</sup> 2026
Ian Hurst	Parent	November 1 <sup>st</sup> 2024
Helen Muscat	Support staff	September 11 <sup>th</sup> 2023
Anthony Rhys	Teacher	March 2 <sup>nd</sup> 2026
Ian Elliott	Headteacher	August 31 <sup>st</sup> 2023
Dave Jenkins (ex officio)	Executive Headteacher	Commences September 1 <sup>st</sup> 2023
Rhian George (Clerk)	EAS	

- The chair of governors can be contacted via the school or Governor Support, Tredomen Gateway, Ystrad Mynach, Hengoed, CF82 7EH Telephone: **01443 863155**.

### **Targets set by the governing body**

- The targets set by the governing body are fully documented in the 2023-2024 school development plan (SDP). This document is on the governors' noticeboard; there are also copies of the 2023-2024 SDP in various formats on the school website and a display of our targets on the display board in the school foyer.
- There are also 2 Parent/Carers' Guides that support this area of work: SDP and SDP Priorities 2023-2024.
- We continually monitor the progress made towards these targets, working with the staff, the local authority and the EAS. The headteacher provides updates at our termly governors' meetings.
- Targets for 2023-2024 include:
  - ✓ Develop further the school's strategies to meet the needs of pupils as it implements the Curriculum for Wales (Estyn recommendation).
  - ✓ Ensure all pupils make progress in line with their individual needs and abilities, including full access to our wide range of accredited programmes (ASDAN, DofE, AQA, work experience etc.) for pupils in the 14-19 learning pathways classes.
  - ✓ Whole school/departmental training (TIS, outdoor learning etc.) to support pupils' health and wellbeing.
  - ✓ Further develop strategies and resources to support the full implementation of CfW.
  - ✓ Extend provision for life skills/community learning.
  - ✓ Embed the MOVE programme in relevant classes, working towards the Gold Award.
  - ✓ Upgrade the calming rooms and remaining outdoor areas.
  - ✓ Full implementation of B Squared to track pupil progress.
  - ✓ Enhance links with satellite classes.
  - ✓ Review current SLT to ensure it meets the demands of increasing numbers and complexity of pupils.
  - ✓ Work with LA officers to implement ALNET, including staff access to specialist training and support.

## Number on roll

- The number on roll is 247 (July 2023) The school roll continues to increase.
- There are now 29 classes; 21 of these are on the main school site. We have primary age satellite classes at Cwm Ifor, Deri and Ty Isaf Infants School and Pontllanfraith Primary School (2 classes) and secondary satellite classes at St. Cenydd Community School and Heolddu Comprehensive School (2 classes).
- Governors are very grateful to the headteachers of schools hosting our satellite classes.

## Attendance information

Term	Attendance	Authorised Absence	Unauthorised Absence
Autumn 2022	83.6%	16.2%	0.2%
Spring 2023	84.7%	14.8%	0.4%
Summer 2023	85.1%	13.9%	1%

- As governors, we continue to ask parents/carers to support the headteacher by telephoning the school to inform staff of any absences.
- Without this information, any absence **MUST** be recorded as **UNAUTHORISED**; this can have an impact on those pupils' claiming the Education Maintenance Allowance (EMA).

## Destination of school leavers: Summer 2023

- 14 pupils left at the end of the Summer term (2023); 5 have moved on to Social Services Day Provision, 4 to local colleges, 2 to specialist colleges and 3 to other services or provisions. We wish them every success for the future.

## Curriculum and other developments, including the Welsh dimension

- We have published our curriculum and assessment summary on the school website.
- We continue to work effectively with other schools across Wales to develop new and innovative ways to address the Curriculum for Wales and assessment arrangements.
- More information about the changes in the curriculum and assessment can be found on the school website in the form of short video clips, as well as in the useful "Parents/Carers Guide" which is available in the foyer.
- Staff continue to work with other special schools to develop effective assessment and recording procedures in line with the ALN reforms.
- An excellent range of activities took place during our annual Welsh Week; pupils enjoyed Welsh music, art and craft activities, cookery activities and of course our school Eisteddfod. Welsh 2<sup>nd</sup> language continues to be taught across the school and "Curriculum Cymraeg" is strongly reflected in all aspects of our work.
- Our Trauma Informed Schools (TIS) programmes have a positive impact on all aspects of pupils' personal and social development, including their health and wellbeing.
- We have successfully maintained our Flagship Centre Status as part of the Inclusion Quality Mark and our National Quality Award for Healthy Schools.
- We have been awarded the MOVE Silver award and are further developing our provision around the programme to support pupils with mobility needs.

## Additional Learning Needs (ALN)

- In common with all other schools, we are legally required to report on our ALN provision. In line with the Welsh Government's Additional Learning Needs and Education Tribunal (Wales) Act (ALNET) the school ensures all Statements/Individual Development Plans (IDPs) are reviewed annually. All Individual Education Plans (IEPs) are updated following the person centred annual reviews. These are now referred to as 'Going for Gold' targets.
- The school has developed a useful guide for pupils for annual review as well as a Parent/Carers' guide to the Welsh Government's ALNET Act. These guides are both available on the school website.
- Annual review meetings follow a pupil centred approach; wherever possible pupils are involved in their annual review and contribute through a PowerPoint presentation. In line with a pupil centred approach all pupils have a one-page profile which provides staff with key information.
- Our ALN policy, and whole school procedures, are monitored and reviewed on an annual basis.
- We receive regular support from a range of agencies that include educational psychologists, social services, physiotherapists, speech and language therapists, occupational therapists, teachers for VI/HI/MSI, medical

staff etc. We are grateful for this multi-disciplinary approach which means that all of our pupils have access to the very best services and support.

- Further information about the changes associated with the ALNET (Wales) Act is available by contacting Christine Thomas (Assistant Headteacher).

### **Pupil assessment**

- All pupils are assessed on an annual basis. The school is in the process of transferring from PIVATS 5 (Performance Indicators and Value Added Target Setting) to B Squared to assess pupils' learning and progress made.
- Routes for Learning is used to support our assessment procedures for pupils working at very early stages of development. Further details are available from Leanne Boardman (Assistant Headteacher).
- These detailed assessments are used to track pupil progress and to support individual target setting.

### **Pupil achievements**

- The success of our pupils continues to be the focus of all aspects of our work. We were delighted to hold four end of year pupil progress celebratory achievement events during the summer term.
- Governors are extremely proud of pupils' achievements and record their thanks to all the staff who support them to achieve their success.

### **Sporting achievements**

- Pupils had the opportunity to experience the thrills of rugby, develop new skills and make new friends, when Sport Caerphilly school staff hosted a highly successful 'Six Nations Disability Event'.
- The success of this event has grown in popularity over the years, with 25 schools taking part in this year's event. The event now fills the Centre for Sporting Excellence facility and provides a fantastic high-quality experience for everyone involved.
- The event would not run without the support of staff and volunteers and the WRU staff apprentices, Dragons community staff, students from Ystrad Mynach College and Sport Caerphilly.
- Pupils accessed successful cycling sessions led by Pedal Power. Some pupils completed cycling proficiency awards, while others experienced the thrill of a cycling experience for the first time.
- We were delighted to receive a multi-use sports court with generous support from the Cruyff Foundation.

### **The school and the community**

- The school's links with the community were greatly impacted by Covid-19; however, these links have gradually become re-established.
- We are delighted to report that "The Trinity Protocol" is now being shared with police forces and LAs across Wales, which really demonstrates just how ground-breaking this initiative has been.
- Working with PC Deke, we have successfully established a division of Heddlu Bach in our satellite class at Cwm Ifor Primary School which also includes pupils from Cwm Ifor ensuring that our already strong partnership working is further strengthened.
- During the summer some pupils who are part of the horticulture work experience group planted a wheelbarrow as part of a local competition. We were very proud of the impressive display the pupils created. Our thanks to Wendy Howls and the pupils involved.
- School facilities continued to be used out of hours by the Youth/Leisure Service and CASS.
- Senior leaders and staff contribute to local and national education meetings. These include South Wales Association of Special Schools Heads' and Deputies' meetings, headteachers'/deputy headteachers' meetings, case conferences, EAS Special School Heads and Deputies, Welsh Government groups etc.
- There are strong links with Touch Trust, Duke of Edinburgh Wales, ASDAN, AQA and other local and national organisations; these contribute to Trinity Fields School having a highly successful profile within and beyond Caerphilly County Borough.

### **Embedding a Whole School Approach to Wellbeing (including healthy eating and drinking)**

- The school holds the healthy schools quality mark and has a history renewing this accreditation.
- Through regular visits to school, The Governing Body ensures that the school promotes healthy eating and drinking
- The Curriculum continues to develop in line with Curriculum for Wales and the school are currently implementing a 'Whole School Approach to Wellbeing'. A key part of this is educating children on the benefits of healthy eating and drinking
- The school council have a good track record of informing Governors about their views of school meals

- The Governing Body has adopted a whole-school approach to healthy eating and lifestyles; e.g. nutrition and physical activity policies, healthy lunchboxes, fruit snacks, daily physical activity, water consumption.
- Pupils have access to drinking water during the school day.

## Buildings and Premises

- Our toilets and specialist changing areas are well equipped and ensure that all pupils have access to the highest possible standards of personal hygiene. We have staff on site throughout the school day; this means that our toilets and changing facilities are checked and cleaned regularly throughout the day; this allows us to maintain our high standards.
- In continued response to the Covid-19 pandemic, enhanced cleaning is undertaken throughout the school day; they ensure that all “high touch” areas are regularly sanitised to prevent any spread of germs etc. There is also enhanced daily cleaning before and after school.

## Financial Statement 2022/2023

EXPENDITURE AREA	
Teachers	2,291,765
Supply teachers	780,712
Teaching assistants	2,075,182
Clerical and IT technicians	105,346
Mid-Day supervisors and maintenance staff	71,509
Hospitality	5271
Training	6899
Long service awards	250
GASS admin charges	1274
Staff car allowances/expenses	1343
Medical appointments	120
Building and equipment/repairs and maintenance	114,490
Grounds maintenance	4988
Swimming pool maintenance	850
Cleaning Contract and Materials	89682
Electricity	32497
Gas	41460
Water/water dispensers	14984
Insurance (theft, vandalism)	9362
Offsite travel insurance	346
Building insurance	7998
Premises H&S	8110
Refuse/hygiene rental units	7655
Alarms	2604
Vehicle running expenses	1343
CRC Allowances	0
Capitation	98286
Micro repair	0
Stationery	7724
Telephone/mobile phones	0
Postage	378
OT/Physio equipment/other	29993
IT Equipment/Leasing/ Computers	50741
Furniture	60360
TV Licence/copyright licence/data protection	159
Photocopying	2014
Subscriptions	11242
Transport hire costs	10090
Medical expenses/reports	0
Clubs' adjustment	78075
SLAs	53589
School development Plan	167,910
Miscellaneous	840
Grant overspend	4817
<b>TOTAL EXPENDITURE</b>	<b>6,391,126</b>

<b>INCOME</b>	
Reimbursement school meals admin	1139
Hire of premises	0
Covid Hardship Fund	0
ALN grant	135784
Use of premises (Youth and leisure services)	0
Accelerated Learning Grant	18274
Remote Asynchronous Learning	0
Transition Fund 11 - 13	125
Winter of Wellbeing	0
Arts Council for Wales	0
ALP allocations	0
Additional RRRs Allocation	0
Revenue maintenance allowance	0
Children Looked After (CLA) grant	7351
EWC	16807
NQT Grant	12372
Curriculum for Wales	10000
AHT funded by KC	96036
Indicative salary increase from WG	0
Emotional and Mental Health Pilot	0
ALN new systems in schools	0
Miscellaneous	0
Staff reimbursements	0
Devolved income	176983
Donations	68628
Inclusion reimbursement (Merthyr Tydfil, Panside, Pontllanfraith)	42267
<b>TOTAL INCOME</b>	<b>743,335</b>

<b>TOTAL EXPENDITURE</b>	<b>6,391,126</b>
<b>TOTAL INCOME</b>	<b>746,335</b>
<b>TOTAL NET EXPENDITURE</b>	<b>5,647,791</b>
<b>TOTAL CARRIED FORWARD FROM PREVIOUS YEAR</b>	<b>915,902</b>
<b>TOTAL FUNDING</b>	<b>6,347,927</b>

Projected surplus 2022/2023- £700,135,      Projected surplus 2023/2024- £203,702

### Donations received

- Our kind benefactors gave each child a £100 Love2Shop voucher as a Christmas gift. They also donated an iPad and luxury hamper for our PTA raffle and have supported the purchase of a range of resources for pupils throughout the year.
- Donations also included- **£100** (Tennant Lodge 1992), **£185** (in memory of a pupil).
- We continue to be extremely grateful to all those who donate money to the school; in these difficult financial times we appreciate just how difficult it is to raise money.

### Governors' expenses

- There were no governors' expenses for 2022 - 2023.

### Term dates for 2023-24

- Term dates and staff training days are posted on the school website and included in the annual planner that goes out to all parents/carers at the start of each autumn term.

Term	Term begins	Half term holidays		Term ends
		Begins	Ends	

<b>Autumn 2023</b>	Friday 1 <sup>st</sup> September	Mon 30 <sup>th</sup> October	Friday 3 <sup>rd</sup> November	Friday 22 <sup>nd</sup> Dec
<b>Spring 2024</b>	Monday 8 <sup>th</sup> January	Monday 12 <sup>th</sup> February	Friday 16 <sup>th</sup> February	Friday 22 <sup>nd</sup> March
<b>Summer 2024</b>	Monday 8 <sup>th</sup> April	Monday 27 <sup>th</sup> May	Friday 31 <sup>st</sup> May	Friday 19 <sup>th</sup> July
<b>Autumn 2024</b>	Monday 2 <sup>nd</sup> December	Monday 28 <sup>th</sup> October	Friday 1 <sup>st</sup> November	Friday 20 <sup>th</sup> December

### Staff training days: 2023-2024

There are 6 staff training days during the 2023-2024 school year:

- **Autumn term 2023:** 1<sup>st</sup> /4<sup>th</sup> /5<sup>th</sup> September
- **Spring term 2024:** 8<sup>th</sup>/9<sup>th</sup> January
- **Summer term 2024:** 8<sup>th</sup> April