



Wick and Marcross Church in Wales Primary
Governors' Annual Report to Parents
2024 - 2025

Our Governing Body

Our governing body works in partnership with staff, families, the church and wider community. Each child in our care is taught that they have a vital and unique role to play. Our role as governors is to support the highly professional team at Wick. We value their skills, expertise and enthusiasm in helping each and every child to give their very best within a nurturing Christian environment.

The school is managed by a team comprising the head teacher, governors, and Church in Wales representatives. The governing body formulates the aims and policies of Wick and Marcross. It does this by operating a system of committees which report each term to the full governing body. Each committee manages, supports and oversees different areas of school life; teaching and learning, finance and personnel, premises and health and safety. To be effective, regular visits to the school take place, with opportunities to share training opportunities and link closely with different members of staff and their areas of responsibility. The governors work alongside the head, who is responsible for the day to day management of the school.

As a voluntary aided school the Governing Body at Wick and Marcross Church in Wales Primary School comprises seven different types of governors made up as follows:

- Foundation governors, including a governor nominated by the Ministry Area Committee (MAC)
- A parent governor elected by other parents at the school
- A governor elected by teaching staff
- A governor elected by support staff
- A local education authority governor
- A minor authority governor
- Co-opted governors

Our headteacher, Mrs Ceri Thomas, is also a governor.

The Governing Body at Wick and Marcross is accountable to parents, the church and the community. We operate as a 'Critical Friend' to support and challenge the school as appropriate. We seek to gather views, ask questions and make decisions based upon what is best for the school. We help to plan and shape the direction of the school, taking account of budget and curriculum requirements and ensuring all pupils are provided for not only educationally but also spiritually, morally and socially.

School governing bodies are no longer expected to hold an annual general meeting (referred to in statutory guidance 94 (13) of the School Standards and Organisation (Wales) Act 2013.) However, parents have the right to request a meeting with the governing body on issues which concern them. This parental right may be exercised up to three times in any school year provided that the purpose of the meeting is to discuss issues which relate to the school, not individual pupil progress and achievement, or grievances against a member of staff or the governing body.

Membership of the Governing Body 2024 / 25

Name	Type of Governor	Term Expires
Rev Canon Edwin Counsell	Foundation Governor: Ex Officio	n/a
Vacant	Foundation Governor x2	
Mai Alassi	Foundation Governor	March 2029
Stuart King	Foundation Governor	January 2028
Sam Newton	Foundation Governor: Chair of Governors	May 2029
Father Craig Vaughan	Foundation Governor	September 2026
Richard Hann	Foundation Governor: appointed by the MAC	September 2027
Leanne Jones	Parent Governor	September 2028
Tom Partridge	Minor Authority Representative	April 2026
Janet Hayward	LA Governor	October 2027
Ellen Davies	Teacher Governor	September 2026
Alex Payne	Co-opted Governor	September 2026
Lisa Hewitt	Staff Governor	January 2028
Ceri Thomas	Headteacher	n/a
Clerk to the governors: Nicky Sturgess		

All governors are required to complete core training programmes on their appointment as governors. In addition, this year governors at Wick have attended workshops on the ALN Act and its implications for the provision for additional learning needs at Wick, Section 50 Inspections, the Jigsaw program and the cluster approach to tracking pupil progress. They were also represented at Local Authority training on safeguarding and child protection, effective use of school data and health and safety.

The governing body reviewed the statutory Admissions Policy, for which it has responsibility, during the school year. They also approved the following policies:

- Safeguarding Policy;
- Professional Development Review Policy;
- Redundancy Policy;
- Disciplinary Policy;
- Lockdown Policy.

No meetings were held with parents under Section 94 of the School Standards Organisation (Wales) Act 2013.

Key Areas of Committee Work 2024/25

Standards and Provision

The committee took a key role in the implementation and monitoring of the school improvement plan. This included:

- Monitoring targets for improvement identified in the School Improvement Plan through sharing of learner work, anonymised learner data, standardised test data;
- Tracking the use and impact of WG grants, particularly the impact of employing additional learning support assistants;
- Participating in workshops and training linked to curriculum reform, particularly linked to the school's work the writing journey, Welsh oracy and the place of assessment in the Curriculum for Wales;
- Considering the impact of school to school working through the school's involvement with external training providers and with the local cluster of schools.

Finance and Personnel Committee

The committee took a key role in the setting and monitoring of the school budget and the employment and distribution of staff. This included:

- Setting and tracking budget spend throughout the year to ensure the monies allocated to the school were spent appropriately within the guidelines from WG and LA;
- The annual performance management and salary review of all teaching staff and the performance management of the headteacher (conducted by a sub-committee with the school's improvement partner);
- The recruitment of teaching and support staff throughout the year;
- Ensuring the school was fully compliant with all policies and practices relating to staff recruitment, appointment and retention;
- Allocation of the WG Hwb Wave 7 funding for end user devices and teaching and learning tools.

Premises and Health and Safety Committee

The committee took a key role in ensuring the school building and grounds were well maintained and provided a safe and stimulating environment. This included:

- Compilation and review of LA Health and Safety, Disability and Compliance Audits;
- Working alongside the Diocese to ensure the safety and security of the school site for children, staff, families and visitors, including the successful bid for grant funding to replace two external doors cloakroom doors and add electronic fobbed access;
- Developing and monitoring the annual programme of routine maintenance as well as unforeseen repairs as they arise;
- Phase three of the school's strategic building project adding an additional classroom;
- The rewiring of the school building;
- The replacement of the progression step two toilets.

The School Prospectus

The prospectus is available electronically, via the school website, and is updated annually. Changes are made to the electronic version throughout the year as required. In addition to the school prospectus, a parent handbook for the start of the academic year and specific handbooks for nursery and reception families were available. These handbooks were supplemented by regular updates via the school's newsletter and other communication channels.

Staffing and Organisation

At the beginning of the academic year 2024/25 there were 144 (138 Full Time Equivalent) children on roll. The school was organised into six classes as well as afternoon nursery provision.

Headteacher	Ceri Thomas
Deputy Headteacher	Alex Payne
Teaching Staff	Lucy Clare Ellen Davies Rhys Llewelyn Nic Lyndon-Jones Ffion Morgan (sabbatical during the summer term 2025) Bec Morris (summer term 2025) Rob Ward
Nursery Lead Practitioner	Julie Bugler (HLTA)
Learning Support Assistants	Julie Bugler Sally Colley Sara Edwards Joss Haran-Jones Ceinwen Harris (HLTA 0.6) Jackie James (0.8) Hannah Palmer Hazel Pemberthy (0.5)
Administrator	Carolyn Smith (0.6) retired April 2025 Maija Evans (0.5 from June 2025) Lisa Hewitt (0.4 until April 2025 / 0.5 from April 2025)
Caretaker	Andrew Smith (from June 2025)
Cleaning Team	Vale Cleaning
Breakfast Club	Nicki Cusworth Nicola Care
Mid-day Supervisors	Fiona Wherry
Catering Team	Big Fresh Catering Company

Staff Changes

Members of the governing body play a key role in the appointment of staff at the school. During 2024/25 governors were involved in the appointment of the following team members:

- Lucy Clare: class teacher, temporary one year contract 2024/25;
- Rhys Llewelyn: class teacher, temporary one year contract 2024/25. Full-time appointment from September 2025;
- Maija Evans: part-time administrator June 2025;
- Bec Morris: temporary class teacher for the summer term to cover sabbatical. Temporary one year contract 2025/26;
- Andrew Smith: caretaker June 2025;
- Hannah Palmer: learning support assistant, temporary one year contract 2025/26.

The governing body would like to express their thanks to the staff at Wick. Our school would not be the special place it is without the hard work of all those who work here. A special mention to two staff members who both retired during 2024/25. Carolyn Smith who spent 20 years as our school administrator and Joss Haran-Jones who worked as Learning Support Assistant for 17 years.

Curriculum

During 2024/25 the school continued to refine and develop its pedagogical approaches to ensure that curriculum design was driven by the four purposes: Ambitious, Capable Learners; Enterprising, Creative Contributors; Ethical, Informed Citizens and Healthy, Confident Individuals.

To support the key areas in our School Improvement Plan, staff professional development was supplemented through the effective use of INSET days. In 2024/25 the key focus of each day is outlined below. It is important to note that in 2024/25 the WG allocated an additional INSET day specifically to support curriculum reform.

Day One: Curriculum: Learning environment: supporting independent learning

Day Two: Curriculum: Writing Journey: planning for the implication of writing genre across the curriculum through inquiry led learning

Day Three: Cluster: Developing a cluster based approach to additional learning needs

Day Four: Curriculum: Ensuring progression across the six areas of learning and experience

Day Five: Curriculum: RVE - building effective RVE links into inquiry based learning

Day Six: Safeguarding and Statutory Training

Building Capacity through School to School Working

Learning through the Llantwit Cluster formed a significant part of our planning for this year. Senior staff met regularly to share our curriculum journeys and this strategic overview fed directly into the progress across the cluster of schools.

Language and maths leads worked collaboratively to construct pupil progress tracking profiles. These were piloted throughout the year as part of the cluster work on progression.

The cluster health and well-being task and finish group saw leads from the cluster review the use of Jigsaw in delivering the RSE curriculum. Their work has resulted in a reference guide for staff, ensuring consistency in implementation across the cluster and shared information for families.

The joint cluster INSET Day focused on the cluster provision for additional learning needs and well-being. Staff attended a range of workshops held across the cluster to support a shared understanding and collaborative approach towards universal provision. Workshops included being sensory smart, understanding developmental trauma and mental health difficulties, ASD and ADHD and looking after yourself at times of stress / challenging behaviours.

Alex Payne completed the Church Schools' Leadership programme in the autumn term 2024. Ceri Thomas continued to mentor candidates on the programme.

Welsh Government Education Strategy - Bilingualism

Wick and Marcross is categorised as a "predominantly English medium primary school" where pupils are taught mainly through the medium of English. Throughout the school day, incidental Welsh is used as well as providing opportunities for the children to progressively develop their skills through a range of enjoyable, practical activities. The school implements the curriculum orders to ensure all children are supported in their development of Welsh as a second language as part of the Languages, Literature and Communication Area of Learning and Experience. In 2024/25 the development of children's Welsh oracy was a priority.

Additional Learning Needs

The Welsh Government passed legislation, called the Additional Learning Needs (Wales) Act, and Additional Learning Needs (ALN) Code, which replaced all legislation and guidance about special educational needs.

ALN is now defined as those who:

- have a significantly greater difficulty in learning than the majority of others of the same age.
- have a disability which prevents or hinders them from making use of the educational facilities generally provided for others of the same age in mainstream maintained school or Further Education Institution.

Comprehensive information about ALN reform and information for families can be found in the parent zone on our school web site. <https://www.wickmarcross.co.uk/general-3>

Our Additional Learning Needs Co-ordinator (ALNCO), Rob Ward, attended half termly local authority training and update sessions, ensuring the school remained up to date with changes in policy and practice. He worked closely with his counterparts in our cluster of schools. All statutory responsibilities are met and the school works closely with a range of outside agencies to ensure the best possible outcomes for those children with additional learning needs. All children with additional learning needs have Individual Development Plans (IDPs) outlining their needs alongside the provision to meet those needs. Other learners, who may need some additional support in, for example, basic skills, receive that support through the school's universal provision which includes targeted individual support.

Security

The school is surrounded by hedging and fencing, with additional internal fenced areas within the perimeter. Internal fencing segregates outside play areas from public access, with magnetic locks to the playground gate. Access to the building is via a buzzer and intercom controlled access system, with doors electro-magnetically locked throughout the day. The entrance foyer includes a secure waiting area and internal the school is sectioned in to two main 'wings' requiring fob access.

Facilities for Persons with a Disability

The school is committed to providing an environment which allows disabled children full access to all areas of learning. Our school is on one level, all classroom entrances are wide enough for wheelchair access and there are a number of toilets that will accommodate wheelchair access. A disability access survey has been undertaken to identify future development needs and this has fed into our school accessibility plan. Staff at the school modify learning plans and teaching styles where appropriate. This might, for example, include using different resources, providing extra time or providing support from an additional adult. The governing body and staff accord high priority to the promotion of disability equality and seek to negate the effects of discrimination faced by disabled pupils. A positive image of disabled people is promoted via the attitudes of staff and pupils and through the teaching materials and other resources at the school's disposal.

Toilet Facilities

The school has the required number of age appropriate toilets for the pupils at the school. These are arranged throughout the school. The toilets are cleaned daily by our cleaning team both before and after school. Additional cleaning takes place as necessary throughout the day. The final set of toilets requiring updating were fully refurbished during the summer holiday 2025 ready for the start of the new academic year.

Promoting Healthy Eating and Drinking

The school uses Big Fresh as the provider for school lunches. All menus are in line with the Appetite for Life Guidelines. Drinking water is available throughout the school day and families are encouraged to provide a piece of fruit as a snack. During 2024/25 the school continued to offer Universal Free School meal provision for all primary aged children in line with the Welsh Government's recommendations. The school was one of 12 schools across Wales involved in the Welsh Government's review of the implementation of universal meal provision.

Equal Opportunities and Racial Equality

The school has an ongoing duty to create an environment which is safe, fair and free from discrimination, where all learners and families are provided with the same opportunities.

The school has detailed policies and staff undertake regular training to ensure their skills are up to date. Awareness of issues surrounding race, gender, culture, religion and additional learning needs are constantly raised. Positive steps are taken to ensure equal participation in the curriculum while also maintaining respect for children's individual identity, culture and heritage. Our curriculum design process includes ensuring that our children develop as ethically informed citizens of the world.

Discrimination of any kind is not acceptable and all staff strive to ensure that positive attitudes are fostered in every aspect of school life. The school staff adhere to their Prevent Duty to avoid radicalisation, incidents of any kind are monitored, recorded and reported to the governing body and to the Local Authority.

Behaviour and Anti-Bullying

Conflict between peers is inevitable. Disputes can occur between children during group or paired play. Staff log incidents witnessed or reported to prevent escalation of normal pupil disputes developing into "deliberately hurtful behaviour, or behaviour that causes others to feel threatened or intimidated, that is repeated over a period of time." The children at the school have adopted the following 'definition' of bullying as part of their work with the charity Bullies Out. STOP (Several Times On Purpose). The curriculum offer in both the Digital Competency and the Relationships and Sexuality Education elements of our learning, support and educate all children about staying safe and making the right choices when using technology.

During 2024/25, children in years three to six took part in workshops led by the charity BulliesOut. The charity also ran workshops for families on both Bullying and Staying Safe Online. Children in year five were trained as Playground Pals and provide structured games daily each lunchtime as well as providing an initial point of contact for peer on peer dispute resolution closely monitored by the school staff.

As part of our cluster provision staff from across the schools collaborated to ensure the co-ordinated provision of Relationships and Sexuality Education through the Jigsaw program.

Assessment

Children in years two to six complete the Welsh Government's online personalised assessments in reading and maths via the Hwb platform. During 2024/25 the assessments were taken in December and May. The results of these assessments were shared with families via the Hwb platform. The results were anonymised and shared with the governing body as part of their role in monitoring the standards at the school.

Transfer to Year Seven

Llantwit Comprehensive School	Cowbridge Comprehensive School	Bishop of Llandaff C/W High School	St Richard Gwyn Cathlocis High School	Abroad
seven	five	one	two	one

We wish all our year six leavers the best as they begin the next step in their school journey.

Extra Curricular Activities

Where ever possible we supplement the learning in the classroom with visits and visitors. Regular use is made of our locality to support our learning allowing us to make the most of our village, our community and our church. In addition during 2024/25 activities included those highlighted below.

All school	Workshops led by Children's Musical Adventures Ben Carlton and 'friends' - three visits across the school year Water Safety workshop
Progression Step One	Children's entertainer Beach Visit 'First Gallery' visit to National Museum Of Wales
Progression Step Two	Dance Project Workshops (four sessions) Margam Park St Fagans Bullies Out Week long swimming course MPCT (Military Preparation Training College) leadership and team building workshops (six sessions) Whole class violin lessons (ten sessions) Fire Service
Progression Step Three	Project with Atlantic College students Renishaws National Museum of Wales Cardiff Bay Hay Festival MPCT (Military Preparation Training College) leadership and team building workshops (six sessions) Bullies Out Fire Service I Sing Pop Transition activities with Llantwit Major Comprehensive
Residential Visits	Year Five: Treginnis Farm Year Six: Storey Arms

Community and Charity

The school plays an active role within the community. Some highlights of the 2024/25 academic year include:

Community Worship	Out and About	Charity Giving
Harvest Annual Service of Remembrance Carols on the Yard Advent Weekly Lent reflections Leavers' Worship	Wick Village Tea Party Westminster Abbey celebrating 80 years of Christian Aid Climate Justice presentation at the Senedd 120 trees planted as part of the 'tiny trees' project at Little West Farm.	Children In Need Baby Basics Campaign Dried food collection for Wick Community Food Hub Clothing for Afghan Relocation and Assistance Programme.

The governing body was particularly proud that the school was the first in Wales to be awarded Christian Aid's Global Neighbours Award.

School Improvement Planning

The 2024/25 overview of the School Improvement Plan is available to download from the school website. From October 2025, this will be replaced by the 2025/26 School Improvement Plan.

<https://www.wickmarcross.co.uk/>

School Attendance

Governors and staff place great emphasis on the benefits of attending school regularly. Our attendance policy recognises the Education (Pupil registration) (Wales) regulations 2010, whereby, "headteachers have a discretionary power to authorise leave for a family holiday during term time where parents seeks permission." No more than 10 days may be granted for this purpose. We remain committed to discouraging term time holidays in an attempt to secure better social and academic outcomes for children but accept that there are times when families have little choice but to take holidays during term time. Where holidays are unavoidable, families must contact the school in advance in order to request a leave of absence. The school works closely with the Local Authority Attendance and Inclusion team.

Actual attendance	Authorised absence	Unauthorised attendance
93.4%	6.4%	0.2%

Attendance Targets

The Local Authority set an attendance target for the school of 95% for the academic year 2024/25. Despite not meeting this target, attendance levels at the school were higher than pre-Covid levels. The school continues to closely monitor attendance levels and works closely with those families where attendance levels are a cause for concern.

School Session Times

	MORNING	AFTERNOON
SCHOOL TIMES	8.55AM - 12 NOON	1.00PM - 3.30PM

School Term Dates 2025/26

The following INSET days have been confirmed for 2025/26

- Tuesday 2nd September
- Friday 28th November
- Monday 23rd February
- Monday 20th July

Two further days have yet to be confirmed. Families will be notified of these dates via the school newsletter, website and Schoop (our school app)

All schools will be closed on Monday 4th May for the Bank Holiday.

Term	Begin	Half Term		End
		Begin	End	
Autumn 2025	Monday 01 Sept 2025	Monday 27 Oct 2025	Friday 31 Oct 2025	Friday 19 Dec 2025
Spring 2026	Monday 05 Jan 2026	Monday 16 Feb 2026	Friday 20 Feb 2026	Friday 27 Mar 2026
Summer 2026	Monday 13 April 2026	Monday 25 May 2026	Friday 29 May 2026	Monday 20 July 2026

Budget Outturn Statement

Following a careful review of the budget, in 2024/25 the school moved to a structure of six classes and a nursery. The governing body remains committed to ensuring that the allocated budget is spent on the learners at the school and as a result the class structure for 2025/2026 will remain as six classes in order to maintain the best possible pupil:adult ratio. The school will return to a five class structure in 2026/27. Despite prudent use of monies, very careful planning and the very effective use of grant funding, the outlook for financial year 2026/27 is that the school will face a significant deficit.

Vale of Glamorgan Council Wick Primary School Outturn Report 2023/24 Revenue Summary				
COST CENTRE CODE	COST CENTRE DESCRIPTION	DETAIL	ANNUAL BUDGET	TOTAL ACTUAL
104385	Wick & Marcross Primary	CONT TO CAPITAL OUTTURN	70,000.00	(385.60)
104385	Wick & Marcross Primary	TEACHING EMPLOYEES	491,656.00	482,134.38
104385	Wick & Marcross Primary	NON TEACHING EMPLOYEES	206,615.00	179,085.49
104385	Wick & Marcross Primary	TEACHING AGENCY	52,571.00	30,482.00
104385	Wick & Marcross Primary	NON TEACH AGENCY	91,450.00	75,623.81
104385	Wick & Marcross Primary	INDIRECT EMPLOYEES EXPS	1,000.00	24.29
104385	Wick & Marcross Primary	INTERNAL RECHARGES EXPEND	46,653.00	47,534.03
104385	Wick & Marcross Primary	CLEANING AND DOMESTIC SUPPLIES	31,309.00	25,172.72
104385	Wick & Marcross Primary	ENERGY	13,140.00	17,645.13
104385	Wick & Marcross Primary	GROUPS MAINTENANCE	5,000.00	2,140.00
104385	Wick & Marcross Primary	REPAIRS & MAINT OF BUILDING	19,060.00	17,133.91
104385	Wick & Marcross Primary	WATER SERVICES	6,032.00	4,182.70
104385	Wick & Marcross Primary	COMMS AND COMPUTING	8,554.00	4,173.64
104385	Wick & Marcross Primary	EQUIP, FURNITURE & MATERIALS	2,000.00	0.00
104385	Wick & Marcross Primary	GRANTS & SUBSCRIPTIONS	3,510.00	3,418.11
104385	Wick & Marcross Primary	MISC EXPENSES	88,324.00	19.59
104385	Wick & Marcross Primary	PRINTING STATIONERY & OFFICE EXPS	59,613.00	36,559.43
104385	Wick & Marcross Primary	SERVICES	9,913.00	4,329.36

104385	Wick & Marcross Primary	SEG WEG EIG SUPPLIES AND SERVICES	0.00	0.00
104385	Wick & Marcross Primary	CAR ALLOWANCES	0.00	0.00
104385	Wick & Marcross Primary	DIRECT TRANSPORT COSTS	1,000.00	25.35
104385	Wick & Marcross Primary	DONATIONS	(2,000.00)	(2,000.00)
104385	Wick & Marcross Primary	SALE OF PRODUCTS	(2,754.00)	(4,159.13)
104385	Wick & Marcross Primary	OTHER GOVERNMENT GRANTS	0.00	0.00
104385	Wick & Marcross Primary	WG GRANTS	(166,856.00)	(221,595.66)
104385	Wick & Marcross Primary	INTERNAL RECHARGES INCOME	(6,689.00)	(25,039.00)
		Total 104385	1,029,101.00	676,504.55