

YSGOL GWENFFRWD

ADRODDIAD Y LLYWODRAETHWYR I'R RHIENI

GOVERNORS' REPORT TO PARENTS



2021 - 2022

EGWYDDORION YSGOL GWENFFRWD

I gydweithio a chyd-ddysgu, mewn partneriaeth, [fel Llywodraethwyr, Staff, Rhieni a Disgyblion] gan sicrhau fod pob unigolyn yn cael ei werthfawrogi a chael ei drîn yn deg. Anelwn i fagu/ meithrin y gorau yn ein gilydd, er mwyn i bob unigolyn dyfu mewn hyder, i allu gwneud penderfyniadau doeth a phwrpasol. Parchwn ein gilydd, eiddo ein gilydd, yr Iaith Gymraeg a'r traddodiad Cymreig. Credwn mewn rhoi cyfle cyfartal i bob un. Anogwn ein gilydd i gymeryd cyfrifoldebau, a bod yn aelodau llawn a gweithredol o'r gymuned ysgol, leol ac ehangach yr ydym yn rhan ohoni, fel dinasyddion cwbl ddwyieithog.

Our PRINCIPLES @ Ysgol Gwenffrwd

Together we learn; in partnership [as Governors, Staff, Parents and Pupils], ensuring that every individual is valued and treated in a fair way. We aim to nurture the best in each other, so that every individual grows in confidence, so as to make purposeful and wise decisions. We respect one another as people, as well as respecting others' property; we show respect towards the Welsh language and Welsh culture. We believe in equal opportunities for all. We encourage one another to take on responsibilities, and become full and active members of the school, local and wider community in which we belong, as bilingual citizens.

Tymor yr Haf 2022 Summer Term 2022

Annwyl Rieni /Warcheidwad,

CYFARFOD (RHITHIOL) BLYNYDDOL i RIENI 2021/22.

Os ydych fel rhieni am gael cyfle i drafod unrhyw agwedd o gynnwys yr adroddiad hwn, mewn cyfarfod RHITHIOL ar TEAMS, yna anfonwch ebost i fynegi hyn erbyn Gorffennaf 12fed ogydda. Os oes 5% neu fwy o holl rieni Ysgol Gwenffrwd yn gofyn am gyfarfod, yna fe drefnir hyn ar eich cyfer 13-07-22.

Mor braf oedd gallu gwahodd rhieni a theuluoedd Gwenffrwd yn ôl i fwynhau wythnos o Fabolgampau yn ystod mis Mehefin 2022 - diolch am eich geiriau caredig, roedd yn hyfryd cael rhyw fath o normalrwydd yn nol ar ôl y cyfnodau clo. Llongyfarchiadau Mawr i Mrs Sheens Evans a'r Tîm Garddio am eu llwyddiant yn ennill cystadleuaeth Cyngor Tref Treffynnon "Ysgol yn Ei Blodau". Diolch i'n Pennaeth M Iola Owen + Miss Eleri Parry am arwain yr Ysgol i dderbyn gwobr ECO Platinwm eto eleni. Hefyd, diolch i Mr Gerallt Lyall am Miss D Owen (Penaethiaid Cynorthwyol) am eu cefnogaeth i'r Pennaeth wrth iddynt arwain yr Ysgol allan o'r Pandemic, ac wrth iddynt gyd-weithio gyda Mrs Elen Mai Jones i gynllunio Gweledigaeth a pharatoi at y Cwricwlwm i Gymru Medi 2022.

Dear Parent/ Guardian;

PARENTS' ANNUAL MEETING, 2021-2022.

If you wish to meet (virtually on TEAMS) with the Governing Body, to discuss this annual report- please send an e-mail to Gwenffrwd@hwmail.net to inform me, by July 12th 2022. If 5% or more parents (from the whole school) request a meeting, then this will be arranged for you 13/07/22.

It was wonderful to be able to invite parents, families and friends back on to our school site for the week of Sports days' held June 2022. It was obvious that you enjoyed this experience due to your kind comments - it was really nice to have some normality back after the Lockdowns. Many congratulations to Mrs Sheena Evans and her Gardening Team for winning the "Schools in Bloom" competition this year held by Holywell Town Council and to our Headteacher Miss M I owen and Miss Parry for leading the school through the ECO assessment which resulted in us receiving the ECO Platinum Award for 2021-22. Also, my thanks go to Mr Gerallt Lyall and Miss Dawn Owen for supporting the Headteacher as they lead the school out of the Pandemic period and as they work with Mrs Elen Mai Jones to formulate a Vision for Ysgol Gwenffrwd's Planning on the new Creative Curriculum September 2022. It is certainly an exciting time as we move forward together.

Yn gywir / sincerely,

Fiona Lambrecht (Cadeirydd/ Chair).

AELODAU O'R BWRDD LLYWODRAETHOL 2021-22
MEMBERS OF THE BOARD OF GOVERNORS

		<u>Dyddiad Gorffen</u> <u>Term Ends</u>
• Cadeirydd/Chair	Fiona Lambrecht	
• Pennaeth/Head	M. Iola Owen	
• Is-Gadeirydd / Vice Chair	Prof. Robert Moore	11.06.23
• Cadeirydd Cyllid	Graham Davies	21.05.24
• Athro / Teacher rep	Gerallt Lyall	01.09.23
• Staff nad yw'n athrawon / School's non-teaching staff	Tina Cook	01.09.22
• Cynrychiolwyr Awdurdod Addysg Lleol	Dr G. O. Jones	21.03.24
• Local Authority rep	Prof. R. S Moore	11.06.23
• Cynrychiolwyr Rhieni Parent Governors	Howard Jones	01.12.24
	Shaun barritt	01.12.22
	Heledd Jones	05.01.22
Aelod Newydd / New Parent Governor elected 16/06/22 namely Mrs Mair Lloyd - first full GB meeting will be September 2022)		
• Cyfetholwyd / Co-opted	Graham Davies	21.05.24
	Glyn Owen	14.01.24
• Clerc/Clerk	Sue Roberts	

Llywodraethwr â chyfrifoldeb dros ADY Diogelu a Chynhwysiant

Governor responsible for ALN, Safeguarding + Inclusion

ADY/ ALN: Mrs Fiona Lambrecht a Mrs T Cook

Diogelu Plant/ Safeguarding: F. Lambrecht + Mrs T.Cook;

Defnydd diogel o TGCh + Dysgu Cyfunol / Acceptable Use of ICT + Blended Learning

Shaun Barritt + Gerallt Lyall

Digidol + diogelu data / Digital + data protection: Shaun Barritt + GB's Data Protection Officer: Mr David Bridge

Cynllun Cydraddoldeb / Equality policy; Prof.Moore; G. Lyall.

I&D/ H&S: Mr Howard Jones

Cyswllt â'r Siarter Iaith/ Welsh Language Charter rep: - Mr Glyn Owen

Fe allech chi gysylltu â Chadeirydd y Llywodraethwyr a'r Clerc trwy'r ysgol.

You may contact the Chair of Governors/Clerk through the school.

AGENDA : ar gyfer cyfarfod blynyddol Llywodraethwyr â'r Rhieni

AGENDA : for the Governors' Annual meeting with Parents

- a) **Croeso ac Ymddiheuriadau / Welcome and Apologies**
- b) **Cyflwyno Adroddiad Blynyddol y Llywodraethwyr i'r Rhieni 2021-2022**
Presentation of the Governors' Annual Report to Parents
- c) **Materion yn codi o'r adroddiad / Matters arising from the report**

CYNLLUN DATBLYGU YSGOL A HUNANWERTHUSO
SCHOOL DEVELOPMENT PLANNING AND SELF EVALUATION

Bu eleni yn flwyddyn brysur gyda'r staff yn cydweithio fel tîm ar ein CDY gan sefydlu Blaenoriaethau a ddaeth o'n Hunan Werthuso Haf 2021. Bu i'r holl staff dderbyn hyfforddiant statudol diogelu (cadw dysgwyr yn ddiogel a "Trais yn erbyn Merched" (Llywodraeth Cymru). Derbynnwyd sawl sesiwn HMS gan GWE i paratoi staff at y Cwricwlwm Newydd i Gymru – yn ogystal a HMS un dydd i'r tim cyfan a'r "Llythrennedd Corfforol" dan arweiniad Gethin Fon Thomas (Prifysgol Bangor). Bu inni fuddsoddi £1,000 mewn rhaglen i gefnogi gwaith "Lles" drwy'r Ysgol (Jigsaw) a chafwyd taith ddysgu i Fonitro y datblygiad yma d/a Miss Dawn a Mr Dafydd Rhys GWE 27/6/22. Rydym yn parhau i ddatblygu ardaloedd dysgu tu allan a llwyddasom i gael Grant Chwarae o £2,500 i ni allu prynu Sied fawr i gadw offer, gwaith maes CA2 (oherwydd bod gan y CS siediau yn barod). Braff oedd gallu cynnig profiadau dygsu tu allan ym Maes Glas ac mewn lleoliadau pellach wrth i blant gael Teithiau Addysgol eto eleni. Yn dilyn y Cyfnodau Clo lle nad oedd cyfleuon i'n plant ymarfer y Gymraeg y tu allan i'r Ysgol – rhaid targedu hyn drwy ein Cynllun Drilio Disglair a Ein LIAIS Ni. Yn ogystal gwnaed Awdit digidol 360 cadw yn ddiogel ar lein ac awdit Addysg Cydberthynas a Rhywioldeb ac mae data y ddau Awdit yma nawr yn bwydo mewn i'n CDY ar gyfer y flwyddyn nesaf. Bu ni adolygu ein Polisi Bwyd a Ffitrwydd gan fod ail asesiad Marc Ansawdd Ysgolion lach ar y gweill.

Derbyniodd y Llywodraethwyr adroddiadau cyson drwy'r flwyddyn gan y Pennaeth ynglyn â Datblygiad Cynllun Blaenoriaethau'r ysgol a'r Hunan Werthuso cyson sy'n rhan o'r broses gylchdro hon.

Adolygwyd ein polisi 'Defnydd Diogel o DGCh'.

Y Blaenoriaethau ar gyfer 2021-2022 :-

- Llës plant a theuluoedd Gwenffrwd – The Well-being of Gwenffrwd's pupils and families which involved investing in a curricula programme called 'Jigsaw' (at a cost of £1,000) to support the emotional literacy of our pupils on their journey through our school. This initial progress was monitored through a 'Learning Walk' June 2022 c/o Miss Dawn and Mr Dafydd Rhys (GWE).
- Ail-afael a datblygu'r Iaith Gymraeg wedi'r Cyfnodau Clô – Following the lock-down periods, where most of our learners did not have opportunities to practise their Welsh at home, we now have to target this area to regain standards. We have targeted a whole-school approach using the 'Drilio Disglair' strategies, as well as the GWE Initiative 'Ein Llais Ni'.
- Gweithredu y Ddeddf ADY Newydd drwy gynnal Cyfarfodydd Person-Ganolog – Implementation of the new ALN Code of Practise at Gwenffrwd, holding Person Centred meetings (face-to-face or online – with most parents choosing the face-to-face option) and focusing on FCC's guidance for targeted groups 2021-22 namely Dosbarth Meithin Blwyddyn 1, 3, 5.
- Sicrhau HMS Staff ar gyfer DIOGELU – Safeguarding training for all school staff on Welsh Government Statutory Guidance 'Keeping Learners Safe' and Violence Against Women.
- HMS ar Weledigaeth Ysgol Chynllunio pwrpasol ar gyfer Cwricwlwm i Gymru 2022 – Training for all staff in preparation for the Curriculum for Wales (CfW) involving a session creating a Vision, Thematic and Integrated planning with a Whole-School approach, and consideration given to Relationships, Sexuality and Education (RSE) as well as Religion, Value and Ethics

Education (RVE). A full audit has taken place on RSE as well as 360 Digital Safety online and this data is now fed into our SDP as targets for next year.

SCHOOL DEVELOPMENT PLANNING and PRIORITIES: Please see above our main priorities / focus within in our SDP this year. Termly reports were given by the Headteacher to the Governing Body; GB met every term on TEAMS (digitally- due to COVID-19 regulations upto Easter 2022 and then GB members had an option to join on TEAMS or to meet face-to-face for our Summer Term Meetings).

Our 'Acceptable Use of ICT' policy plus Distance / Blended learning Policies have been reviewed this year as well as our 'Food and Fitness' policy in preparation for the re-assessment of the National Quality Award for Healthy Schools (NQA) which is impending.

Polisiau a adolygwyd / Policies reviewed this year: -

- ❖ ADY / ALN
- ❖ Defnydd Diogel TGCh / Acceptable Use ICT
- ❖ Diogelu / Safeguarding
- ❖ Polisi Preifatrwydd a Diogelu Data / Privacy Policy and Data Protection
- ❖ Gweithdrefnau Cylludol / Financial Procedures
- ❖ Polisi Gwrth-dwyll a Llygredd Camddefnydd / Anti-fraud and Corruption Policy
- ❖ Polisi Chwythu'r Chwiban /Whistleblowing Policy
- ❖ DBS
- ❖ Polisi Hurio / Hiring Policy
- ❖ Asesiadau Risg COVID-19 Risk assessments 2021-2022
- ❖ Dysgu o Bell a Dysgu Cyfunol/ Distance Learning and Blended Learning
- ❖ Asesiadau Risg EVOLVE & Risk Assessments Gwanwyn/ Spring 2021
- ❖ Gweithdrefnau Diogelwch Tân /Fire safety procedures 2021
- ❖ Polisi Cyflog Hydref2021 Pay Policy
- ❖ Polisi Yfed Dwr: Ysgol Iach/ Healthy Schools' Drinking Water policy Hydref 2021
- ❖ Cynllunio'r Cwricwlwm Creadigol Haf 2021 - Haf 2022 Creative Curriculum planning
- ❖ PREVENT: Gwrth-Radicalaiddio : PREVENT:Anti-Radicalisation Haf 2021
- ❖ Polisi Atal / Restraint policy Gwanwyn / Spring 2022
- ❖ Diogelu a chofnodi offer TGCh Haf 2021 Safe keeping & Records of ICT equipment
- ❖ Presenoldeb / Attendance Gwanwyn/Spring 2022
- ❖ Polisi Cwyno / Complaints' procedure Haf 2021
- ❖ Côt Disgyblaeth ac Atal Bwlio / Code of Discipline and Anti-Bullying 2021-22
- ❖ Gweledigaeth Ysgol Gwenffrwd / Ysgol Gwenffrwd's Vision for the New CfW
- ❖ Rheoli Absenoldebau oherwydd salwch / Sickness Absence Management Procedures
- ❖ Polisi cyfnod Mamolaeth/Tadolaeth / Maternity/Paternity cover policy
- ❖ Polisi 'Lockdown' Terfysgaeth/ Anti-terrorism Lockdown procedures (c/o Compliance Ed. Spring 2021)

Os ydych am weld unrhyw un o'r polisiau hyn-cysylltwch â'r ysgol am gopi o.g.y.dda.
If you wish to receive a copy of any policy, then please make your request through the school office.

CYNHWYSIANT + ADY
INCLUSION + ALN

Tîm ADY Gwenffrwd's ALN Team :-

- **ALNCo: M.Iola Owen**
- **Cefnogi ALNCo support: Mrs Tina Cook**
- **ADY Cyfnod Sylfaen/ Foundation Phase: Miss Dawn**
- **Llywodraethwr/ Governor: Ms F Lambrecht**
- **Cyn.Dysgu ADY 1:1 ALN TAs: Mrs S. Morris; Mrs S Evans**

Mae'r Llywodraethwyr yn falch o'r arweiniad a geir gan ein tîm ADY a'r partneriaeth arbennig o dda sydd gan yr ysgol ag asiantaethau allanol wrth ymgynghori ar agweddau o fewn y maes pwysig hwn. M. Iola Owen yw Arweinydd Trawsnewid ADY ar gyfer Ysgolion Cymraeg Sir y Fflint. Mae'r Llywodraethwyr yn sicrhau ychwanegiad cyllid i adran ADY yr ysgol i gefnogi'r gwaith pwysig yma - yn arbennig Gwaith ymlacio, meddylfryd o Dwf, delio â Galar a Deallusrwydd Emosiynol- i gyd yn rhan o weithdrefnau 'Person Ganolog' sy'n hanfodol o dan y Ddeddf ADY Newydd Medi 2021 ymlaen.

The Governing Body of Ysgol Gwenffrwd are proud of the professional way our ALN Team work with external agencies- to gain every support possible for Gwenffrwd pupils- e.g. S&L; CAMHs; Dyslexia friendly strategies, School Nurse, EWO, Social Services, Educational Psychologists, FCC BST etc. M.Iola Owen is the ALN Cluster Transition Lead for the FCC Welsh Medium schools. Gwenffrwd Governing Body allocates extra finance for our staff to carry out specialised ALN support for various 'Wellbeing' strategies such as Growth Mindset, bereavement support, Person Centered practices- which are essential as part of the new All-Wales ALN Code of Practice.

LLAIS Y DYSGWYR: LEARNER'S VOICE

Mae Llais y Dysgwyr bob amser yn bwysig yng Ngwenffrwd ac rydym wedi ail-afael yn y cyfleoedd ar weiniol eleni drwy weithredu Chwaraewyr Da, Mêt Grêt, Ffrindiau Ffreutur, Grŵpiau ECO acb. Mae trafodaethau dosbarth ar faterion Cyngor Ysgol / Hawliau Plant yn digwydd hefyd.

The Learner's Voice has always been so important at Gwenffrwd and it is pleasing to note that we have been able to establish leadership roles amongst our pupils once again this year - through the 'Cwhaeraewyr Da' (Playmakers), Mêt Grêt, Ffrindiau Ffreutur, ECO groups etc. Class discussions take place in relation to School Council issues including the 'Rights of a Child' we feel that all Learners' Voice are equally important and we need to nurture and raise individual's self-esteem of some pupils so that they become more confident to voice their own opinion.

**Y CYNGOR YSGOL : THE SCHOOL COUNCIL - gwelwch y
wybodaeth uchod / please see above reference**

CYSWLLT Â'R RHIENI/ TEULUOEDD/ Y GYMUNED: CONTACT WITH PARENTS/ FAMILIES/ THE COMMUNITY:

- Nosweithiau Rhieni/ Parents' Evenings- Cynhaliwyd Nosweithiau Rhieni un ymhob tymor yn rhithiol ar School Cloud. / Parents were invited to a parents meeting 1 per term on School Cloud.
- Cyfarfodydd Person Ganolog ADY / ALN Person Centered Meetings: - rhoddwyd dewis i rhieni ymuno unai ar lein drwy Teams neu wyneb yn wyneb eleni; parents had a choice they could take part through temas online or attend face to face meetings. (it was interesting to note that most parents chose face to face meeting).
- Mae Corff Llywodratehol Gwenffrwd yn falch o allu coresawu rhieni Blwyddyn 6 eich teuluoedd a'ch ffrindiau i Gyngerdd Ffarwelio Blwyddyn 6 am y tro cyntaf ers 2019 /The Governing Body is extremely happy to be able to invite year 6 parents friends and families to our Year 6 Leavers Concert this year for the first time since 2019.
- Mae Ysgol Gwenffrwd yn hapus i weithio gyda Cyngor Tref Treffynnon (Ysgol yn ei Blodau) ac wrth ganu Caneuon Cymraeg yng nghanol y dref i ddathlu Mawrth y 1af Dydd Gwyl Ddewi. Ysgol Gwenffrwd pupils are happy to work with Holywell Town Council (School in Bloom competition) and signing songs in the centre of town to celebrate St Davids day on march te 1st.
- Fel rhan o'n Gwaith ECO mae disgyblion Gwenffrwd yn hapus i gydweithio gyda pobl yn y Gymuned e.e Project Cadw Cymru yn Daclus / Our pupils as part of their ECO targets take pride in their local community and enjoy being part of a project like "Keeping Wales Tidy".
- Cyswllt ag elusen: Charity links: Dyma gyfraniadau Ysgol Gwenffrwd eleni / These are the contributions made by Ysgol Gwenffrwd this year.
Hydref / October 2021 - "New Start Transplant Charity" - £50
Rhagfyr / December 2021 - Plant Mewn Angen / Children in need -£200
Ebrill / April 2022 – Cymorth Cristnogol Cefnogi Teuluoedd Wcrain / Christian Aid: Ukraine Appeal £50

CYLLID : FINANCE

Bu i M.I.Owen a G Davies (Cadeirydd y Pwyllgor Cyllid) fonitro'r cyllid bob hanner tymor - gan wirio'r cofnodion Sirol.

Rhoddyd adborth rheolaidd o'r sefyllfa i'r Llywodraethwyr ym mhob cyfarfod Llywodraethol. Gweler Trosolwg cyllideb Ysgol Gwenffrwd 2021-22 - cofnod gan Stephen Roberts, Swyddog Cyllid Sir y Fflint.

M.I.Owen & Mr G.Davies (Chair of Finance Sub-Committee) hold half-termly finance checks, and forward information to the Full Governing Body.

See below Ysgol Gwenffrwd's financial statement for April 2021 - March 2022 (provisional + actual figures) - amended by Stephen Roberts, FCC Finance Officer for Ysgol Gwenffrwd.

Awdit ariannol / Finance Audit on Ysgol Gwenffrwd by FCC Spring 2022:

The Governing Body responded to FCC's Finance Department requests for information when they carried out a full finance audit this year. As Governors we are very please with the final report from Mr Michael White (Auditor) and we are please to share this report as well as our School Fund Constitution Policy with you as parents. Diolch.



FLINTSHIRE EDUCATION DEPARTMENT

YSGOL GWENFFRWD

PROJECTED BUDGET PLAN 2021/22 + ACTUALS AFTER YEAR END MARCH 2022

BUDGET HEADING	ELEMENT	BUDGET 2021/22	ORIGINAL PROJECTED EXPENDITURE 21/22	ACTUAL EXPENDITURE APRIL - DECEMBER	ACTUAL EXPENDITURE JANUARY - MARCH	ACTUALS 2021/22	VARIANCE	
EMPLOYEES	SUPPLY - SICKNESS PREMIUM		9,500	0	542	542	8,958	
	MATERNITY INSURANCE SCHEME		4,500	4,007	0	4,007	493	
	SUPPLY - VACANCY/OTHER		0	33,505	8,464	41,969	(41,969)	
	SUPPLY - SICKNESS		0	0	13,705	13,705	(13,705)	
	SUPPLY - OTHER		0	5,935	0	5,935	(5,935)	
	SUPPLY - SICKNESS(NON TEACHING)		0	0	0	0	0	
	SUPPLY - ADD ADMIN		0	1,116	489	1,605	(1,605)	
	SUPPLY - MATERNITY		0	0	8,061	8,061	(8,061)	
	SUPPLY - PERF MANAGEMENT		0	0	0	0	0	
	SUPPLY - ADDITIONAL LEARNING SUPPORT		10,000	50,491	(2,911)	47,580	(37,580)	
	ACCELERATED LEARNING EXPENDITURE		0	0	0	0	0	
	SUPPLY - EIG / PDG TEACHERS		0	0	0	0	0	
	SUPPLY - EIG / PDG SUPPORT STAFF		0	1,238	2,736	3,975	(3,975)	
	TEACHING STAFF (inc. Spec.)	396,433	522,175	334,569	110,108	444,677	77,498	
	ADMINISTRATION	26,463	19,833	15,187	5,368	20,555	(722)	
	NURSERY NURSES		6,742	5,045	1,830	6,875	(133)	
	FOUNDATION PHASE ASSISTANTS		70,364	30,924	30,281	61,205	9,159	
	CLASSROOM ASSISTANTS	70,420	0	0	0	0	0	
	1 TO 1 LEARNING SUPPORT	16,899	0	0	0	0	0	
	ALN FUNDING	11,539	41,709	5,815	642	6,457	35,252	
	EIG / PDG CONTRACTED STAFF		30,926	9,523	3,390	12,913	18,013	
	CARETAKING		13,197	3,935	3,100	7,036	6,161	
	CLEANING		10,244	10,727	4,215	14,942	(4,698)	
	MIDDAY SUPERVISION		11,266	5,584	2,103	7,687	3,579	
	SENIOR MIDDAY SUPERVISION		0	0	0	0	0	
	BREAKFAST CLUB SUPERVISORS		0	0	0	0	0	
	EIG TRAINING		1,000	0	0	0	1,000	
	PDG TRAINING		1,000	0	0	0	1,000	
	TRAVELLING EXPENSES		0	0	0	0	0	
	TRAINING / COURSE FEES		0	185	100	285	(285)	
		SUB TOTAL	521,754	752,456	517,786	192,223	710,009	42,447
	PREMISES	REPAIRS & MAINTENANCE	50,235	10,000	18,301	10,028	28,329	(18,329)
DISPLAY ENERGY CERTIFICATE			175	0	175	175	0	
CORP PROP MAINT 2			0	36	13	49	(49)	
PACKAGE 2 COSTS			0	1,693	0	1,693	(1,693)	
PAT TESTING			0	0	128	128	(128)	
MATERIALS TESTING			0	0	309	309	(309)	
GROUPS MAINTENANCE			2,081	1,824	510	2,334	(253)	
ENERGY - GAS		18,874	9,000	5,973	3,376	9,349	(349)	
ENERGY - ELECTRICITY			8,000	6,731	2,734	9,465	(1,465)	
WATER			2,771	1,440	1,709	3,149	(377)	
RATES		12,038	12,038	12,038	0	12,038	1	
INSURANCES			120	0	0	0	120	
CARETAKING MATERIALS			7,000	3,438	1,449	4,887	2,113	
REFUSE COLLECTION			763	718	306	1,025	(262)	
		SUB TOTAL	81,147	51,948	52,192	20,737	72,929	(20,981)
TRANSPORT		TRAVELLING EXPENSES	0	0	0	0	0	0
SUPPLIES	CAPITATION	25,245	10,000	18,055	24,087	42,142	(32,142)	
	EIG RESOURCES		0	0	0	0	0	
	PDG RESOURCES		0	0	0	0	0	
	EIG & PDG UNALLOCATED		11,875	0	0	0	11,875	
	WAVE 4 ANNUAL CONTRIBUTION		1,944	0	0	0	1,944	
	ICT EQUIPMENT		11,150	0	0	0	11,150	
	POSTAGES		0	0	0	0	0	
	KEY STAGE 1 MILK SUBSIDY		0	0	27	27	(27)	
	ALN REFORMS CLUSTER EXPENDITURE		0	0	295	295	(295)	
	TELEPHONES		350	195	146	341	9	
	SECURITY ALARM		125	70	49	118	7	
	PEST CONTROL		0	0	0	0	0	
	SWIMMING		2,000	0	0	0	2,000	
		SUB TOTAL	25,245	37,444	18,319	24,603	42,923	(5,478)
AGENCY	ADULT MEALS	0	0	441	4,664	5,104	(5,104)	
	PUPIL SCHOOL MEALS COSTS	0	0	9,658	7,374	17,031	(17,031)	
INCOME	PUPIL SCHOOL MEAL INCOME		0	(8,898)	(4,791)	(14,689)	14,689	
	ADULT MEALS INCOME		0	208	(619)	(411)	411	
	EDUCATION IMPROVEMENT GRANT		(9,151)	(9,151)	(5,898)	(15,049)	5,898	
	PUPIL DEVELOPMENT GRANT		(27,600)	(27,600)	0	(27,600)	0	
	PDG - EARLY YEARS		(8,050)	(8,050)	0	(8,050)	0	
	FOUNDATION PHASE FUNDING		(45,259)	(45,259)	0	(45,259)	0	
	GWE DIGITAL FUNDING CLUSTER GRANT		0	(4,300)	0	(4,300)	4,300	
	WELSH MEDIUM LATE IMMERSION GRANT		0	0	(5,704)	(5,704)	5,704	
	WELSH LANGUAGE RECOVERY PROGRAMME		0	(7,521)	0	(7,521)	7,521	
	WELSH 2ND LANGUAGE COURSE		0	(760)	0	(760)	760	
	WELSH CLUSTER FUNDING		0	0	(1,250)	(1,250)	1,250	
	COVID HARDSHIP FUND		0	(14,229)	(21,190)	(35,419)	35,419	
	LEARNING GRANT		(2,534)	(4,345)	0	(4,345)	1,811	
	TEACHERS PAY AWARD		0	(3,175)	0	(3,175)	3,175	
	ACCELERATED LEARNING GRANT 20/21		(6,377)	(6,377)	0	(6,377)	0	
	ACCELERATED LEARNING GRANT 21/22		0	(11,330)	0	(11,330)	11,330	
	ALN REFORMS GRANT		0	(360)	(458)	(818)	818	
	PERIOD DIGNITY GRANT		0	(138)	0	(138)	138	
	OPENING BALANCE	153,956	0	0	0	0	0	
	GTGW / NQT /EPD GRANT		0	(77)	(1,250)	(1,327)	1,327	
	ALN NEW SYSTEMS		0	0	(5,792)	(5,792)	5,792	
	ADDITIONAL RRRS GRANT		0	0	(12,697)	(12,697)	12,697	
	REVENUE & MAINT GRANT		0	0	(17,232)	(17,232)	17,232	
WINTER OF WELLBEING ALLOCATION		0	0	(2,521)	(2,521)	2,521		
LAEG WELLBEING GRANT		0	0	(1,438)	(1,438)	1,438		
GWE CONTRIBUTIONS		0	0	(6,800)	(6,800)	6,800		
HIRINGS		(2,500)	(1,316)	(2,232)	(3,549)	1,049		
ALN IN-YEAR ADJUSTMENT		0	0	0	0	0		
INCOME FROM SCHOOLS		0	(97)	(570)	(667)	667		
INVESTMENT OF BALANCE		0	0	(149)	(149)	149		
	SUB TOTAL	153,956	(101,471)	(153,774)	(90,591)	(244,366)	142,895	
LEA SUPPORT	LEA SUPPORT COSTS	29,737	29,737	29,039	430	29,469	268	
	TRANSITION	0	0	0	0	0	0	
	PROJECTED BALANCE CARRY FORWARD		41,724	0	0	0	41,724	
TOTAL ESTIMATED NET EXPENDITURE		811,839	811,839	473,660	159,439	633,100	178,739	
						C/F as a Percentage	5.14%	

Flintshire Internal Audit

Audit Report

Title: 21/22 Risk Based Thematic Review - Ysgol Gwenffrwd Holywell

Portfolio: Education & Youth

Issued Dated: May 2022

Report No: 12.3 - 2021/22

Report Status: Final

Audit Opinion



Internal Audit engagements are conducted in conformance with the Public Sector Internal Audit Standards.

Executive Summary:

Introduction and Scope:

An audit of Ysgol Gwenffrwd was undertaken as part of the annual internal audit plan for 2021/22.

The school has circa 157 pupils on the register. The total school budget for 2021/22 was £807,186.

The audit considered compliance with appropriate policies and procedures, and the adequacy and effectiveness of the controls in place to manage risk to the achievement of service / system and organisational objectives. Focus was placed on;

- Strategic Planning and Performance Management
- Financial Governance
- Budget Management
- Procurement
- Information Governance
- School Fund
- Fraud
- Safeguarding

The findings of this review established that there are procedures and systems in place to manage the operation of the school. However, there are opportunities for improvement to controls around the School Fund account, financial governance, information governance and budget management. **Addressing these issues will further enhance the controls already in operation at the school.**

Audit Opinion:

In each report we provide management with an overall assurance opinion on how effectively risks are being managed within the area reviewed.

Appendix A of the report details our assurance levels:

Assurance:	Explanation
Amber Green - Reasonable	<p>Reasonable Assurance – Key Controls in place but some fine tuning required</p> <ul style="list-style-type: none"> • Some refinement or addition of controls would enhance the control environment. • Key objective could be better achieved with some relatively minor adjustments. <p><u>Conclusion: key controls generally operating effectively.</u></p>

The table below highlights the number and priority of agreed actions to be implemented.

Priority	High (Red)	Medium (Amber)	Low (Green)	Total
No.	0	1	3	4

Summary Findings:

Areas Managed Well	Areas for Further Improvement
<p>Strategic Planning and Performance Management</p> <ul style="list-style-type: none">• A Schools Development Plan is in place. <p>Financial Governance</p> <ul style="list-style-type: none">• The school holds appropriate full governor and finance meetings which are evidenced. <p>Income & Budget Management</p> <ul style="list-style-type: none">• Budget monitoring reports are received and reviewed by the Headteacher and Governing Body on a regular basis. <p>Information Governance</p> <ul style="list-style-type: none">• The school is registered with the Information Commissioners Office.• The school has a designated Data Protection Officer in place. <p>School Fund</p> <ul style="list-style-type: none">• School Fund Constitution documents are in place.• The School Fund account has been externally audited on an annual basis. <p>Fraud</p> <ul style="list-style-type: none">• The Anti-Fraud and Corruption Policy (2022) and Whistleblowing Policy (2021) are in place.• There are adequate controls in place to deter, prevent and detect fraud.	<p>School Fund</p> <ul style="list-style-type: none">• The School Fund Regulations Policy is compliant with Council guidance issued in 2017, however the latest guidance is 2019 which will require reviewing and adopting by the school.• The annual audit certificate is not currently provided to the full Governing Body for review / approval. (only approved by the Chair of Finance – this must be extended to full governing Body).• The appointment of the external Auditor is not reviewed on an annual basis.• One School Fund purchase was not in line with the School Fund Constitution. (One payment was identified for the annual cost for registration with the Information Commissioners Office (£40), which is not in line with Council School Fund Regulations)• School Fund conditions for expenditure are not reported to parents – please send out Ysgol Gwenffrwd’s School Fund Constitution Policy which shows conditions for expenditure. (see policy as an attachment to this report) <p>Information Governance</p> <ul style="list-style-type: none">• The schools Privacy Notice does not include sharing information with Catering / Leisure Providers – this has now been amended with NEWydd Catering and Holywell Swimming Baths named in the policy.

Areas Managed Well	Areas for Further Improvement
<p data-bbox="161 268 340 300">Safeguarding</p> <ul data-bbox="161 325 985 357" style="list-style-type: none"><li data-bbox="161 325 985 357">• Appropriate DBS checks are in place for all staff at the school.	<ul data-bbox="1169 229 2136 303" style="list-style-type: none"><li data-bbox="1169 229 2136 303">• The school was aware of but has not signed up to the Wales Accord on the Sharing of Personal Information (WASPI). <p data-bbox="1169 351 1496 383">Financial Governance</p> <ul data-bbox="1169 408 1998 440" style="list-style-type: none"><li data-bbox="1169 408 1998 440">• The Scheme of Delegation is not reviewed on an annual basis. <p data-bbox="1169 459 1478 491">Budget Management</p> <ul data-bbox="1169 517 2136 587" style="list-style-type: none"><li data-bbox="1169 517 2136 587">• One error (of £21) was identified in the reconciliation process for income from the School Gateway account.

Appendix A – Audit Opinion:

The audit opinion is the level of assurance that Internal Audit can give to management and all other stakeholders on the adequacy and effectiveness of controls within the area audited. It is assessed following the completion of the audit and is based on the findings from the audit. Progress on the implementation of agreed actions will be monitored. Findings from **Some** or **Limited** assurance audits will be reported to the Audit Committee.

Assurance	Explanation
Green - Substantial	<p>Strong controls in place (all or most of the following)</p> <ul style="list-style-type: none"> • Key controls exist and are applied consistently and effectively • Objectives achieved in a pragmatic and cost effective manner • Compliance with relevant regulations and procedures • Assets safeguarded • Information reliable <p>Conclusion: key controls have been adequately designed and are operating effectively to deliver the key objectives of the system, process, function or service.</p>
Amber Green – Reasonable	<p>Key Controls in place but some fine tuning required (one or more of the following)</p> <ul style="list-style-type: none"> • Key controls exist but there are weaknesses and / or inconsistencies in application though no evidence of any significant impact • Some refinement or addition of controls would enhance the control environment • Key objectives could be better achieved with some relatively minor adjustments <p>Conclusion: key controls generally operating effectively.</p>
Amber Red – Some	<p>Significant improvement in control environment required (one or more of the following)</p> <ul style="list-style-type: none"> • Key controls exist but fail to address all risks identified and / or are not applied consistently and effectively • Evidence of (or the potential for) financial / other loss • Key management information exists but is unreliable • System / process objectives are not being met, or are being met at an unnecessary cost or use of resources. <p>Conclusion: key controls are generally inadequate or ineffective.</p>
Red – Limited	<p>Urgent system revision required (one or more of the following)</p> <ul style="list-style-type: none"> • Key controls are absent or rarely applied • Evidence of (or the potential for) significant financial / other losses • Key management information does not exist

- | | |
|--|---|
| | <ul style="list-style-type: none">• System / process objectives are not being met, or are being met at a significant and unnecessary cost or use of resources. <p>Conclusion: a lack of adequate or effective controls.</p> |
|--|---|

Corff Llywodraethol YSGOL Gymraeg Gwenffrwd Governing Body

Cadeirydd / Chair:- Fiona Lambrecht

Cadeirydd Cyllid / Finance Chair: Graham Davies

Voluntary School Fund Constitution

Purpose of the Voluntary School Fund

This Voluntary School Fund has been set up to provide additional materials and opportunities to enhance children's learning experiences. The Fund provides items over and above those provided for through our school's delegated budget.

Examples of what we will use the Fund for

- ✓ Additional classroom materials and equipment – to support learning experiences for pupils
- ✓ Subsidising possible educational visits / drama performances etc i.e. we may ask pupils for £2-3 per pupil and cover the final £50 - £80 (of the total cost)
- ✓ Lunchtime play equipment for our "Chwaraewyr Da / Play Makers"
- ✓ Contribute towards Children's parties and other social activities e.g. Christmas parties

Examples of what we will NOT use the Fund for

- ✗ Gifts for Staff – other than the approved Governing Body acknowledgment and Best Wishes (on behalf of the pupils and school) to any members of staff who might be on long term sickness, suffering bereavement, celebrating the birth of a baby etc – as the Governing Body value every member of Staff, see them all as equal part of Ysgol Gwenffrwd team and treat them all equally. (However, there is a cap on this expenditure of no more than £30 excluding delivery.) Please see our Anti-Fraud and Gifts Policy.
- ✗ Payments relating to playgroups, breakfast clubs etc.
- ✗ Courses and training expenses for teachers and other members of staff - these are paid through Coded School Budget Plans.

Administration of the Fund

The official title of the voluntary school fund is the **YSGOL GWENFFRWD CRONFA**. The Fund will be operated using the Voluntary School Funds Guidance for School provided by Flintshire County Council and is the day to day responsibility of the Head Teacher + SLT, **although overall responsibility lies with the Governing Body.**

Day to day administration of the Fund is the responsibility of the Treasurer, Mrs Susan Roberts, approved by the Governing Body.

The Fund's Auditor is Mr Don Lloyd, approved by the Governing Body.

The Governing Body has approved the following expenditure authorisation limits for the Fund:

** The Governing Body has delegated the responsibility to the Headteacher plus Treasurer to arrange and pay for our yearly extra curricula activities for Year 4 – Glanllyn, Year 5 – Cardiff Urdd Centre, Year 6 – Llangrannog Urdd Centre – transition activities with Ysgol Maes Garmon. This means that the Headteacher and Treasurer ensure that all payments made by parents are correct and have been paid in through Digital School Gateway in good time i.e. before the school has to make the first payment of a deposit, and then all full payments correct before the school receives the final invoice for the balance of the extra curricula experience.

- Maximum expenditure level for the Treasurer – at Ysgol Gwenffrwd the Treasurer has authority to pay all termly swimming charges after reconciling with the Teacher in charge of swimming; the Treasurer has the authority to keep the spend on stamps on-going (which is never more than £50 per purchase of sets of stamps); all other payments will be authorised to the Treasurer from an SLT member.
- Approved maximum expenditure level for the Head Teacher – is £1,000
- For purchases over £1,000, the Governing Body's approval is required.

The Governing Body has approved the following people as cheque signatories.

- M Iola Owen
- Tina Cook
- Alys Williams

Reporting Requirements

The Headteacher will provide the Governing Body with:

- The Audited reports on a Yearly basis (after AGM meeting);
- G Davies (Finance sub-committee chair GB) comes into the school office on a termly basis following a morning of general budgetary checks at Gwenffrwd and will spot check the Digital Cashbook and ask treasurer / headteacher for any explanations if needed.

Date Reviewed	January 2020
Signature Headteacher	<i>M Iola Owen</i>
Date Reviewed by Governing Body	January 2020
Signature of Chair of Finance Sub-Committee	<i>G Davies</i>

CYNNAL A CHADW : IECHYD A DIOGELWCH
REPAIR AND MAINTENANCE : HEALTH AND SAFETY

- ❑ Awdit Blynyddol Haf 2021 / Yearly audit undertaken Summer 2021
- ❑ Gwirio'r system larwm mwg/ gwres ychwanegol mewn manau e.e. cyntedd/toiledau a chyntedd Clwb Gwenffrwd / Checks on the additional Smoke/heat detectors installed in areas such as toilets/cloakroom and Clwb Gwenffrwd cloakroom areas.

Awdit Iechyd a Diogelwch: Cynnal a Chadw:-

Safety (yearly) checks on all PE equipment

KDE Consultants: P.A.T. testing (gwirio offer trydanol)

HERTEL: gwirio'r dwr yn fisol/ monthly water checks

KDE : Gwiriad offer tân bob 6 mis/ 6 monthly Fire Checks (equipment and practice)

Ail-beintio ymylon stepiau o amgylch yr ysgol / re-painting of outside steppedges (Ebrill 2022).

Diogelwch Tân

Systemau a offer yn cael eu gwirio'n gyson (gweler llyfr log yr ysgol)

Ymarferion tân llwyddiannus bob hanner tymor o fewn yr ysgol- a gwirio'r gweithdrefnau ymysg staff (gan gofio am y staff/ pobl sy'n defnyddio ac yn hurio'r ysgol).

Ymarfer LOCKDOWN wedi digwydd eleni gyda Compliance Education - Aura Treffynnon.

LOCKDOWN drill carried out this year with Compliance Education - Medi 2021.

Fire safety checks carried out regularly. Successful fire drills at school at least once a half term (This includes all parties e.g. Kitchen Staff, Cylch / Meithrin+ who hire the schools' premises).

TGCh / ICT :

Awdit o'n offer: paratoi ein Cynlluniau at hybu'r Cymhwyster Digidol.

Audit of resources: prepare our Curricular Planning for the development of Computational Skills.

Gwefan yr ysgol yn cael defnydd helaeth gan y gymuned ar gyfer trydar

dyddiol/wythnosol; Gwenffrwd's website regularly visited by our school community for twitter updates (daily/weekly), school trips information etc.

****Welsh Government ICT Support for schools through FCC's Wave 4 and Wave 5 funding**
- all planned for and delivered, it is pleasing to note now that Ysgol Gwenffrwd has exceeded it's target of 60% devices for pupils - pupils in KS2 now have 1 device per pupil = 100%.

Clybiau ar ôl Ysgol: Tymor yr Haf After School Clubs

Blwyddyn 5 + 6 Pelrwyd

Blwyddyn 3 + 4 - Clwb Natur a Chelf

Blwyddyn 1 + 2 - Clwb Garddio a chelfyddyd natur

Gobeithio fod ein hadroddiad yn rhoi ychydig o flas i chi o'r cyfleuon dygsu diddorol gaiff eich plant yma yn Ysgol Gwenffrwd. Fel Llyodraethwyr, rydym ni'n falch iawn o'r Ysgol hon.

We hope that this report gives you a snapshot of the various learning opportunities, provided for your children, which are varied and interesting - we as Governors are very proud of Ysgol Gwenffrwd.

Thank you for your co-operation,
F Lambrecht (Cadeirydd / Chair of Governors)
Gorffennaf / July 2022