

**TRINITY FIELDS SCHOOL
and
RESOURCE CENTRE**



*Learning together in a changing world, creating
success for all.*

Governors' Annual Report

Autumn 2019

This has been another fantastic year for Trinity Fields in so many ways. Our inspection outcomes could not have been better with **excellent** results across all aspects of the inspection. Of particular note were the comments on pupil voice and our highly effective relationship with the local authority. Pupils are, and will continue to be the focus for all we do; this came through very clearly in the inspection report.

The local authority has continued to support us because of the work we do and are investing £1 million to improve the current building and resources, as well as a £10 million extension which will allow us to significantly increase our pupil numbers.

Once again, I again pay tribute to our leadership and staff team who have made all this possible; they have produced superb work to enhance our pupil's learning experience.

This year Trinity Fields also achieved the “Diamond Award” for Investors in Families demonstrating the school’s commitment to working closely with parents and carers. Another brilliant achievement!

Also our satellite provision continues to expand with a new class due to open in Ty Isaf Infant School, Risca. More developments are in the pipeline to improve outcomes for more pupils in the county borough

A brilliant year for our school! My thanks to everyone who made it possible. We now look forward to the future and the exciting projects awaiting us.

There was no meeting with parents held (under Section 94 of the School Standards and Organisation (WALES) Act 2013) so we have made the full report available to all parents/carers via the school website, with paper copies being available on request.

Mike Cook

Chair of Governors

Governing body

Governor	Appointed by	Term of office ends
Mr Mike Cook (Chair)	Community	25 th March 2022
Mr Barrie Jones	Community	5 th March 2021
Mr Bleddyn Hopkins	Community	4 th March 2022
Mr Hefin David AM	Local Authority	15 th May 2023
Mr Brian Witchell	Local Authority	1 st February 2022
Mrs Ruth Seymour	Parent	8 th October 2021
Mrs Jenny Watkins	Parent	27 th November 2022
Mrs Heather Morgan	Parent	30 th September 2022
Mrs Deborah Sapey	Parent	30 th September 2022
Mrs Amanda Hurst	Local Authority	27 th November 2022
Mrs Helen Muscat	Support staff	11 th September 2023
Mr Anthony Rhys	Teacher	2 nd March 2022
Mr Ian Elliott MBE	Headteacher	

- Governors serve for 4 years from date of appointment. Currently there are no vacancies on the governing body.
- The chair of governors can be contacted via the school and the clerk to the governing body is Clare Coff, who can be contacted at: Governor Support, Tredomen Gateway, Ystrad Mynach, Hengoed, CF82 7EH Telephone: 01443 863155.

National school categorisation

- The national school categorisation system gives the Welsh Government a clear and fair picture of how well your child’s school is performing compared with other schools across Wales and helps identify the schools that need the most help, support and guidance to improve. The system has been developed collectively between regional education consortia and Welsh Government. The colour category of support allocated to a school will trigger a tailored support programme.
- We are very proud of the fact that Trinity Fields has been categorised in the top Welsh Government category since this system was introduced in 2014.

- Following on from our highly successful national categorisation visit by our peer reviewers last autumn (2018) our overall improvement capacity is A (leadership, teaching and learning) and our support category is **GREEN**:

“The senior leadership team continue to provide very strong leadership through well-established whole school processes. Collectively they have worked together with staff, governors, parents/carers and pupils to establish a clear vision that is well communicated and “lived” by the whole school community.

Leadership of the school is excellent. All the Senior Leadership Team have very high expectations of one another and of the school team. There are strong examples of distributed leadership across the school such as shared responsibility for daily safeguarding arrangements which has been recognised by the Local Authority as excellent practice”.

(Categorisation report: November 2018)

Pupil assessment

- All pupils are assessed on an annual basis using PIVATS (Performance Indicators and Value Added Target Setting). Routes for Learning and THRIVE annual assessments are also used to support our assessment procedures. Full details are available from Leanne Boardman (Assistant Headteacher).
- These assessments are used to track pupil progress and to support individual target setting. Estyn Made the following judgements around our assessment processes:

“The school’s rigorous use of a wide range of assessment, monitoring and tracking systems ensure staff understand pupils’ needs very well from the day they join the school. For example, staff complete detailed initial assessments of pupils’ health and learning needs before they join the school. These assessments support very effectively pupils’ transition to the school from their previous settings”.

Number on roll

- The number on roll is 168 (September 2019), this will rise to 170 in January 2020. The school roll has continued to increase steadily since September 2012 when it was 123.
- There are now 23 classes, 20 of which are on the main school site. We also have a primary satellite class at Cwm Ifor Primary School and a secondary satellite class at St. Cenydd Community School; a Foundation Phase satellite class will shortly open at Ty Isaf Infants School.
- When Estyn inspected the school in June (2019) they judged the satellite developments to be a strength of the school and have included these collaborative partnerships in one of the thematic reports:

“Pupils who attend the school’s satellite bases at a local primary and secondary school engage confidently with their peers from the mainstream school at lunchtimes and break times”.

Staffing

- Additional staff (teachers, teaching assistants and midday dinner supervisors) have been appointed since our last report; this has been to meet the increasing number of pupils on roll.
- We are fully committed to our **TEAM approach** that includes: pupils, staff, parents/carers, along with members of the wider community. Staff are our prime resource and they work together as part of a highly effective team to deliver an engaging and innovative curriculum that meets pupils’ individual needs. Governors highly value their contribution to all aspects of school life and governors remain firmly committed to the professional development of all staff.
- Estyn (June 2019) stated:

“Teachers work together with support staff very effectively as a team to support pupils’ learning. Teaching assistants are valuable role models in lessons. They know pupils very well, work successfully with them and are passionate about their work”.

Health and safety (H&S)

- H&S is a standing agenda item at all governing body meetings. We also have an effective H&S sub-committee which is chaired by Brian Witchell, one of our very experienced governors.
- Rigorous risk assessments are undertaken and all aspects of our H&S procedures are monitored, evaluated and reported to the H&S sub-committee by Tracey McGuirk (deputy headteacher/health and safety officer); any issues are given immediate priority for resolution.

- We continue to have the support of Brian Ridgway through an enhanced service level agreement (SLA). He continues to support our H&S programme 1 day a fortnight.
- H&S issues are managed by RAMIS- an online management tool and we continue to use the EVOLVE recording system for planning all school visits; this logs the H&S aspects of school visits. Our Educational Visits Co-ordinator is Leanne Boardman (AHT).
- All staff continue to receive update/refresher training in manual handling, Team Teach, fire safety, administering medication, lifeguarding and first aid, as required.
- 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 which means that our toilets and changing facilities are checked and cleaned regularly throughout the day so as to maintain our high standards.

Continuing professional development (CPD)

- All staff have access to a wide range of training and support to develop them personally and also to support whole school development. Training this past school year has included:
 - Leadership development
 - MOVE (an activity based, goal directed programme, involving a multi-disciplinary approach)
 - Curriculum for Wales and assessment procedures
 - Estyn Inspector update training
 - Team Teach
 - Adverse Childhood Experiences (ACE), includes Trauma Informed Schools, Thrive, ELSA and BOTI
 - Outdoor learning/Forest Schools
 - Graduate Diploma in SLD/PMLD
 - Digital competence
 - Emergency first aid at work
 - Lifeguard training
 - Mindfulness
 - Safeguarding
 - Standardisation and moderation of pupils' work
 - PIVATS
- Details of how we spend our EIG/PDG grants (Welsh Government) can be found on the school website.

Finance

- Finance governors, the headteacher and School Business Manager continue to work closely with our LA finance officer to manage all aspects of the school budget and our Welsh Government grants (EIG/PDG).
- **A copy of the school budget for 2019/2020 is included as part of this report.**

Monitoring of learning and teaching

- The quality of teaching and learning is rigorously evaluated on a termly basis against Estyn criteria and the updated EAS' Excellence in Teaching Framework.
- Our June 2019 Estyn inspection report judged teaching and learning to be **"Excellent"** across the school. Some comments from the inspection report on teaching and learning include:

"Trinity Fields School and Resource Centre is an engaging, stimulating and inclusive learning environment. Teachers and support staff foster highly positive and valuable professional relationships with their pupils. They treat all learners with respect and provide exemplary support and encouragement for them in their learning".

"Teaching staff have a detailed understanding of pupils' abilities and interests and use this knowledge well to plan engaging tasks that are challenging and stimulating. They set pupils beneficial, personalised targets to enable them to improve and develop important skills. They adapt learning tasks and resources skilfully to respond sensitively to pupils' changing needs and behaviours during the day".

Links with parents/carers

- Parents/carers continue to make a highly valuable contribution to all aspects of school life and we value their input and support. Termly Parents' Evenings continue to be very well attended- approximately 70+%.

- Whole school events are very well attended by parents/carers, family members and friends. These include: Macmillan Coffee mornings, Harvest Festivals, Christmas events and our annual Keys to Success: Going for Gold Assemblies.
- We successfully achieved the Diamond level of the Investors in Families award in July 2019.
- “Teachers2Parents” texting service and the roll out of the “SeeSaw” app allows the school to keep in regular contact with parents/carers.
- Estyn made the following judgement about our links with parents/carers:

“The school’s relationship with parents is a strength of its work. Parents value highly the wide range of opportunities the school provides for them to be involved in their child’s education. These opportunities include informative and engaging training on outdoor education and signing, as well as enjoyable social events. The work of the school’s outreach team is particularly beneficial and effective in helping parents to support their child’s progress at school”.

- CASS (Caerphilly Autistic Spectrum Service) continues to provide exceptional support and advice to pupils and their families, as well as to colleagues in other schools, social services, health and families. This service continues to be very highly regarded by other schools, parents/carers and the local authority. Michelle Fitton (AHT) takes the lead role for this service. This service is unique to our school and Caerphilly.
- A visit by Vaughan Gethin (Welsh Government, Health Minister) earlier in the year provided excellent feedback to the CASS team on the benefits of such a highly valued service. We are grateful to CCBC for continuing to invest in this service.

Parent Teacher Association (PTA)

- We have a very successful PTA. The officers are: Chair: Leanne Boardman, Secretary: Deborah Sapey and treasurer: Geraldine Smallman.
- The PTA can be contacted via the school. You can also check the school website for further details.

Links with Caerphilly Local Authority and other agencies

- We have exceptionally strong links with the local authority, through the Chief Education Officer, Keri Cole, and with her senior officers, particularly Sarah Ellis (Lead for Inclusion and ALN).
- We continue to have strong links with the Education and Achievement Service (EAS) through our challenge adviser Andy Henderson.
- Ian Elliott (HT) and Tracey McGuirk (DHT) meet with the EAS special school headteachers, deputy headteachers and the challenge adviser on a regular basis; these meetings are used to share good practice and to provide additional support and challenge.
- The HT continues to represent special schools on the EAS Strategic Headteachers’ group.
- Our Youth and Leisure Services continue to provide exceptional support to pupils not just from Trinity Fields but from across Caerphilly. This summer the school also piloted the School Holiday Enrichment Programme (SHEP). Looking through the tweets and other messages this was a significant enhancement of our holiday provision.
- Estyn stated that:

“The school’s holiday and Saturday clubs provide worthwhile opportunities for pupils to access community facilities outside school hours. This helps them to develop their independence and social skills and supports them well to lead healthy and active lifestyles”.

- Our thanks to Geraldine Smallman and her staff for providing excellent holiday and Saturday clubs and to colleagues in social services for funding this valuable provision; additionally governors would like to thank the team for making SHEP so successful in a special school setting.
- We continue to have effective links with officers from Duke of Edinburgh Wales and will be running the Gold DofE award from September 2019.
- Estyn stated that:

“The school has developed highly effective partnerships with a wide range of external agencies. These partnerships enable the school to develop valuable support services for pupils that meet their ongoing health and learning needs exceptionally well. These services include beneficial links with health care professionals that support the planning and provision across the school for pupils with a wide range of diverse needs”.

Curriculum and other developments, including the Welsh dimension

- We 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 moderate and standardise pupils’ work.
- 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 2nd language continues to be taught across the school and “Curriculum Cymreig” is strongly reflected in all aspects of our work.
- Estyn stated:

“The school’s creative and effective approaches to the design of the curriculum are a notable strength of the school’s work and meet the needs of all pupils exceptionally well. The school implements a highly effective ‘stage not age’ approach to planning the curriculum and grouping pupils. Skilled teaching staff plan programmes of learning with great care, adapting their planning as necessary to take account of pupils’ individual needs and abilities”.

- Our Thrive, ELSA, TIS and BOTI programmes have a positive impact on all aspects of pupils’ personal and social development, including their health and wellbeing.
- Estyn stated:

“The school’s wellbeing curriculum is exemplary and utilises a range of related frameworks to meet the needs of all pupils and their families. As part of this integrated model, the provision for outdoor learning, for example is developing extremely well”.

- We have successfully maintained our Flagship Centre Status as part of the Inclusion Quality Mark.
- A quote from our Estyn report effectively captures our pupil centred ethos:

“Pupils’ high levels of wellbeing and attitudes to learning are an outstanding strength. Nearly all pupils play an active and influential role in contributing to their learning and shaping the life and work of the school. Over time, nearly all develop as enthusiastic learners who enjoy coming to school and acquire a strong understanding of their rights and responsibilities”.

Strategic Equality Act 2010

- We are committed to ensuring equality of education and opportunity for all pupils and staff; in addition we aim to provide equality for all those receiving services from the school, irrespective of disability, race, gender, age, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership. These are known as the “protected characteristics”.
- We promote a culture of inclusion and diversity in which all those connected with the school feel proud of their identity and able to participate fully in all aspects of school life. We have a long track record of no discriminatory incidents.
- We have developed in consultation with stakeholders a Strategic Equality Plan (SEP), the purpose of which is to fulfil the duties to promote equality for people with ‘protected characteristics’ and embed fairness and equality at the heart of our school community and in all aspects of our plans and policies.
- The governing body will:
 - seek to ensure that no individual is discriminated against when applying for jobs at our school;
 - take all reasonable steps to ensure that the school environment gives equal access to people with disabilities;
 - strive to make all communications as inclusive as possible for pupils, parents and carers;
 - ensure that no child is discriminated against whilst in our school.
- **Equality objectives for 2016 - 2020 are to:**
 - Continue to ensure “Equality of Opportunity” for all;
 - Ensure all pupils achieve their full potential;
 - Provide training and support to pupils, staff, parents/carers, governors and other stakeholders on equality issues and the protected characteristics (being mindful of the specific learning/behavioural needs of our pupils);
 - Develop with pupils, a range of pupil friendly policies.

- We will consult on a new strategic equalities plan in 2020; the new plan will run from 2020-2024.

Governing body meetings

- During 2018/2019 the full governing body met at least once per term, with many sub-committee meetings taking place in between full GB meetings.
- Matters discussed by the governors have included: whole school self-evaluation, school development plan, buildings, staffing, headteacher's termly reports, performance management, school budget, Strategic Equality Plan, Curriculum for Wales developments, assessment and pupil performance, the Literacy and Numeracy Framework, digital competence, school council, inspection, school organisation, H&S, safeguarding, and fundraising.

The school and the community

- Governors are very proud of Caffi Oren and all that our pupils achieve through their work in the café. It has been awarded a 5 star hygiene rating for the 5th year in a row. Please see the school website for opening times. This outstanding provision will be further strengthened when the catering kitchen is relocated as part of the ongoing enhancement of school facilities.
- School facilities continued to be used out of hours by the Youth/Leisure Service and CASS. Some facilities are hired out to various community groups.
- Governors once again thank Fr. Stephen for making everyone feel so welcome in Holy Trinity Church where we continue to hold some of our harvest, Christmas and Easter services.
- We now have 3 PAT (Pets as Therapy) dogs who make regular visits to school. Bailey, Bow and Holly support pupils' learning as well as their health and wellbeing.
- 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.
- Strong links with Caerphilly Learning Partnership, Touch Trust, THRIVE, BOTI, Agored Cymru, Duke of Edinburgh Wales, ASDAN and other local and national organisations contribute to Trinity Fields School having a highly successful profile within and beyond Caerphilly County Borough.

Working for others

- Pupils and staff continue to raise money for a range of local and national charities. Governors are very grateful to all parents/carers for supporting this work.
- During 2018-2019 pupils and staff raised the following amounts of money for a range of good causes: Show Racism the Red Card **£34.10**, McMillan Coffee Morning **£500.00**, Children in Need **£318.65**, Comic Relief **£181.09** and Ty Hafan **£406.71**.
- In addition pupils and staff collected **£95.00** in donations and over **£100.00** of animal care supplies for Help4Wales Animal Safe Haven as part of the ASDAN accredited work.

Donations received

- A financial statement from 1st April 2018 - 31st March 2019 is attached to our annual report.
- The school has been fortunate to receive numerous donations since the last annual report. These have included: Edina Trust Grant **£600.00**, Ruggerbug **£123.22**, Freemasons **£900.00**, PTA **£12,000**, Wales and West Utilities **£900.00**, Mr Williams **£1000.00**, CRS Imaging **£207.00**, 3 Steps Forward, Ayla Mae **£1890.00**, Go Outdoors DOE Grant **£1000.00**, Ben Elford **£20.00**, Clothes for Cash **£136.00**, Moe Hardwick **£21.00**, Llanbradach OAP Over 50's **£50.00**, Welsh Heritage Schools Initiative **£750.00**, Kate Rupnik **£100.00** and Smurfit Kappa **£100.00**.
- Miller Argent is providing funding towards new playground developments on the key stage 2 playground.
- 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.

Action as a result of any resolution passed at the last meeting

- No specific resolutions were passed.

Governors' expenses

- There were no governors' expenses for 2018 - 2019.

Additional Learning Needs (ALN)

- In common with all other schools we are legally required to report on our additional learning needs provision. In line with the current Code of Practice (Wales) the school ensures that all Statements are reviewed annually and that all Individual Education Plans (IEPs) are updated following the annual reviews. This area will be updated in line with the requirements of the Welsh Government's Additional Learning Needs and Education Tribunal (Wales) Act.
- The school has developed a useful guide for pupils for annual review as well as a Parent/Carers' guide to the Welsh Government's Additional Learning Needs and Education Tribunal (Wales) Act (ALN and ET (Wales) Act). These guides are both available on the school website under the "Policies" section.
- 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 Additional Learning Needs policy, along with whole school procedures is 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 ALN and ET (Wales) Act can be obtained by contacting Christine Thomas (Assistant Headteacher).

Admission arrangements for pupils with disabilities

- The school is required by law to report on this aspect. All areas of the school and curriculum are accessible to pupils with a range of impairments (sensory, physical and cognitive).
- In partnership with the school council, pupils, local authority, community groups, governors and staff we have developed our Strategic Equalities Plan (SEP); a copy is available at the school, as well as being on the school website.

Educational visits

- A wide range of educational visits continue to be arranged throughout the year to promote and enhance pupil's learning in real life situations. These have included sporting events, opportunities to develop leisure and independence skills such as bowling and swimming, as well as visits to museums, local fire station, supermarkets, cinema trips, Glamorgan Archives, Amelia Trust Farm, Porthcawl, Train ride to Barry Island, Forest School activities, Energi trampoline park, local cafes, shops, park and police station, as well as visits to school from the emergency services.
- All pupils enjoyed theatre productions which included: a pantomime, 'The Little Princess' and 'behind the scenes' theatre workshops.
- In addition, four groups of pupils attended a multi-sensory interactive Theatre production of 'The Isle of Brimsker' at Blackwood Miners Institute and the Chapter Arts Centre in Cardiff.
- Two Foundation Phase groups enjoyed a production of 'The Girl with the Long Hair' aimed at pupils in the Early Years.
- Pupils also experienced visits by Ystrad Mynach Male Voice Choir and a range of 'Live Music Now' performances.
- 10 senior pupils successfully completed their Duke of Edinburgh Silver Award this term. We are extremely grateful to Kate Thomas for leading the expedition and to the staff who volunteered for the 2 night camping experience.

Pupil achievements

- The success of our pupils continues to be the focus of all aspects of our work. At the summer 2019 Keys to Success: Going for Gold Awards Assemblies special awards were presented to the following pupils, in recognition of their outstanding achievement throughout 2018 - 2019:

Foundation Phase Award	Name
Communication Award	Sebastian Roberts
Welsh Award	Rubie Mai Holpin
Digital Competence Award	Oakley Edwards
Best Friend Award	Scarlett Chaplin
Super Start Award	Ethan Harding
Music Award	Lawson Prosser

PE Award	Charlie Collier
Academic Achievement Award	Jaxon Miles
Endeavour Award Prize	Amelia Revitt
Endeavour Award Prize	Regan Selway

School Curriculum Phase Awards	Name
Communication Award	Brandon Griffiths
School Ambassador Award	James Woodford
Welsh Award	Ross Sparey
Digital Competence Award	Marley Van Keogh
Music Award	Robbie Ashton
PE Award	Ben Elford
Academic Achievement Award	Matthew Carter
Endeavour Award Prize	Mia Belli
Endeavour Award Prize	Matthew Birnie

14-19 Learning Pathways Awards	Name
Communication Award	Ricky Young
School Ambassador Award	Tammy Stone
World of Work Award	Mitchell Morgan
Welsh Award	Kai Williams
Digital Competence Award	Danielle Kemp
Music Award	Jack Witchell
PE Award	Cael O'Connor
Jane Johnson Award for Swimming	Lucy Jones
Eco Ambassador Award	Liam Bird
Pupil Voice Award	Jason Harvey
Best Academic Achievement Award	Jason Stapleton
Endeavour Award Prize	Poppy Blewett Silcock
Endeavour Award Prize	Ian Wilkes Evans

Headteacher Awards	Name
Head Girl 2018-2019 Award	Tammy Stone
Head Boy 2018-2019 Award	Ian Wilkes
Headteachers Award 2019	Ellysia Mazey
Headteachers Award 2019	Craig Morgan
Parent and Carers Award 2019	Keith Davies
Attendance Award	Gethin Chamberlain

- Our school council is very effective and continues to make a vital contribution to school. They have again provided excellent support to the governing body this past year by supporting interviews to appoint new members of staff. School council members have taken this role very seriously and as governors we want to congratulate them on their work in this area. Our thanks to Jenny Evans for leading this work.
- Estyn commented that:

“Pupils play an active and influential role in shaping the life and work of the school. Pupil voice groups play an active part in the school and pupils value greatly their role as a part of the school’s decision-making processes”.

“Pupils of all ages and abilities express their views through a broad range of strategies, including the use of photographs and eye-directed technology. These beneficial strategies enable them to identify what they think is good about their school and what they believe would improve it further”.

- Governors are extremely proud of pupils’ achievements and record their thanks to all the staff who support them to achieve their success.

14-19 learning pathways

- Caffi Oren continues to provide highly successful learning experiences to support the development of pupils' work related skills. Our thanks to the Caffi Oren Team for making this such a successful part of the school. The preparation kitchen will be relocated and updated as part of Caerphilly's major investment in the school.
- During June all of the 14-19 Learning Pathways classes took part in another very successful Careers Week which focussed on pupils developing their understanding of the working world and the skills needed to work.
- Senior pupils have once again experienced a vocational themed programme of activities that included Animal Care, Catering and Horticulture.
- All of the pupils who left Trinity Fields at the end of the summer term (2019) did so with a range of recognised accreditation from ASDAN, Duke of Edinburgh and Agored Cymru. These included:
 - ✓ 10 pupils completed their Silver Duke of Edinburgh Award;
 - ✓ 11 pupils completed the Essential Skills for Work and Life qualification at Entry Level 2;
 - ✓ 5 pupils completed the ASDAN Bronze Personal Development Programme;
 - ✓ 6 pupils completed the ASDAN Silver Personal Development Programme;
 - ✓ All KS4 pupils completed their ASDAN Transition Challenge programme;
 - ✓ All post-16 pupils completed a Photography and Multimedia accredited programme;
 - ✓ 8 pupils completed an accredited programme in hospitality and catering;
 - ✓ 24 pupils completed an accredited programme in Independent Living skills;
 - ✓ 14 pupils completed an accredited programme in Work Related learning i.e. caring for animals and horticulture;
 - ✓ All pupils in the 14-19 department completed at least one or more accredited programmes in Personal, Social and Health related education;
 - ✓ All pupil in the 14-19 department completed at least 1 accredited programme in numeracy and literacy;
 - ✓ 42 pupils completed an 'outdoor learning' accredited programme;
 - ✓ Almost all pupils completed pathways in expressive arts, media, fitness, health and wellbeing, independent living and outdoor learning.

Sporting achievements

- Our 2019 annual 6 Nation's Rugby Tournament (March 2019) was another huge success and was attended by 18 schools/specialist units from across South Wales, with over 250 pupils and their staff attending. Pupils and staff were joined by Ryan Jones (Ex-Welsh captain) and The Dragons squad.
- A group of pupils visited the Dragons rugby team during a gym training session to present them with the new sponsors 6 Nations shirts.
- Willow class represented the school at the Newbridge Gala in November 2018 We once again Coordinated the disability 6 nations and this year took a larger team from school over to participate, which included two pupils who are wheelchair users.
- Trinity Fields attended the Greenfields football festival in Merthyr. Pupils team work and behaviour was exceptional.
- Our annual sports days were, as always a great success again and well attended by parents and carers; Steph was supported by our 2 pupil sports leaders.
- We offered placements to 2 students this year, Ellis (Ystrad Collage) and Bleddyn (Cwm Rhymni).

Buildings and grounds

- We are currently in the middle of a £1 million enhancement of existing school resources, funded by Welsh Governments Band A 21st Century Schools money. These include:
 - ✓ New classroom to replace the woodland garden
 - ✓ New catering kitchen next to Caffi Oren
 - ✓ Re-organisation of Beech and Oak classrooms to include a new 6th form common room and an independent living skills area.
 - ✓ New communication hub and training room
 - ✓ Specialist equipment storage
 - ✓ New soft play room

- In addition to the above governors and senior staff are working with LA officers to develop a state of the art £10 million extension to Trinity Fields. More details of this exciting development will be reported on the school website.

Term dates for 2019-2020

- Term dates and staff training days are also posted on the school website and included 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	
Autumn 2019	September 2 nd 2019	October 28 th 2019	November 1 st 2019	December 20 th 2019
Spring 2020	January 6 th 2020	February 17 th 2020	February 21 st 2020	April 3 rd 2020
Summer 2020	April 30 th 2020	May 25 th 2020	May 29 th 2020	July 17 th 2020

Staff training days: 2019-2020

- **Autumn term:** 2nd and 3rd September 2019
- **Spring term:** 6th January 2020 and 24th February 2020
- **Summer term:** 20th July 2020
- There will be an additional training day agreed with Welsh Government regarding the Curriculum for Wales. At the time of writing this report we do not have a date for this.

Session times (Foundation/Primary Department)

Session 1	Break	Session 2	Lunch/PSD	Session 3
8.55 - 10.30	10.30 - 10.45	10.45 - 11.45	11.45 - 1.15	1.15 - 2.55

The lunch break includes feeding programmes and the development of social skills and forms an essential part of the school's Personal and Social Development (PSD) scheme of work.

Session times (Secondary Department)

Session 1	Break	Session 2	Lunch/PSD	Session 3
8.55 - 10.45	10.45 - 11.00	11.00 - 12.15	12.15 - 1.15	1.15 - 2.55

The lunch break includes feeding programmes and the development of social skills and forms an essential part of the school's PSD scheme of work.

Targets set by the governing body

- The targets set by the governing body are fully documented in the 2019 - 2020 school development plan (SDP). This document is displayed on the governors' noticeboard; there is a summary of the 2019 -2020 SDP targets 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 2018-2019.
- Working with the staff, the local authority and the EAS we continually monitor the progress made towards these targets. Updates are given by the headteacher at termly governors' meetings.
- Targets for 2019/2020 include:
 - ✓ improving pupils' literacy, communication and numeracy;
 - ✓ extending work experiences for 14-19 LP pupils;
 - ✓ further developing pupils' involvement in all aspects of school life and developing their leadership skills;
 - ✓ enhancing links with local colleges and further extending accredited courses at post-16;
 - ✓ extending access to Caffi Oren for younger pupils;
 - ✓ enhancing staff wellbeing;
 - ✓ meeting the GDPR requirements;
 - ✓ reviewing all planning and assessment in preparation for the new 2021 curriculum;
 - ✓ continuing to develop all staff to support their individual and whole school needs.

- The recommendation from our 2019 Estyn Inspection has been included in the 2019-2020 SDP our SDP.

Attendance information

Term	Attendance	Authorised Absence	Unauthorised Absence
Autumn 2018	88.5%	11.0%	0.5%
Spring 2019	85.08%	14.7%	0.22%
Summer 2019	86.6%	12.6%	0.8%

- 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 absences **MUST** be recorded as **UNAUTHORISED**; this can have an impact on those pupils' claiming the Education Maintenance Allowance (EMA).

Destination of school leavers: summer 2019

- 10 pupils left at the end of the summer term; 3 have moved on to Social Services Day Provision, 5 have moved on to local college provision and 2 to specialist colleges. As governors we wish them every success for the future.

Financial Statement

Estimated Pupil Numbers	158	170
Delegated Budget	3,455,476	3,927,171
EXPENDITURE AREA	2018/2019	2019/2020
	ACTUAL	PROJECTED
SALARIES and WAGES		
Teachers	1,579,008	1,977,489
Supply teachers	272,007	135,451
Teaching assistants	1,395,557	1,540,440
Clerical/IT Technician	118,114	148,389
Mid-Day Supervisors and Maintenance Staff	117,332	143,884
Employee Expenses/Hospitality/Long Service Awards/Medical Appointments	1,808	1,150.00
Training	5,651	2,500
Long Service Award	0	250
GASS Admin Charges	6,265	202
Staff Car Allowances/Expenses	2,334	3,030
Emergency Cheque Production	0	30
PREMISES RELATED		
Building and Equipment Repairs and maintenance	119,704	75,000
Grounds maintenance	777	1,817
Swimming Pool maintenance	1,047	12,120
Cleaning Contract and Materials	63,111	74,456
Electricity and LA Leasing Lights	24,644	24,891
Gas	31,606	31,922
Water/Water Dispensers	9,259	17,891
Insurance	25,405	25,708
Offsite Travel Insurance	110	114
Premises H&S	497	1,058
Refuse/Hygiene Rental Units	6,363	8,319
Alarms	4,958	3,500
Vehicle Running Expenses	3,971	4,950
CRC Allowances	5,516	5,571
SUPPLIES,OFFICE and OTHER EXPENSES		
Capitation	22,374	30,000
Whole School Stationery	5,148	5,200
Telephone/Mobile Phones	7,679	7,835

Postage	317	320
OT/Physio Equipment/Other	25,869	33,014
IT Equipment/Leasing/Micro Repair	23,677	19,283
Furniture	2,482	15,000
TV Licence/Copyright Licence/Data Protection	421	424
Photocopying	1,534	1,700
Subscriptions	16,220	15,000
Transport Hire Costs	6,314	6,377
Medical Expenses/Reports	226	1,500
Clubs Adjustment	1092	5,845
Pupils School Uniform	125	126
SLAs	47,012	48,903
School Improvement Plan	2,643	30,000
Miscellaneous	27	211
Music Support Services	412	0
EIG Overspend	35	0
TOTAL EXPENDITURE	3,955,466	4,461,693

INCOME		
Reimbursement School Meals Admin etc	2,654	2,667
Hire of Premises	4,820	7,210
GTC/NQT Income	4,055	0
Former KS2 Grant	30,000	32,079
Reimbursement for Grow your Own and TLR3	55,270	1,780
Learning Cafe	40	196
Use of Premises (Youth and Leisure services)	5,910	5,910
PDA Training	5,910	0
Indicative Salary Increases from WG	16,210	0
Arts Council for Wales	0	1000
EIG/PDG linked to spend	48,851	
EWC	0	2,568
Additional support for staffing	69,891	75,100
Miscellaneous	4,534	378
Devolved Income	90,745	90,297
Donations	1,091	2,784
Inclusion Reimbursement, including Panside and Pontllanfraith and Income from MCBC/Cumbria	78,491	316,504
TA L1 (1-1 support)	0	17,734
TOTAL INCOME	412,544	556,207

TOTAL EXPENDITURE	3,955,466	4,461,693
TOTAL INCOME	412,544	556,207
TOTAL NET EXPENDITURE	3,542,922	3,905,486
TOTAL CARRIED FORWARD FROM PREVIOUS YEAR	276,154	188,708
TOTAL FUNDING	3,731,630	4,115,879
ESTIMATED SURPLUS/DEFICIT FROM PREVIOUS YEAR	188,708 surplus	210,392 surplus