



2024-2025

St Joseph's Primary School

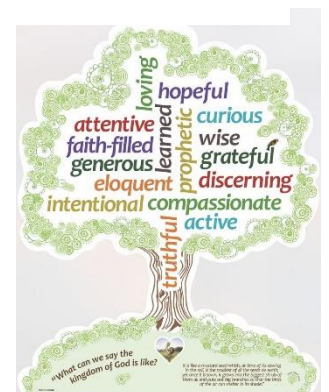
Annual Governors' Report to Parents

Our Mission Statement

**We grow together in God's Love as we Pray, Learn
and Play**

**"Dyn ni'n tyfu gyda'n gilydd mewn cariad Duw wrth i ni weddïo,
dysgu a chwarae"**

Article 29: "Education must develop each child's personality, talents, and abilities to the fullest, while preparing them to live responsibly and respectfully in a spirit of peace, dignity, tolerance, equality, and solidarity."



Chair's Introduction

Dear Parents and Carers,

On behalf of the Governing Body of St Joseph's Catholic Primary School, I am pleased to present our Annual Report to Parents, which provides you with a summary of the life of the school over the last academic year, 2024-2025. This report reflects our shared commitment to providing a nurturing, faith-filled environment where every child can flourish academically, spiritually, and personally.

Our mission, rooted in Gospel values, is to ensure that Christ remains at the centre of all we do. We have continued to strengthen our Catholic ethos through prayer, liturgy, and charitable outreach, while also embracing the opportunities offered by the Curriculum for Wales.

This year marked a significant moment in the life of our school as we said farewell to our Headteacher, Mrs Alexandra Riordan, who retired in April 2025. Mrs Riordan led St Joseph's School with unwavering commitment, deep faith, and a passion for ensuring every child reached their full potential. We thank Mrs Riordan for her vision, care, and tireless work, and we wish her every blessing in her retirement.

During the last year, we have succeeded in filling all our vacant governor positions. The Governing Body plays a crucial role in ensuring accountability and acting as a critical friend to the Headteacher and Leadership Team. Through collaborative efforts, we aim to continually raise standards and support the educational and spiritual development of our children.

We are proud of the dedication shown by our staff, the enthusiasm of our pupils, and the unwavering support of our families. Together, we strive to create a community where learning is inspired by faith and every child is encouraged to reach their God-given potential.

Thank you for your continued trust and partnership. We look forward to working with you in the year ahead as we build on our successes and face new challenges with hope and confidence.

Mr Matthew O'Brien - Chair of Governors

Meetings with Parents

No meetings were requested under Section 94 of the School Standards and Organisation (Wales) Act 2013 during this academic year. Parents are reminded they may petition for up to three meetings per year.

Governing Body Membership

Name	Category	Term Ends	Link Governor to:
M O'Brien	Foundation - Chair	30/10/2029	Curriculum, Assessment; Teaching and Learning
M Reynolds	Foundation – Vice Chair	30/8/2029	Religion
A Riordan	Headteacher		
D Harris	Foundation	21/2/2028	Safeguarding; Sci and Tech
R Hutchings	Foundation	31/8/2027	Health and Safety; Humanities
C Silva	Foundation	3/12/2028	LLC
M Anish	Foundation	3/12/2028	Expressive Arts
J Parmar	Parent	3/12/2028	Maths and Numeracy
S Bawitlungova	Non-Teacher	3/12/2028	Humanities
J Cater	Local Authority	17/11/2028	ALN; Health and Well-being
R Cobb	Teacher	11/11/2027	Governor Training; Exp Arts
H Wheeler	Observer - DHT		
S Ekstrom-Gabb	Clerk	16/10/2027	

Financial Report for 2024-2025

The financial outturn statement for the financial year 2024/2025 is attached to this report (appendix 1) – this provides a summary of how the school's budget was used.

No payments were made to any member of the governing body for travel or subsistence

Prospectus

The prospectus is reviewed annually and is in accordance with the Welsh Assembly Circular 22/96 – School Prospectus – checklist of contents. It can be viewed via the school website www.stjosephsprm.cardiff.sch.uk or on request from the school office.

Attendance

Governors and staff place great emphasis on the benefits of attending school regularly and pupils are expected to attend school every day. We remain committed to discouraging term

time holidays in an attempt to secure better outcomes for children but accept there are times when families have little choice but to take holidays during term time. Where term time holidays are unavoidable, parents must contact the school in advance in order to complete an official request for a leave of absence form. All requests should be in writing and should be made by a parent / guardian of the child even if they are not going on holiday with them. The school works closely with the Cluster schools (CCHS) attendance officer who monitors attendance on a monthly basis.

Whole School attendance for 2024-2025 was 93.6%

TERM DATES – 2025-2026

Term	Term Begins	Half Term Begins	Half Term Ends	Term Ends
Autumn Term	Monday 1 st September 2025	Monday 27 th October 2025	Friday 31 st October 2025	Friday 19 th December 2025
Spring Term	Monday 5 th Jan 2026	Monday 16 th Feb 2026	Friday 20 th Feb 2026	Friday 27 th March 2026
Summer Term	Monday 13 th April 2026	Monday 25 th May 2026	Friday 29 th May 2026	Monday 20 th July 2026

INSET Days

Monday 1st September 2025
 Tuesday 2nd September 2025
 Wednesday 3rd September 2025
 Friday 24th October 2025
 Monday 23rd February 2026
 Monday 20th July 2026

Session Times

	Morning	Afternoon
Nursery	8.55am – 11.25am	1.00pm – 3.30pm
Reception 1 and 2	8.55am – 12 noon 20 minute break	1.30pm – 3.30pm
Years 3, 4, 5, 6	8.55am – 12.30pm 20 minute break	1.30pm – 3.30pm

Safeguarding and Child Protection

The governing body takes its safeguarding responsibilities extremely seriously and ensures that all statutory requirements are met. Safeguarding remains a standing agenda item at every full governing body meeting, and governors regularly monitor the effectiveness of policies and procedures.

- **Policy and Compliance**

Our safeguarding policy is reviewed annually and aligns with the latest statutory guidance. All staff and volunteers are aware of their responsibilities and follow clear procedures for reporting concerns.

- **Designated Safeguarding Person (DSP)**

The school has a trained Designated Safeguarding Person and deputies who oversee all safeguarding matters. Governors receive regular updates from the DSL on safeguarding incidents, training, and compliance.

- **Training and Culture**

All staff, governors, and volunteers undertake safeguarding training appropriate to their roles. This includes annual updates and additional training on areas such as online safety, Prevent duty, and child-on-child abuse. We strive to maintain a culture of vigilance where safeguarding is everyone's responsibility.

- **Partnership Working**

The school works closely with parents, carers, and external agencies to ensure the safety and well-being of pupils. We actively promote early help and intervention strategies to support families and prevent harm.

- **Monitoring and Accountability**

The Safeguarding Governor meets regularly with the DSP to review safeguarding records, training logs, and risk assessments. Governors also check that safer recruitment practices are followed.

Safeguarding is at the heart of everything we do, and we remain committed to providing a safe, supportive environment where every child can thrive.

Our Curriculum

The staff have worked with partners from Welsh Government and CSC to create long, medium and short-term plans which are progressive, and integrate all Areas of Learning. An overarching concept is the foci across the school each term and pupils are actively involved in the direction of the learning. We continue to design and deliver a curriculum that is personal and relevant to our school whilst developing the core purposes of the Curriculum for Wales. We endeavour to use a wide range of teaching strategies and resources, both indoors and outside, to ensure all our learners reach their full potential and stimulate a passion for lifelong learning. We fully recognise that our world is changing, and we need new ideas and creative use of technology to ensure our learners have the necessary skills, knowledge and expertise to lead fulfilling lives as valued members of society.

As well as RE, Literacy, Numeracy and digital skills, there are six areas of learning experiences (AoLEs):

- Humanities (Geography and History);
- Health and Well-Being;
- Expressive Arts (Music, drama and Art);
- Languages, Literacy and Communication (Literacy, Welsh language as well as engagement with Modern Foreign languages further on in the school);
- Mathematics and Numeracy;
- Science and Technology (Science, Design Technology, ICT and STEM opportunities).

In addition to the above, our curriculum will also cover:

- Human Rights;
- Diversity and respecting differences;
- Experience and skills for careers and the workplace (at an appropriate level);
- Learning about Local, National and International contexts;
- Developmentally appropriate relationships.

School Development and Improvement

2024–25 Priorities Achieved:

Priority 1

1a - To implement the new RED (Catholic Education Religion Scheme of Work) - “To know you more clearly” in Progression steps 1, 2 and 3

1b - To embed the “Writing Journey”; to focus on the development of spelling and reading comprehension experiences in Progression Step 3 to improve pupil progress and enhance learning experiences

1c - To embed the rich and engaging learning experiences developed in 2023-2024, in numeracy – Prog Step 2, to improve pupil progress in mathematical skills

Priority 2

- To further develop our curriculum design; to implement effective strategies for tracking and the assessment of pupil progress to inform future planning and develop learning

Priority 3

- To evaluate and further develop how our school is being faithful to the faith mission which we receive from the church; to further develop our school as a community of faith and learning; to safeguard the emotional health and mental well-being needs of our school community; to implement the new “To love you more Dearly” - Prayer and Liturgy directory.

2025–26 Priorities:

Priority 1

- To embed the new RED (Catholic Education Religion Scheme of Work) - “To know you more clearly” in Progression steps 1, 2 and 3, while fostering creativity in Religion; to implement the newly devised assessment activities to monitor and evaluate pupil progress. To improve standards in teaching so they are consistently good across the school and effective questioning techniques are developed
To embed the strategies, protocols and procedures outlined in “To love you more Dearly” - Prayer and Worship directory; to reinforce the unique and distinct nature of our school.

Priority 2

2a - To improve opportunities for older pupils to develop their independent learning skills and develop independent choices in how they learn.

2b - Ensure that independent learning experiences for younger pupils support their developmental needs, are authentic and purposeful, and enable them to use their skills at an appropriate level.

Priority 3

- To improve opportunities for pupils to apply their numeracy skills in their work across the curriculum

Priority 4

- To work with families to improve attendance and punctuality; to support the well-being of all learners and further develop a greater sense of community

Additional Learning Needs

Groups of learners are split into ALN and Targeted Intervention groups. ALN learners are receiving provision additional to and different from what can be given in school. The Targeted Intervention group are the learners given Interventions such as Sound Discovery, Rapid Readers, Rainbow Readers, Catch up Numeracy, Maths Factor.

Intervention:	Number of pupils:
Sound Discovery	16
Rapid/Rainbow Readers	12
Maths Factor	16
Thrive	13
ELSA	16
Talkabout	13
LST Program (Lit or Num)	6

In 2024-2025 there were 5 pupils with Individual Development Plans (IDPs), specified pupils received targeted interventions with specialist teaching assistants. Data from the PASS survey completed in Autumn 2024 helped to identify the children needing wellbeing support, along with teacher knowledge and experience of these children. 48 children are on our eFSM register

An excellent rapport exists between all our support staff and the pupils greatly benefit from the support they receive, enabling them to reach their full potential. Governors are kept informed of ALN updates and reform by presentations and communication from the ALNCo. Mrs Kathryn Tuff is the Additional Learning Needs Coordinator (ALNCo) and Mrs Margaret Reynolds is the link governor.

Use of Welsh Language

St Joseph's Primary is an English medium Catholic school. However, we are very aware of our role as a school in Wales, in promoting and developing the use of Welsh as a living language. In addition to sessions where we teach Welsh as a second language, the school promotes the language as the working language of the school. Simple instructions are given through the medium of Welsh, where pupils hear the language and respond to it through action. Staff and pupils greet each other throughout the day using the medium of Welsh and pupils are

encouraged and supported to use the short sentence patterns they know outside of the classroom, in the playground. All members of staff have been trained to teach Welsh as a second language and one member of staff is fluent. The school achieved Silver Status in Siarter Iath, Cymraeg Campus (February 2025) and is now working towards Gold.

School Policies

The Governors have a rolling programme of reviewing the school's policies, with individual policies reviewed at least every 3 years or when there are Welsh Government and Local Authority guidance changes. Policies can be viewed on the school website.

The children and staff carry out fire drills and lockdown drills termly.

If you would like more information about our school, including our policies and complaints procedure, please visit our school website: www.stjosephsprm.cardiff.sch.uk. Alternatively, you can contact the school via email at stjosephsprm@cardiff.gov.uk or by telephone 02920621625

Equalities

Governors and staff have a legal obligation to ensure equality of approach, treatment, and educational opportunities for all pupils at the school regardless of sex, ethnicity, beliefs, disability, etc.

We have a duty to:

- eliminate discrimination;
- advance equality of opportunity;
- foster good relations.

As a Catholic school we believe that our policies and practices are inclusive and focus on the needs of all learners and stakeholders.

Toilet Facilities

The school provides adequate toilet facilities for pupils and staff, which are maintained to a high standard of cleanliness and hygiene. Regular checks are carried out throughout the day, and any issues are addressed promptly. Facilities are accessible and meet health and safety requirements, ensuring a safe and comfortable environment for all pupils.

The Promotion of Healthy Eating and Drinking

We have maintained compliance with the Healthy Eating in Schools (Wales) Measure 2009. Pupils receive free balanced meals, and water is freely available throughout the day. St Joseph's Primary School has achieved the prestigious National Healthy Schools Award. Pupils are encouraged to eat fruit at breaktime. We also run a 60 place free breakfast club which provides healthy breakfasts. Children in Nursery - Year 2 have the opportunity for free school milk daily.

Sports and Extra-Curricular Activities

We encourage all pupils to have a healthy lifestyle, and this includes participation in sporting events. During a typical academic year, the school teams participate in the following sporting events:

- Cricket tournament
- Netball tournaments
- Football tournaments

Classes also participated in sporting workshops with visiting sports leaders eg Basketball, tag rugby, tennis.

Year 4 had a two week swimming course where they are given the opportunity to learn and develop their swimming abilities and gain water confidence.

In 2024-2025 we had a range of after school clubs which included: choir, chess, football, ball skills, dance, Welsh dancing, school magazine, ICT, general sports, recorder

Leavers' Destinations

Our Year 6 pupils transitioned to the following secondary schools

Secondary School	Number of Pupils
Corpus Christi High School	21
Cathays High School	3
Whitchurch High School	4
Cardiff High School	1
Bishop of Llandaff	1
Willows High School	1

Distribution:

This report is available on the school website, Dojo and in hard copy upon request.

Appendix 1

CARDIFF COUNCIL/GYNGOR CAERDYDD				
SCHOOLS OUTTURN OF EXPENDITURE/CANLYNIAD GWARIANT YSGOLION 2024-2025				
Governing Body/Corff Llywodraethu of:		St Joseph's R.C. Primary School		
	Governor Approved Budget/Cyllideb a Gymeradwywyd gan y Llywodraethwyr		Actual Expenditure/Gwariant Cyflawnedig	
	£	£	£	£
Staffing costs/Costau Staff				
Teaching Costs/Costau Addysgu	690,868		731,229	
Special Needs Teachers/Athrawon Anghenion Arbennig	0		0	
Teachers for statemented pupils/Athrawon ar gyfer disgyblion sy'n destun datganiad	0		0	
Short Term Supply/Llanw Byr Dymor	0		0	
Long Term Supply/Llanw Hir Dymor	20,730		27,042	
Special Needs Support Staff/Staff Cymorth Anghenion Arbennig	0		0	
Nursery Assts/ Teachers Aides / Adult Helpers/Cynorthwyywyr Meithrinfa/ Cymhorthion Athrawon / Cynorthwyywyr	138,750		142,871	
Foreign Language Assistants/Cynorthwyywyr Ieithoedd Tramor	0		0	
Technicians/Technegwyr	0		0	
Mid Day Supervisors/Gorychwyllwyr Canol Dydd	19,305		20,867	
Library Staff / Attend Officer/Staff Llyfrgell / Swyddog Presenoldeb	0		0	
Administrative Staff/Staff Gweinyddol	35,374		38,999	
Non teaching supply costs/Costau llanw staff heb fod yn athrawon	0		0	
Training Costs/Costau hyfforddi	4,171		22,056	
Other Staff Costs/Costau staff eraill	32,160		7,918	
Performance Management/Rheoli Perfformiad	2,110		0	
Total Staffing Costs/Cyfanswm Costau Staff		943,468		990,982

Premises Related Costs/Costau Eiddo				
Caretaking Staff/Staff Gofalwyr	28,631		28,784	
Domestic Staff/Staff Domestig	13,159		13,370	
Grounds Staff/Staff y Tir	0		0	
Cleaning Costs/Costau Glanhau	41,360		42,407	
Energy Costs/Costau Ynni	39,000		34,507	
Rates/Cyfraddau	0		0	
Repairs and Maintenance/Atgyweiriau a Chynhaliath	23,302		28,009	
Water/Dŵr	1,783		2,245	
Total Premises Related Costs/Cyfanswm Costau Eiddo		147,235		149,322
Transport Costs/Costau Cludiant				
Pupil Transport Costs/Costau Cludiant Disgyblion	0		0	
Staff Transport Costs/Costau Cludiant Staff	0		0	
Vehicle Costs/Costau Cerbydau	0		0	
Total Transport Costs/Cyfanswm Costau Cludiant		0		0
Supplies and Services/Cyflenwadau a Gwasanaethau				
Teaching Materials/Adnoddau Addysgu	15,000		8,264	
Equipment, Furniture, Materials & music tuition/Offer, Dodrefn, Deunyddiau a hyfforddiant cerddoriaeth	2,864		3,678	
Library Books & Materials/Llyfrau a Deunyddiau Llyfrgell	0		0	
Catering Costs/Costau Arlwyo	2,498		2,439	
Unallocated / Savings to be found/Arian heb ei ddosbarthu / Cynilion	26,661		0	
Communications Equipment and Services/Offer a Gwasanaethau Cyfathrebu	5,644		5,161	
Consultants Fees/Ffioedd Ymgynghorwyr	0		0	
Examinations Fees/Ffioedd Arholiadau	0		0	
Games & School Activities/Gemau a Gweithgareddau Ysgol	1,339		10,004	
Clerk to Governing Body/Clerc y Corff Llywodraethu	1,320		1,725	
Other office costs/Costau swyddfa eraill	2,401		4,090	
Printing & Stationery/Argraffu a Deunydd Ysgrifennu	8,537		9,487	

Pupil Exclusions/Gwaharddiadau Disgyblion	0		0	
Subsistence and expenses/Cynhaliaeth a threuliau	0		0	
Total Supplies and Services/Cyfanswm Cyflenwadau a Gwasanaethau		66,264		44,847
Central Services/Gwasanaethau Canolog				
School Meals/Prydau Ysgol	0		0	
Service Level Agreements/Trefniadau Lefel Gwasanaeth	13,600		12,482	
Total for Central Services/Cyfanswm ar gyfer Gwasanaethau Canolog		13,600		12,482
Income/Incwm				
Additional Central Funding/Nawdd Canolog Ychwanegol	-180,581		-105,750	
Community Education/Addysg Cymunedol	0		0	
Donations/Rhoddion	0		-12,195	
Lettings/Gosodiadau	0		0	
Other Income/Incwm arall	-91,282		-14,835	
Grant Income/Incwm rhent	0		-239,698	
Sales/Gwerthiannau	0		0	
School Meals Recharge/Talu am Brydau Ysgol	0		0	
Training and Tuition Income/Incwm Hyfforddiant	0		-3,800	
Total Income/Cyfanswm Incwm		-271,863		-376,277
Interest and Other/Llog ac Arall				
Interest on investments/Llog ar fuddsoddiadau	0		0	
School Investments/Buddsoddiadau Ysgol	0		0	
Withdrawal Investments/Buddsoddiadau Dileadau	0		0	
School Deficit/Gwariant Ysgol				
Temporary Loans/Benthyciadau Dros Dro	0		0	
Temporary Loans/Benthyciadau Dros Dro	0		0	
Interest/Llog	0		0	
		0		0
Total Interest and Other/Cyfanswm Llog ac arall				

Total Net Expenditure/Cyfanswm Gwariant Net		898,704		821,356
Less Uninvested Balance Brought Forward/Llai'r Balans na fuddsoddwyd a ddygwyd ymlaen		19,266		
Less earmarked Rates/Llai'r Cyfraddau a glustnodwyd		0		0
Contribution to / from balances/Cyfraniad i / o falansys				96,614
Revised Net Expenditure/Gwariant Net Diwygiedig		917,970		917,970