



Governors' Report to Parents

2021/2022

Annual Report for Parents and Carers for the Academic Year 2021-2022

Foreword from Dr Katherine Fender, Chair of Governors

Dear Parents, Carers and Guardians,

It is my pleasure to present Ysgol Gynradd Gymraeg Llwynderw's annual Governors' Report for the 2021-2022 school year. At the outset, I would like to extend my warm thanks to my fellow governors, to all school staff, and to you – our parents and carers – for all of the time, help and support that has so generously been given to our community over the past 12 months.

2021-2022 was a year of change for Llwynderw. With the school working hard to navigate the complexities and challenges of the ongoing COVID-19 pandemic – as well as the imminent arrival of a new curriculum together with a new ALN Act – while embracing opportunities to make the most of the “new normal”, Llwynderw's staff fought determinedly to provide as much stability, continuity and normalcy as possible for pupils and their families against the backdrop of these turbulent times more broadly. This was no mean feat, especially with the departure of Mrs Griffiths as Headteacher of Llwynderw in December 2021.

The school more than rose to the challenge, though, and I am hugely indebted to Mrs Sarah Proctor-Morgan for her exemplary leadership and commitment as Acting Headteacher throughout the interim period of January-April 2022. Knowing that the school was in Mrs Proctor-Morgan's capable hands – supported expertly by both Mr Gethin Horan and Mr Siôn Elis as Acting Deputy Headteachers – enabled the governors to undertake a careful, thorough and considered recruitment process, ensuring that the right candidate could be found and appointed as a successor to Mrs Griffiths as the new Headteacher of Llwynderw.

So it was that, in April 2022, Mrs Rachel Collins became our Headteacher. Mrs Collins joined the school from Ysgol Gynradd Gymraeg Tan-y-Lan in Morriston where she had worked for several years, bringing a wealth of knowledge and expertise with her to Llwynderw. It has been a pleasure and a privilege to welcome Mrs Collins to the school and, in her first few months in post, she has already shown great commitment, leadership and initiative. With a willingness to listen, an eagerness to learn, and a determination to build on successes and to strive to improve, Mrs Collins is steering Llwynderw from strength to strength.

Effecting a smooth transition between three headteachers in a single year would not, of course, have been possible without the support of the wider school community. Firstly, thanks are owed to each and every member of staff for the part they played; special thanks are due to, as well as those already mentioned, Mrs Lowri Phillips: for her dependable guidance and hard work. Secondly, thanks are owed to all parents and carers for extending a warm welcome to Mrs Collins – whether taking the time to visit the school in May during one of the coffee morning events or attending the school's Summer Fayre in July. Last but by no means least: many thanks to the pupils of Llwynderw for continuing to be the beating heart of our school.

This brings me to another *thank you*: one for the PTFA. Wonderful events and activities like the Summer Fayre, cake sales and Christmas celebrations would not be possible without parents and carers in our school community generously giving up their time and contributing their skills. These events enrich school life and, furthermore, play an important role in fundraising for important practical, educational and nurture resources for the children of Llwynderw. If you are interested in finding out more or getting involved in the PTFA, do come along to the AGM in the new year; you can also e-mail llwynderwptfa@gmail.com

As many of you will already know, the very end of the 2021-2022 school year did not, sadly, conclude solely with highlights. The Governing Body submitted a letter of complaint to Mumbles Community Council in July, following the decision made by a community councillor (the then-Chair of the Culture, Tourism and Communications Committee) to prohibit the children of Llwynderw from performing in Welsh at the MumblesFest event in the summer of 2022. In the interests of transparency, you can find the full written response that the school received from Mumbles Community Council in Appendix B of this report. We, as a school, welcome the swift investigation into – and comprehensive and constructive report on – the matter from Mumbles Community Council, and are pleased to see the positive steps that they have already taken and intend to take going forwards.

Welsh – the Welsh language, Welsh culture, Welsh identity – is the lifeblood of Ysgol Gynradd Gymraeg Llwynderw. It is intrinsic to every facet of school life; indeed, the Welsh spirit of the school is one of which we are all extremely proud. We are privileged to have a Welsh-medium school in the area; there has, in recent days, even been [media coverage of calls for greater numbers of Welsh-medium schools in Swansea](#). So long after the cessation of the “Welsh Not” being used as a punitive measure to deter children from speaking Welsh as it was in the nineteenth and early-twentieth centuries, it is deeply saddening, shocking and disappointing that the children of Llwynderw were not allowed, in 2022, to share their knowledge and pride of Welsh with the wider community and public.

Throughout this difficult period, though, it has been most heartening to read your words of support for the school's campaign against this injustice and your own commitment to helping to promote and protect the right to use the Welsh language. Each of us, as members of the school and the wider community, has a part to play in promoting the school's values and ethos. Llwynderw prides itself on being one of only a handful of schools in Swansea that holds a UNICEF UK Gold Rights Respecting Schools Award. This means that the principles of the UN Convention on the Rights of the Child are embedded in all that Llwynderw does as a school; the rights of children are absolutely central to the curriculum, activities and culture of the school. With that in mind, we all owe it to each and every child of Llwynderw to protect their rights to participate fully in cultural and artistic life, to use their own language, to celebrate their identity, their history, their music, their voices – and their school.

Looking to the year ahead, please continue to use your own voices, too, participating in opportunities to feed into – and feed back on – school processes. Most recently, the Governing Body has been incredibly grateful to receive reports and suggestions from parents and carers in relation to road safety: a key and growing area of health and safety concern about which governors are already liaising with Swansea Council, local political representatives and the police. Please stay in contact with us about it.

With regard to wellbeing provision more widely, Mrs Jodie James-Perkins and Mrs Angharad Bean continue to undertake their work on pupil and staff wellbeing with impressive diligence, care, humility and generosity, sharing best practice, signposting training, development and wellbeing opportunities and resources to their colleagues, and promoting a whole-school approach to wellbeing. In that spirit, if you have any recommendations for wellbeing resources yourself, please do let the school know.

I hope that the Autumn Term has been kind to you all and that you have an enjoyable Christmas break with your family ahead. Beyond that, I hope that the 2022-2023 school year proves to be a happy, healthy, successful and enjoyable one for us all. We, the governors, look forward to another year of working in partnership with you – parents and carers – as well as all staff and pupils at Llwynderw, and the wider local community, to ensure that each child has a rich and rewarding year ahead of them.

Dr Katherine Fender
Chair of Governors

Headteacher's Introduction

How quickly this term has passed by!

Writing this at the end of my first term as Headteacher, feels very poignant: an opportunity to thank everyone for the warm welcome and for the support I have received since I commenced in post.

It was a pleasure to meet some parents and carers during the coffee mornings at school back in May and I hope to continue to open the doors informally to governors, parents, carers and the wider community in the near future.

Your co-operation in all that the school asks of you is gratifying.

Ysgol Llwynderw has a great future, a school to be proud of, where every pupil is helped to achieve their full potential, for their own future and the future of our community, working together - staff, parents, Governors and pupils - we can all face with enthusiasm the challenges which lie ahead.

Diolch

Rachel Collins

The Governors

Name	Status	Elected	Ends
Rachel Collins	Headteacher		
Ann Evans	Community Governor	19/05/21	18/05/25
<i>Vacancy</i>	Community Governor		
Emma Beynon	Local Education Authority	22/11/21	21/11/25
Martyn Jones	Community Governor	25/11/20	24/11/24
Nicola Davies	Parent Governor	06/06/19	05/06/23
Laura Poiner	Parent Governor	10/07/19	09/07/23
Gethin Horan	Teacher Governor	01/09/18	31/08/22
Carly Chinhengo	Staff Governor	15/11/21	14/11/22
Anwen Jones	Parent Governor	04/11/20	03/11/24
Chris Prosser	Parent Governor	17/03/22	16/03/26
Sara Keeton	Community Governor	18/09/19	17/09/23
Katherine Fender	Local Education Authority	22/08/19	21/08/23

Tenure of Office

For all governors, the term of office is four years. The Chairperson and Vice Chairperson are elected annually.

Chairperson to Governing Body

Dr Katherine Fender

Vice Chairperson to Governing body

Mrs Ann Evans

Clerk to the Governing Body

Mrs Lowri Phillips can be contacted at the school office on 01792 407130.

General Information

Governor's Responsibilities and Duties

Governors have to work closely with the Headteacher and staff to ensure the school runs smoothly and efficiently.

- They are responsible for the general conduct of the school;
- They have a view on the appropriate curriculum of the school in the light of the LEA's general policies;
- They decide whether sex education should be provided at the school;
- They may offer the Headteacher general principles to follow in determining a policy of discipline;
- They have control over a sum of money handed down to them by the LEA;
- They take part in the procedures of appointing staff;
- They must make information about the school available to parents;
- They are responsible for preparing an annual report to parents;
- Parents have the right to request a meeting with governors to discuss the report and any other matters relating to the school. Governors must receive a petition containing the names of parents of 10% of registered pupils before they can arrange a meeting, up to 3 times a year.

All governors are expected to attend a training course organised by the LEA.

At least three termly meetings are held during the year. Meetings are also held for the governors' sub-committee groups when necessary.

Staffing for the Academic Year 2021-2022

Headteacher

Mrs Indeg Griffiths (until 31.12.21)

Mrs Rachel Collins

Deputy Headteacher

Mrs Sarah Proctor-Morgan

Teachers

Ffion Morgan

Rachel Lewis

Jodie James-Perkins

Emily Turner

Angharad Edwards

Sian Thomas

Gethin Horan

Sion Elis

Sammie Bond

Mererid Govier

Angharad Bean

Lowri Harry

Rebecca Routledge

Ceri Francis

Sioned Rees

Jessica Peel

Dona Viney

Teaching Assistants

Sioned Trick

Claire Waller

Mair Squire

Carly Chinhengo

Jo Supple

Christina Roberts

Rhiannon Reynolds

Saskia Hooper

Cari Richards

Rebecca Hackett

Dona Viney

Elen Hipkiss

Tomos Sparnon

Teleri Supple-Davies

Cadi Trick

Naomi Hole

Jasmine Powney

Poppy Johns

Summer Allwood

School Clerk

Lowri Phillips

Caretaker

Phil Renowden

Kitchen Staff

Ann Lowe

Anna Watson

Jen Croucher

Jackie Abramson

Lunchtime Supervisors

Linda Delve

Steffanie Rainey

Breakfast Club Staff

Rebecca Hackett

Saskia Hooper

Tomos Sparnon

Teleri Supple-Davies

After-School Club Staff

Carly Chinhengo

Christina Roberts

Rebecca Hackett

Saskia Hooper

Tomos Sparnon

Steffanie Rainey

Clare Parvin

Budget

The school budget was approved by the governors and the Finance Committee; they, with the help of our Primary Support Officer, have been monitoring expenditure. A summary of the school's financial position is attached to the report. (See Appendix A)

Policies and Strategies

Reviews and subsequent improvements to policies and schemes of work were undertaken in order to comply with the latest developments both in the curriculum and in other areas.

The school will continue to review and amend policies as necessary during the course of the year.

Curriculum

- The school provides a broad and balanced curriculum, which promotes the spiritual, moral, cultural, mental and physical development of every child.
- The school is currently developing new plans in response to Curriculum for Wales 2022.
- More information about the school curriculum can be found in the school prospectus.

The Welsh Language and Tafod Tawe

As a Welsh-medium school, every effort is made to encourage respect for the Welsh language. A positive attitude is extremely important. Emphasis is placed on the cultural aspect of the Welsh language and heritage. Welsh is the social language of the school and the children are encouraged to take advantage of every opportunity to use the language outside school. As ever, we are grateful for the support of parents and carers in, likewise, encouraging this; please do actively encourage your child to use Welsh. This is extremely important, especially for children from non-Welsh speaking backgrounds. We are also happy to advertise that Welsh lessons for the family, run by Swansea University, have now returned to face-to-face learning in Ysgol Llwynderw, currently on a Monday. Please contact the school office on 01792 407130 if you require information on how to enrol.

Children are immersed in the Welsh language from the time that they enter Nursery. Welsh is the only medium used in the Infants. English is introduced at the beginning of year 3. English is developed as a language during the four junior years. Welsh is the main language of the curriculum.

By the time that the children reach Comprehensive School stage, they are expected to be fluent in both Welsh and English and to be able to follow any subject in both languages. The school regularly competes in the Eisteddfod and we hope to build on our success to date.

Assessment and Reporting

- General assessments are made at the beginning of each academic year, with Reception children completing baseline assessments;
- As a result of Covid-19, schools were not normally required to submit end of key stage information / levels;
- Teachers keep a record of their assessments on a termly basis, in order to track pupils' progress;
- Assessment is central to the effective delivery of the curriculum;
- Year 2-6 pupils took part in national tests this year;
- The school uses the National Literacy and Numeracy Framework as a planning and assessment tool across the curriculum;
- An electronic tracking system is used. This has been developed further this year in order to track pupils' progress termly;
- Evenings were held for parents to discuss their children's progress during the Autumn term and again during the Summer term;
- Written reports were presented in the summer term to parents;
- 'Welcome Afternoons' are organised for parents of new Nursery children.

Pupils with a Disability

The school has an Equal Opportunities policy of admission for each pupil. The new purpose-built building is a designated school for children who want to learn through the medium of Welsh and who have a physical disability.

Child Protection

Our Child Protection link officer at the Civic Centre is Ms Lisa Collins. Ms Collins provides Child Protection Training and advice for both staff and governors at the school.

Our Child Protection link Governor is Dr Katherine Fender.

Additional Learning Needs

Mrs James-Perkins is the Additional Learning co-ordinator. Dr Katherine Fender is the Governor with responsibility for ALN.

Appropriate provision is available for children with additional learning needs and all members of staff are made aware of their responsibilities in this regard. In line with policy, when there is a concern regarding a pupil, there will be an initial conversation with parents then he/she is placed on the school ALN register and appropriate action is taken to ensure the best possible support for the pupil. This support may necessitate creating an Individual Education Plan (IEP) in school, with input from both the class teacher and the SENCO, and sometimes involves using the expertise of outside agencies for support. Parents are informed of any concerns and any steps to be taken.

Our School in the Community

Due to Covid regulations and Welsh Government guidance, links with our local community were, once again, restricted during the year. We look forward to our pupils representing the school once more at local events and to welcoming our neighbours to school events when appropriate.

- Llwynderw school children took part in the local Dragon Festival's activities and celebrations and competed in a local art event organised to celebrate the Queens Golden Jubilee;
- We collected food for the Swansea Food Bank and the Ukraine crisis;
- Year 2 children have been shown how to cross the roads safely through Kerbcraft.

Home/School Links

Ysgol Llwynderw continues to strive to develop and maintain strong links between the home and school. The school operates an 'open door' policy so as to efficiently and effectively respond to any issues or queries arising. Parents are informed of school news and events through sQuid.

- Virtual meetings were held via Teams for new nursery children and parents at the end of the autumn term;
- Curriculum/Theme Maps for each class are sent home to parents at the beginning of each new term;
- Parent Evenings were held online for all years during the Autumn and Summer Term;
- Home-school Link booklets for Reception-Yr 6 including reading record and individual targets.

Support from the Police and Services

Our Local Community Officer is P.C.S.O. Suzie Broad.

Sport

We aim to be a healthy school. Sport, therefore, plays an important part in our extra-curricular activities. All children receive PE lessons weekly throughout the term. Specialists are invited into the school to work with the children.

Hygiene

- We are very fortunate that the school building and the toilets are of a high standard;
- City and County of Swansea are responsible for cleaning the facilities;
- The school has disabled facilities.

Appendix A

**STATEMENT OF ACTUAL
EXPENDITURE 2021/22 FINANCIAL
YEAR**

	Delegated Expenditure £	Non- Delegated Expenditure £	Total Net Expenditure £
Teachers Salaries	868,964	32,628	901,592
Salaries	327,145	44,918	372,063
Other Employee Costs	327	-716	-389
Premises	27,005		27,005
Transport	228	101,723	101,951
Supplies & Services	222,282		222,282
Recharges	114,307	350	114,657
Gross Expenditure	1,560,258	178,903	1,739,161
Grant Income	-373,878		-373,878
Other Income	-129,198		-129,198
Gross Income	-503,075	0	-503,075
Net Expenditure	1,057,183	178,903	1,236,086

RESERVES:	£
FINAL FORMULA ALLOCATION:	1,060,954
TOTAL NET EXPENDITURE:	1,057,183
TRANSFER TO / (FROM) RESERVES:	3,771
OPENING BALANCE ON RESERVES 01/04/21	324,948
CLOSING BALANCE ON RESERVES: 31/03/22	328,719

Appendix B

Full Response from Mumbles Community Council in Response to School's Complaint



Letter of Apology to Mrs Rachel Collins, Pennaeth a Dr Katherine Fender,
Cadeirydd Llywodraethwyr Ysgol Gynradd Gymraeg Llwynderw

Mumbles Community Council
Minor Hall
Ostreme Centre
Mumbles
Swansea
SA3 4BA

Office: 01792 363598

Dear Mrs Collins and Dr Fender

I am writing to you as Chair of Mumbles Community Council at the request of Full Council as agreed at a Special Meeting held on Tuesday August 16th.

In response to your letter of complaint sent on July 25th, on behalf of Mumbles Community Council I would like to send an unreserved apology to the School, the Governors and children and parents of Ysgol Gynradd Gymraeg Llwynderw.

MCC recognises and celebrates the value of a vibrant Welsh language to our community and has identified what more we can and should do to promote and be inclusive of the Welsh language and culture.

The complaint has been fully investigated and I sincerely hope that the recommendations for action set out within the Report attached will reassure you that we have taken your complaint very seriously and will be acting on them with some urgency.

I sincerely hope you will accept our apology and that Ysgol Gynradd Gymraeg Llwynderw and MCC can work collaboratively and supportively going forward.

Yours

Carrie Townsend Jones
Chair
Mumbles Community Council

Background

Mumbles Community Council received a written complaint from Ysgol Gynradd Gymraeg Llwynderw on 26th July 2022 (the complaint had been sent by email after working hours on 25th July so was received on 26th). The complaint was sent to the Clerk, Chair and Vice-Chair as well as various other stakeholders.

The complaint was made on four grounds:

1. The exclusion of Welsh language and culture;
2. The inappropriate lyrical content for primary school children;
3. Correspondence from and conduct of Councillor Rob Marshall (Mumbles Community Council) – who is also the Chair of the Culture, Tourism and Communications Committee;
4. Internal governance and scrutiny mechanisms of Mumbles Community Council.

The Clerk of MCC advised on the Council's Complaints Procedure and the written complaint has been handled in accordance with that procedure. It should be noted that MCC has not revised its complaints procedure since 2014. However, it is based on a model complaints procedure and does not appear to deviate from similar complaints procedures in other public sector organisations.

Recommendation 1: MCC should review and if necessary revise its complaints procedure and then ensure it is published visibly on the MCC website.

MCC's obligations under relevant Welsh Language and equalities legislation

The Welsh Language (Wales) Measure 2011 enshrines in law the official status of the Welsh language in Wales. It sets out the general principles that the Welsh language should not be treated any less favourably than the English language and that people in Wales should be able to live their lives through the medium of the Welsh language if they choose to do so ([Good Councillor's Guide](#), Welsh Government, 2022).

We have taken advice from One Voice Wales about the application of the Welsh Language Measure for community councils. One Voice Wales have given us the following guidance:

It was anticipated that the Welsh Language Commissioner would be publishing a set of Welsh Language standards which would apply to community and town councils but this has not occurred and it now seems unlikely that standards will be published.

Instead, the Commissioner has developed a Welsh Language scheme template for use by community and town councils. The intention is that when a scheme is prepared using the template it should be submitted to the Commissioner for approval. Alternatively, MCC has been advised that we could use the template to guide our approach to the Welsh language, as a framework for developing a policy. MCC was previously unaware of this scheme template. It does not currently have a Welsh Language policy.

The Good Councillor's Guide states: 'Your council is expected to treat the Welsh language reasonably and proportionally in its dealings with the public.' This could be open to interpretation and therefore, while not subject to compliance requirements, MCC should have reviewed our approach to Welsh language more frequently in light of the increased numbers of Welsh speakers in the area due to the opening of Ysgol Gynradd Gymraeg Llwynderw.

Recommendation 2: MCC should establish a Task and Finish Group to, in response to appropriate advice and guidance, review MCC's Welsh Language provision, consider whether it can adopt the scheme template in full, or use it to guide MCC's policy on the Welsh Language if significant changes would have to be made. The policy should ensure that MCC meets any and all legislative obligations, and include, but not be limited to: content on

MCC’s website; meeting agendas and minutes; contributions to public meetings; customer contact, including telephone greetings and email signatures; content on MCC’s social media pages.

The Task and Finish Group should report to Full Council no later than its January meeting so that any budget implications can be incorporated into the budget setting process for 2023/24. The scheme or policy, as appropriate, should be approved in principle in January 2023, and adopted in full at the AGM in May 2023.

Process

The MCC Complaints Procedure outlines that in response to a complaint, the Clerk, or in the case of complex issues, the Clerk and the Chair should:

- a) Investigate to establish the facts of the issue
- b) Make suggestions in the form of an action plan that outlines how MCC intends to change things to stop the issue happening again.

Due to the previous involvement of the Chair in the issue at hand, the Vice Chair has supported in the investigation and drafting of this report. The Clerk has advised throughout. This report outlines the facts as they have been found in response to the grounds of complaint, and recommendations are included throughout. Subject to Council approval, these recommendations would form the basis of an action plan.

This investigation has taken place at pace to ensure a prompt response to the complainant, and swift action to resolve any issues outstanding. Due to being personally named in the complaint, Cllr Rob Marshall was invited to meet with the Vice Chair to provide some further information about the matters at hand and did so on Monday 15th August.

Investigation Findings

The investigation took the four grounds of complaint separately.

- 1. The exclusion of Welsh language and culture

On this issue we have addressed two questions:

- a) Does MCC regularly exclude Welsh language and culture in its activities?
- b) Did MCC exclude Welsh language and culture on the occasion of Mumbles Fest 2022?

We have undertaken to consider ways in which Mumbles Community Council celebrates Welsh language and culture in its activities, balanced with ways in which we could do more to ensure its inclusion and promotion.

Activities to date inclusive of Welsh language and culture
Bilingual information boards at our Environmental projects, such as the Community Orchard, and wildlife signs currently awaiting installation on the Prom, as well as new bilingual In the Loop bin vinyls
Cymraeg i Blant invited to contribute to Family Fun Days, including a particularly successful session at Castle Acre last year with a large group
Where possible, registration at Family Fun Days completed by a councillor in Welsh with families using Welsh on arrival
St David’s Day parades funded by MCC, last took place in 2019 due to the Covid-19 pandemic, and budget agreed for 2023 event
Long-standing dedication to celebrating Celtic languages through our Twinning links, including:

<ul style="list-style-type: none"> - Bilingual twinning charters between Mumbles, Hennebont (France) and Havre de Grace (USA) - Book about the history of the Welsh Language, produced in Welsh, Breton, French & English, paid for by MCC grant - Visit to Ysgol Gynradd Gymraeg Llwynderw organised as part of MCC's programme for visitors from Hennebont in 2018 - Writing buddy scheme set up between school in Hennebont and Ysgol Gynradd Gymraeg Llwynderw - Visit by former Chair of MCC to the Inter-Celtic Festival
Support for community projects that promote Welsh language and culture through our grants scheme, including to Ysgol Gynradd Gymraeg Llwynderw in 2022 to celebrate their 20 th anniversary
Formal notices through Democratic Services e.g. of a casual vacancy, election etc. are produced bilingually
Committed funding in 2022-23 budget to produce translation of MCC's newsletter. Summer 2022 newsletter will be translated in full and available on the website.
All schools, including Ysgol Gynradd Gymraeg Llwynderw as the Welsh-medium school, in the MCC area, treated equally e.g. link governor from MCC to represent their views and ensure access to information about MCC's activities and plans; invitations to take part in activities aimed at schoolchildren, such as the recent competition for the design of the Jubilee Arch and access to funds to support pollinator-friendly planting
Previous involvement of Ysgol Gynradd Gymraeg Llwynderw in Mumbles Fest Schools Choirs

It is noted that the new Customer Service and Events Assistant speaks conversational Welsh and this strengthens MCC's ability to engage with residents through the medium of Welsh. However, we do not currently have any fluent Welsh-speaking staff members.

Recommendation 3: MCC should offer Welsh language courses at the appropriate level to all staff and councillors, using Training budget. In particular, MCC should support our 'front of house' staff to advance their Welsh level.

The above list indicates that MCC does not systematically or willingly exclude the Welsh language and culture in the course of its activities. However, it is acknowledged that there is more we can do to advance its inclusion and promotion. It is proposed that these actions are considered in full and included in a formal Welsh Language policy or scheme, as per **Recommendation 2**.

In the case of Mumbles Fest 2022, it is acknowledged that there was no representation of the Welsh language. However, it is a key opportunity to showcase local talent and this may be considered part of Welsh culture.

The Schools Choir has been an element of Mumbles Fest for several years. This year, it is acknowledged that invitations to take part were sent to schools with relatively short notice, giving limited opportunity for the schools to be part of the planning and decision making around this item. This was in part due to the hiatus in meetings during the pre-election period and subsequently the short time available between the new Council being elected and Mumbles Fest taking place. However, the date for 2023 is already set as July 15th and for future years, the date is to be set much further in advance, giving opportunity for MCC to work in more meaningful partnership with local stakeholders in the planning of the event, including schools.

Recommendation 4: Future involvement of all local schools in future Mumbles Fest should be undertaken with greater partnership, including dialogue with the schools at an earlier stage to come to a shared decision on the choice of songs and format of the performance.

2. The inappropriate lyrical content for primary school children

The specific complaint was about the lyrics of 'Our Song' by Anne-Marie including the word 'Baby' and references to 'waking up alone'. It could be considered that the sexual nature of these references is inappropriate for primary school children.

Only one of the seven schools approached to be part of the Schools Choir appears to have objected to the lyrical content of the song, suggesting that other schools did not consider the lyrics to be inappropriate. Two schools took part in the Schools Choir but the reasons for the other schools not taking part are not known as they did not respond to the invitation.

The lyrical content of the songs was explored prior to the event and the Co-Chair was satisfied that they would not cause an issue, despite other councillors expressing concerns. It could be argued that, as a public body, MCC has to take particular care in its choice of songs and other activities for children and young people throughout its events programme.

Recommendation 5: While the age-appropriateness of various forms of entertainment can often be subjective, MCC should ensure it is inclusive of all children by ensuring that all content aimed at children and families is 'U-rated' without doubt. This could be achieved by using songs from U-rated films, or songs regularly used in school settings. This would remove the subjective nature of individuals having to judge whether something that is more 'borderline' should be considered appropriate or not.

Recommendation 6: Where concerns are raised about the appropriateness of any content prior to an event, these should be discussed by the relevant Committee, and a way forward agreed by the Committee. This applies whether the concerns are raised to an individual councillor, to the Clerk or another officer. (See more under point 4.)

3. Correspondence from and conduct of Councillor Rob Marshall (Mumbles Community Council) – who is also the Chair of the Culture, Tourism and Communications Committee;

Town and Community Councils are not empowered under their standing orders to investigate complaints about the conduct of individual councillors from outside bodies. Therefore, MCC has undertaken no investigation in response to this grounds for complaint in and of itself. In the letter acknowledging receipt of the written complaint, the Clerk outlined to Ysgol Gynradd Gymraeg Llwynderw that:

'Direct complaints about Cllr Marshall should be made to the Public Ombudsman for Wales via the website: ombudsman.wales'.

This report, subject to Full Council approval, will be sent in response to Ysgol Gynradd Gymraeg Llwynderw, and the Clerk has advised that the following will be included in the cover letter:

'If you are unsatisfied with the outcome of our investigation, you may refer your complaints to the Public Services Ombudsman for Wales via the website: ombudsman.wales.'

While investigating the complaint about internal governance and scrutiny mechanisms of MCC (below), the actions of Cllr Marshall are relevant and as such, the correspondence was considered as part of the investigation.

4. Internal governance and scrutiny mechanisms of Mumbles Community Council

A key point in the complaint received is that although Ysgol Gynradd Gymraeg Llwynderw raised concerns prior to Mumbles Fest 2022, opportunities were missed to discuss these concerns at a Culture, Tourism and Communications Committee meeting. The complaint notes that 'Musical Acts' was an agenda item for the meeting that took place on Wednesday 22nd June 2022, the day after the concerns were originally raised with the Co-Chair.

In contravention of MCC's own policy on recording meetings for public record, meetings of the Culture, Tourism and Communications Committee are not recorded. This makes it more difficult to review the discussion retrospectively.

The Co-Chair has reported that he felt he had been directed by the Committee to arrange the Schools Choir and that he interpreted that to mean to sort any issues that arose. The minutes of Committee meetings do not, however, indicate that such authority was given to Cllr Marshall. Any issues must be referred back to committee. There is no record in the minutes of the meetings between 22nd June and the event on 16th July of these issues having been raised.

It is noted that Full Council agreed to delegate powers to the Culture, Tourism and Communications Committee for the purposes of organising Mumbles Fest to ensure that decisions could be taken at pace in the dynamic context of event management. A report was submitted to Full Council at June and July's meetings, but these issues are not included.

MCC's governance and scrutiny mechanisms rely on issues being raised and discussed at the right decision-making forum where due authority has been granted to that meeting - Council, Committee, or Sub-committee. Except in rare circumstances, no individual councillor should make decisions or speak on behalf of Council without other councillors' involvement. At the time of the meeting on 22nd June, no-one other than the Co-Chair was aware of the concerns raised. Correspondence was directly between Cllr Marshall and Mrs Collins. The other Co-Chair of the committee, MCC's link governor with the school nor any officer was copied in. This allowed one individual councillor to judge whether the issue should be raised at committee, without any other councillor or officer being able to express their view. This appears to be in contravention of Standing Order 25a (ii) – Restrictions on Councillor Activities:

'Unless duly authorised no councillor shall issue orders, instructions or directions.'

Similarly, it is not in accordance with the Code of Conduct, which states:

'You must, when participating in meetings or reaching decisions regarding the business of your authority, do so on the basis of the merits of the circumstances involved and in the public interest having regard to any relevant advice provided by your authority's officers[...]'

Cllr Marshall agrees that he did not seek the authority of Culture, Tourism and Communications Committee, or the advice of MCC's officers before responding to Mrs Collins.

Recommendation 7: In light of lack of adherence to MCC's governance and scrutiny mechanisms, and its subsequent impact, Council should consider any and/or all of the following courses of action:

- a) Cllr Rob Marshall should be removed from the Culture, Tourism and Communications Committee
- b) Cllr Rob Marshall should be removed from the position of Co-Chair of Culture, Tourism and Communications Committee.
- c) Cllr Rob Marshall should send Ysgol Llwynderw a written apology underlining that his comments were not made with authority of MCC.

To avoid a similar situation happening again, the following are recommended:

Recommendation 8: MCC should review and re-confirm its policy of recording meetings for public record. If re-confirmed, the policy should be applied uniformly to all relevant meetings, with the Clerk, not the meeting's Chair, determining if the meeting should be recorded under the policy.

Recommendation 9: All correspondence with external stakeholders should be copied to (as a minimum):

- the Chair, Co-Chair and/or Vice Chair of the relevant committee;
- the lead officer for the issue at hand; if unclear who the lead officer is, the Clerk should be copied in; and
- if the correspondence is with a school, MCC's link governor for the school in question

Conclusion

This incident offers the opportunity for MCC to review how it can support and promote the Welsh language and culture locally. While not obliged to adopt the Welsh Language Standards in full, MCC has an important role to play in supporting the Welsh language, particularly having a Welsh-medium school in the area.

It is regrettable that this incident has led to the perception that MCC excludes Welsh language and culture in its activities. This is not the case, however, this investigation demonstrates that decision-making processes broke down on this occasion, resulting in views being expressed purportedly on behalf of the Council, which do not necessarily reflect its position.

Along with the above recommendations to make improvements for the future, it therefore seems appropriate that, as requested by the school, Ysgol Gynradd Gymraeg Llwynderw should receive an apology and assurances that the school will continue to be involved in MCC's activities going forward.

Recommendation 10: The Chair of MCC should send a written apology to Ysgol Gynradd Gymraeg Llwynderw on behalf of MCC (see draft attached).

Summary of Recommendations

1	MCC should review and if necessary revise its complaints procedure and then ensure it is published visibly on the MCC website.
2	<p>MCC should establish a Task and Finish Group to, in response to appropriate advice and guidance, review MCC's Welsh Language provision, consider whether it can adopt the scheme template in full, or use it to guide MCC's policy on the Welsh Language if significant changes would have to be made. The policy should ensure that MCC meets any and all legislative obligations, and include, but not be limited to: content on MCC's website; meeting agendas and minutes; contributions to public meetings; customer contact, including telephone greetings and email signatures; content on MCC's social media pages.</p> <p>The Task and Finish Group should report to Full Council no later than its January meeting so that any budget implications can be incorporated into the budget setting process for 2023/24. The scheme or policy, as appropriate, should be approved in principle in January 2023, and adopted in full at the AGM in May 2023.</p>
3	MCC should offer Welsh language courses at the appropriate level to all staff and councillors, using Training budget. In particular, MCC should support our 'front of house' staff to advance their Welsh level.
4	Future involvement of all local schools in future Mumbles Fest should be undertaken with greater partnership, including dialogue with the schools at an earlier stage to come to a shared decision on the choice of songs and format of the performance.
5	MCC should ensure it is inclusive of all children by ensuring that all content aimed at children and families is 'U-rated' without doubt.
6	Where concerns are raised about the appropriateness of any content prior to an event, these should be discussed by the relevant Committee, and a way forward agreed by the Committee. This applies whether the concerns are raised to an individual councillor, to the Clerk or another officer.
7	<p>In light of lack of adherence to MCC's governance and scrutiny mechanisms, and its subsequent impact, Council agreed that:</p> <p>a) Cllr Rob Marshall should be removed from the position of Co-Chair of Culture, Tourism and Communications Committee.</p>

	b) Cllr Rob Marshall should be asked to send Ysgol Gynradd Gymraeg Llwynderw a written apology underlining that his comments were not made with authority of MCC.
8	MCC should review and re-confirm its policy of recording meetings for public record. If re-confirmed, the policy should be applied uniformly to all relevant meetings, with the Clerk, not the meeting's Chair, determining if the meeting should be recorded under the policy.
9	All correspondence with external stakeholders should be copied to (as a minimum): <ul style="list-style-type: none"> • the Chair, Co-Chair and/or Vice Chair of the relevant committee. • the lead officer for the issue at hand; if unclear who the lead officer is, the Clerk should be copied in; and • if the correspondence is with a school, MCC's link governor for the school in question
10	The Chair of MCC should send a written apology to Ysgol Gynradd Gymraeg Llwynderw on behalf of MCC (see draft attached).

School Term Dates 2022-2023

Tymor yr Hydref / <i>Autumn Term</i>	05/09/2022	-	23/12/2022
Tymor y Gwanwyn / <i>Spring Term</i>	09/01/2023	-	31/03/2023
Tymor yr Haf / <i>Summer Term</i>	17/04/2023	-	24/07/2023

Hanner Tymor / *Half Term*

Hydref / <i>Autumn</i>	31/10/2022	-	04/11/2022
Gwanwyn / <i>Spring</i>	20/02/2023	-	24/02/2023
Haf / <i>Summer</i>	29/05/2023	-	02/06/2023

Gwyl y Banc / *Bank Holiday* - 01/05/2023

Inset days - 05/09/2022