

**TRINITY FIELDS SCHOOL
and
RESOURCE CENTRE**



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

**Governors' Annual Report to
Parents/Carers**

Autumn 2021

I have recently been elected as Chair of Governors following the very sad resignation of the previous Chair, Mike Cook. I would like to thank Mike for the huge support he has given to the school and particularly to the Headteacher, Ian Elliott over many years in terms of volunteering both his time and skills for the benefit of the pupils at Trinity Fields School and Resource Base.

The school has continued to operate throughout the pandemic and has remained open to some of the most vulnerable children and young people in Caerphilly. Staff have worked tirelessly to support the children and keep them safe during the last year and the Governing Body are extremely grateful to all the staff for their continued commitment, enthusiasm and efforts to make Trinity Fields such an outstanding school.

The numbers of children requesting a place at the school is still rising year on year and Governors have been supporting the school in trying to manage the relentless increase in numbers of children attending the school. Trinity Fields has a reputation as a highly regarded school by parents, the local authority and indeed across South Wales. The school is a victim of its own success meaning that more and more children and their parents are requesting a place at the school. Unfortunately, the local authority has put on hold the plans to extend Trinity Fields and this has exacerbated the problem of the rise in pupil numbers.

No meeting has been held for parents under Section 94 of the School Standards and Organisation (Wales) Act 2013. The full report is available on the school website and paper copies for parents and carers are available on request.

Amanda Hurst

Chair of Governors

Governing body

Governor	Appointed by	Term of office ends
Amanda Hurst (Chair)	Local Authority	27 th November 2022
Mr Bleddyn Hopkins	Community	4 th March 2022
Mrs Heather Morgan	Local Authority	November 2026
Mr Hefin David MS	Local Authority	15 th May 2023
Vacancy	Community	
Vacancy	Minor Authority	
Mrs Ruth Seymour	Parent	8 th October 2025
Mrs Jenny Watkins	Parent	27 th November 2022
Mrs Deborah Sapey	Parent	30 th September 2022
Mr Ian Hurst	Parent	1 st November 2024
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. As of November 16th 2021, there are 2 vacancies on the governing body. Recruitment to these positions is already in hand.
- The chair of governors can be contacted via the school or Governor Support, Tredomen Gateway, Ystrad Mynach, Hengoed, CF82 7EH Telephone: **01443 863155**.

Covid-19

- The Covid-19 pandemic has continued to have a significant impact upon all aspects of school life. The school regularly updates its risk assessment in line with both national and local guidance.
- The school has also continued to follow the enhanced strategies that it has developed since March 2020 to minimise the impact and spread of Covid-19. These strategies include: one-way system around school, enhanced “throughout the day” cleaning, limiting visitors into the school, as well as encouraging good nasal and respiratory hygiene.
- Since returning to school for the autumn 2021 term there has been a significant rise in the number of positive Covid-19 cases in both pupils and staff. Despite the rise in the number of cases, there has been very little disruption to pupils’ onsite learning. Governors are grateful to the ongoing support of the school team during these challenging times.

National school categorisation

- The Welsh Government, because of the Covid-19 pandemic has halted the national school categorisation system for a second year.

Pupil assessment

- All pupils are assessed on an annual basis. The school is now using PIVATS 5 (Performance Indicators and Value Added Target Setting) to assess pupils' learning.
- Routes for Learning and THRIVE assessments are also used to support our assessment procedures. Further details are available from Leanne Boardman (Assistant Headteacher).
- These detailed assessments are used to track pupil progress and to support individual target setting.

Number on roll

- The number on roll is 201 (September 2021). The school roll has continued to increase steadily since September 2012 when it was 123.
- There are now 25 classes; 20 of these are on the main school site. We have primary age satellite classes at Cwm Ifor and Deri, a Foundation Phase satellite class at Ty Isaf Infants School and secondary satellite classes at St. Cenydd Community School and Heolddu Comprehensive School.
- Governors are very grateful to the headteachers of schools hosting our satellite classes.

Staffing

- Since our last report (autumn 2020), additional staff (teachers, teaching assistants and midday dinner supervisors) have been appointed; these appointments have been largely to meet the increasing number of pupils on roll.
- The large staff team consists of 39 teachers (includes headteacher, deputy headteacher and assistant headteachers), 90 teaching assistants, 18 mid-day supervisors and 9 administrative staff.
- In addition to our satellite classes we also provide teachers for the local authority's specialist resource bases at Panside and Pontllanfraith Primary Schools.

Health and safety (H&S)

- H&S is a standing agenda item at all governing body meetings. We have an effective H&S sub-committee, chaired by Bleddyn Hopkins, one of our very experienced governors.
- We have developed a detailed school risk assessment in relation to Covid-19; this risk assessment, based upon the local authority's template, is updated to reflect changes in local and national guidance.
- In addition to our Covid-19 risk assessment other risk assessments are undertaken; 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 weekly support from Anna Fitchett through an enhanced service level agreement (SLA). She continues to support our H&S programme.
- RAMIS, an online management tool manages all of the school's H&S issues.
- Since the start of the pandemic, no out of school visits have been arranged. When they resume, we will 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; this means that our toilets and changing facilities are checked and cleaned regularly throughout the day; this allows us to maintain our high standards.
- In response to the Covid-19 pandemic, enhanced cleaning is undertaken throughout the school day; they ensure that all "high touch" areas are regularly sanitised to prevent any spread of germs etc. There is also enhanced daily cleaning before and after school.
- Should a pupil or member of staff become unwell, with Covid-19 type symptoms, there are isolation rooms available; these are used whilst arrangements are made for the pupil/member of staff to leave the building. Before being re-used, these rooms are deep cleaned.

Continuing professional development (CPD)

- All staff have access to a wide range of training and support to develop them personally, in addition to supporting whole school development. Training since our last report has included:

- Leadership development
 - Curriculum for Wales and assessment procedures
 - Team Teach
 - Adverse Childhood Experiences (ACE), including Trauma Informed Schools, Thrive and ELSA
 - Outdoor learning/Forest Schools
 - ALNET (Wales)
 - Digital competence
 - Emergency first aid at work
 - Safeguarding
 - Standardisation and moderation of pupils' work
 - PIVATS 5
- Details of how we spend our EIG/PDG grants (Welsh Government) is included on the school website.
 - Nearly all of the training accessed by staff is virtual rather than face-to-face.

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 2021/2022 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.

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, since the start of the pandemic have been via Teams.
- Because of the Covid-19 pandemic, we have enhanced our systems for communicating with parents/carers through "Seesaw", Hwb emails, Twitter, school website and texting.
- Staff have also used a variety of meets to ensure pupils still access suitable learning activities through the use of Google Classroom, Zoom, live lessons; all of these form part of our "blended learning" approaches.
- 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 Meredith (AHT) takes the lead role for this service. This service is unique to our school and Caerphilly.

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.
- The PTA were recently successful in winning £500 towards new reading books. They are also in the process of arranging a Christmas raffle with some great prizes.

Links with Caerphilly Local Authority and other agencies

- We continue to 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).
- Ian Elliott (HT) and Tracey McGuirk (DHT) meet with the EAS special school headteachers, deputy headteachers 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 work in partnership with social services to provide exceptional support to pupils not just from Trinity Fields but from across Caerphilly.
- We continue to have effective links with officers from Duke of Edinburgh Wales.

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.
- Our Thrive, ELSA and TIS programmes have a positive impact on all aspects of pupils’ personal and social development, including their health and wellbeing.
- We have successfully maintained our Flagship Centre Status as part of the Inclusion Quality Mark and our National Quality Award for Healthy Schools.

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 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 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 2021 - 2025 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.

Governing body meetings

- Full Governing Body and sub-committee meetings took place regularly during 2020/2021.
- Our meetings are now held virtually via Microsoft Teams; this approach is likely to continue for the foreseeable future.
- 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

- The school’s links with the community have been understandably impacted by Covid-19.
- Caffi Oren is currently closed due to the Covid-19 pandemic.
- School facilities continued to be used out of hours by the Youth/Leisure Service and CASS.
- Outside of Covid-19 restrictions, some facilities are hired out to various community groups.
- 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, Duke of Edinburgh Wales, ASDAN, AQA 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.
- Since our last report to parents/carers the school has donated the following: Red Nose Day: £102.00, Genetic Alliance UK: £151.40, Children in Need: £411.91 and MacMillan Cancer Support: £300.00

Donations received

- A financial statement from 1st April 2021 - 31st March 2022 is attached to our annual report.
- The school has been fortunate to receive numerous donations since the last annual report. These have included: Tovey Brothers Funeral Directions (in memory of JS) - £150.00, Ladybirds Bryn Meadows - £25.00, Mr and Mrs Edwards (in memory of Christopher Walwyn) - £550.00, S Greening, Slimming World - £50.00, Ruggerbugs - £104.60, Ashley Hitchings - £105.00, M. Gibbons - £10.50.
- 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 passed.

Governors' expenses

- There were no governors' expenses for 2020 - 2021.

Additional Learning Needs (ALN)

- In common with all other schools, we are legally required to report on our ALN provision. In line with the current Code of Practice (Wales) the school ensures all Statements are reviewed annually and that all Individual Education Plans (IEPs) are updated following the annual reviews. These procedures will be updated in line with the requirements of the Welsh Government's Additional Learning Needs and Education Tribunal (Wales) Act (ALNET).
- The school has developed a useful guide for pupils for annual review as well as a Parent/Carers' guide to the Welsh Government's ALNET. These guides are both available on the school website.
- 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 ALN 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 that means that all of our pupils have access to the very best services and support.
- Further information about the changes associated with the ALNET (Wales) Act is available 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). The current plan runs from 2021-2025; a copy is available at the school, as well as being on the school website.

Educational visits

- There have been no visits out of school since our last report to parents/carers; this has been largely due to Covid-19 restrictions; even though school has been and continues to be open there are currently no out of school trips being planned.

Pupil achievements

- The success of our pupils continues to be the focus of all aspects of our work. Due to the Covid-19 guidance there were no celebratory achievement events during the summer term (2021).
- 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

- Due to Covid-19 restrictions, Caffi Oren is currently closed; however, it is hoped that the café will open before the end of the autumn term for a "takeaway" service.

Sporting achievements

- Our 2021 annual 6 Nation's Rugby Tournament (March 2021) was again cancelled due to Covid-19.

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. Work already completed includes:
 - ✓ 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
 - ✓ New ball pool
- In addition to the above governors and senior staff are working with LA officers to develop a state of the art £12+ million extension to Trinity Fields. This development has been put "on hold" for the "foreseeable future". Any updates will be posted on the school website.

Term dates for 2021-2022

- Term dates and staff training days are posted on the school website and included in 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 2021	September 2 nd 2021	October 25 th 2021	October 29 th 2021	December 17 th 2021
Spring 2022	January 4 th 2022	February 21 st 2022	February 25 th 2022	8 th April 2022
Summer 2022	April 25 th 2022	May 30 th 2022	June 3 rd 2022	July 22 nd 2022
Autumn 2022	September 2 nd 2022	31 st October 2022	4 th November 2022	December 23 rd 2022

Staff training days: 2021-2022

There are 6 staff training days during the 2021-2022 school year:

- **Autumn term 2021:** 2nd/3rd September 2021, 1st November 2021
- **Spring term 2022:** 4th January 2022
- **Summer term 2022:** 25th April 2022, 6th June 2022

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
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8.55 - 10.45	10.45 - 11.00	11.00 - 12.15	12.15 - 1.15	1.15 - 2.55
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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 2020 - 2022 school development plan (SDP). This document is on the governors' noticeboard; there is also a summary of the 2020 -2022 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 2020-2022.
- Working with the staff, the local authority and the EAS we continually monitor the progress made towards these targets. The headteacher provides updates at our termly governors' meetings.
- Targets for 2020 - 2022 include:
 - ✓ Develop further the school's strategies to meet the needs of pupils as it implements the Curriculum for Wales (**Estyn recommendation**).
 - ✓ Develop strategies to support (wherever possible) pupils reflecting on their work and planning their next steps (in line with their ages, abilities and needs).
 - ✓ Enhance accuracy of assessment and moderation of pupils' work.
 - ✓ Seeking pupils' views on the new £12M+ extension and new playground developments.
 - ✓ Support pupils' physical, emotional, social and mental wellbeing.
 - ✓ Pupil access to more specialist approaches to support their physical and mental wellbeing.
 - ✓ Embed the 4 core purposes of the Curriculum for Wales into all class/individual planning.
 - ✓ Further develop the role of job/work experience coach to support pupils' independence and work-related skills.
 - ✓ Extend the use of Teach Meet sessions to share effective practice across the school.
 - ✓ Work with all stakeholders to enhance transition arrangements for pupils and their families.
 - ✓ Work with EAS special school cluster to evaluate pupil tracking/monitoring approaches.
 - ✓ Work with LA officers/other stakeholders to enhance existing resources and develop new provision (Band A and Band B 21st Century Schools funding).
 - ✓ Work with LA officers to ensure all requirements of the terms of grant are in place for the Band B developments.
 - ✓ Audit resources to inform future requirements to support the 4 core purposes of the Curriculum for Wales.
 - ✓ Complete review of school staffing structure to ensure fitness for purpose as the school continues to extend its provision.
 - ✓ Ensure all those in formal leadership roles and those aspiring to leadership roles in the future have access to relevant coaching, training and mentoring support.
 - ✓ Implement an inclusive professional learning plan that takes account of whole school ethos.

Attendance information

Term	Attendance	Authorised Absence	Unauthorised Absence
Autumn 2020	78.1%	21.86%	0.04%
Spring 2021	91.56%	8.02%	0.42%
Summer 2021	88.39%	11.55%	0.06%

- The ongoing Covid-19 pandemic has had a significant, but understandable impact upon pupils' attendance.
- 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, any absence **MUST** be recorded as **UNAUTHORISED**; this can have an impact on those pupils' claiming the Education Maintenance Allowance (EMA).

Destination of school leavers: summer 2021

- 12 pupils left at the end of the summer term (2021); 4 have moved on to Social Services Day Provision and 8 have moved on to local college provision. As governors, we wish them every success for the future.

Financial Statement

Estimated Pupil Numbers	184	200
Delegated Budget Formula Allocation	4,482,815	4,866,391
EXPENDITURE AREA	2020/2021	2021/2022
	ACTUAL	PROJECTED
SALARIES and WAGES		
Teachers	2,018,191	2,310,556
Supply teachers	347,312	354,258
Teaching assistants	1,611,651	1,742,474
Clerical & IT Technician	135,871	182,103
Mid-Day Supervisors & Maintenance Staff	138,473	174,703
Employee Expenses/Hospitality//Medical Appointments	3	1,150
Training	3,682	20,000
Long Service Award	254	254
GASS Admin Charges	2,346	2,500
Staff Car Allowances/Expenses	997	5,000
PREMISES RELATED		
Building and Equipment Repairs and maintenance	49,013	65,000
Grounds maintenance	461	1,500
Swimming Pool maintenance	1068	10,000
Cleaning Contract and Materials	80,487	78,342
Electricity	21,105	29,180
Gas	31,373	35,000
Water/Water Dispensers	9,335	11,831
Insurance	23,791	24,963
Offsite Travel Insurance	138	139
Premises H and S	5,114	5,000
Refuse/Hygiene Rental Units	9,369	9,535
Alarms	2,437	3,500
Vehicle Running Expenses	3,864	5,529
CRC Allowances	0	4,494
SUPPLIES AND SERVICES		
Capitation	45,306	60,000
Whole School Stationery	3,121	3,972
Telephone/Mobile Phones	10,134	11,101
Postage	829	985
OT/Physio Equipment/Other	7,594	60,000
IT Equipment/Leasing/	7,933	55,000
Furniture	5,243	50,000
TV Licence/Copyright Licence/Data Protection	428	435
Photocopying	1,693	1,700
Subscriptions	9,207	15,000
Transport Hire Costs	7,299	6,504
Medical Expenses/Reports	0	1,500
Clubs Adjustment	13,556	94,688
SLA's	47,893	51,981
School Improvement Plan	0	60,000
Miscellaneous	98	0
Grant Overspend	564	0
TOTAL EXPENDITURE	4,630,417	5,520,189
INCOME		
Reimbursement School Meals Admin etc	2,499	2,495
Hire of Premises	0	7,210
Resources to support RSE Delivery	50	-
Additional Covid-19 Support	32,236	
Covid-19 Hardship Fund	76,109	
ALN Grant	99,067	

Use of Premises Y and L	5,910	5,910
Accelerated Learning Grant	53,197	
Year 10 and 11 Books	23,328	
ALP Allocations	8,042	4,167
EIG/PDG linked to spend		
EWC	7,238	
AHT funded by KC	83,851	83,750
Miscellaneous	1,323	934
Devolved Income	156,138	90,297
Donations	22,444	875
Inclusion Reimbursement MT, Pantside and Pontllanfraith	47,247	224,218
TOTAL INCOME	618,679	528,410

TOTAL EXPENDITURE	4,630,417	5,520,189
TOTAL INCOME	618,679	528,410
TOTAL NET EXPENDITURE	4,011,738	4,991,779
TOTAL CARRIED FORWARD FROM PREVIOUS YEAR	178,903	649,980
TOTAL FUNDING	4,661,718	5,516,371
PROJECTED SURPLUS 2021/2022		
	524, 591	
PROJECTED SURPLUS 2022/2023		
	299,411	