

## 5. The Annual Report and Meetings with Parents

This section deals with the governing body's:

- responsibility to produce an annual report; and
- responsibility to hold up to three meetings a year with parents on receipt of a petition.

### Background

1. Every governing body of a maintained school is required each year to produce a report on its work during the academic year. A governing body is also required, subject to certain exemptions, to hold a meeting for parents to discuss the annual report.

### The Governors' Annual Report

2. It is a statutory obligation for the governing body of all maintained schools to produce an annual report.
3. The report must, at a minimum, contain certain information as detailed in Chapter 6 of this guide entitled 'Providing Information' and The School Governors' Annual Reports (Wales) Regulations 2011. The report may also include any other information that the governing body considers relevant.
4. The governing body also has the opportunity to prepare a summary report, the minimum content of which is also prescribed in the regulations.
5. At a minimum, the governing body must circulate to all parents a copy of the summary report and inform parents that a copy of the full report is available to them should they wish to receive it.
6. It is for the governing body to determine both the language or languages and form in which the report is to be produced, subject to any direction given by the LA.
7. There is no set time of year for publishing the annual report, but to tie in with target setting requirements governing bodies are encouraged to publish their reports during the Autumn term.
8. The writing of the annual report is the corporate responsibility of the governing body and should not fall to the headteacher alone. A governing body will often set up a working group comprising of a few governors to prepare a draft for consideration at a meeting. This is a useful exercise and helps to share the workload whilst securing 'ownership'.

### Meetings with parents 1

9. As a consequence of section 94 of the School Standards and Organisation (Wales) Act 2013, parents can request up to 3 meetings in a

school year with their school governing body. This replaces the previous requirement for a governing body to hold an annual parents' meeting.

10. The governing body of a maintained school must hold a meeting if it receives a petition from parents of registered pupils at the school requesting a meeting and it is satisfied that each of the following four conditions are met:

- The petition contains the signatures of the required minimum number of parents of registered pupils at the school.
- The required minimum number of parents is the lower of the following:
  - the parents of 10% of registered pupils, or
  - the parents of 30 registered pupils.
- The number of registered pupils is to be calculated by reference to the number of registered pupils on the day the petition is received.
- The meeting requested is for the purpose of discussing a matter relating to the school.
- Should a meeting be held, there would be no more than three meetings held during the school year in which the petition is received.
- There are enough school days left in the school year, so the meeting must be held before the end of a 25 day period. The 25 day period:

begins on the first day after the day on which the petition is received subject to point three below;

does not include any day which is not a school day;

- if another meeting required to be held as a result of a different petition is held on a day during the 25 day period but before the day on which the meeting is held, the 25 day period begins on the first day after the day on which the other meeting is held.

12. The governing body must, as soon as it reasonably can after receiving a petition that requires a meeting to be held, notify the parents of all registered pupils at the school in writing of the date of the meeting and the matter to be discussed.

### **Attendance**

13. All parents of pupils at the school have a right to attend the meeting. The head teacher also has the right to attend, whether or not he or she is a governor. The governing body may also choose to invite other people to attend.

### **Purpose of the meetings**

The purpose of the meetings will be to discuss issues which relate to the school, not individual pupil progress and achievement or grievances against a member of staff or the governing body. These arrangements mean that

instead of a governing body having to hold an annual parents' meeting, parents have a right to request a meeting on issues which concern them. This parental right may be exercised up to 3 times a school year.

The governing body may agree that the parents present at the meeting can pass resolutions (formal suggestions) on any of the topics raised. Resolutions should then be considered by the governing body, or passed on to the head teacher or the LA, where appropriate. A comment on any resolution so passed should be included in the following annual report.

### **Running and Recording the meetings**

The governing body is responsible for planning and running meetings with parents. Where a governing body has held a parents' meeting they must record the following information in their annual report:

- (a) the date the meeting was held;
- (b) the place the meeting was held;
- (c) the reasons given by the parents of registered pupils at the school for petitioning for a meeting;
- (d) the names of the following who attended the meeting—
  - (i) members of the governing body;
  - (ii) members of the school staff;
  - (iii) representatives from the local authority; and
  - (iv) the name of any other person except that of a parent of a registered pupil not attending in their capacity as a parent governor member of the governing body;
- (e) how many parents of registered pupils at the school attended the meeting;
- (f) a brief description of the matters discussed at the meeting;
- (g) a brief description of the action the governing body resolved to take, if any, as a consequence of the matters discussed at the meeting; and
- (h) a brief description of the result of the action taken by the governing body, if any, as a consequence of the matters discussed at the meeting.

Where a governing body has received a petition to hold a parents' meeting but no meeting was held they must include in their annual reports:

- (a) a brief statement to that effect;
- (b) the purpose given by the parents for the need to hold a meeting; and
- (c) the reason why a meeting was not held.

Where a governing body has not held a meeting throughout the school year they must include a statement to this effect in their annual report.

## **In brief**

### **The Governing Body**

- must prepare an annual report, in line with the regulations;
- must circulate the report as required;
- must hold up to three meetings with parents subject to receiving a petition certain exemptions set out in the regulations;
- must make the meeting open to all parents and the head teacher, and anyone else they wish to invite;
- must run the meetings;
- may allow for resolutions to be passed;
- consider and report back on any resolutions passed; and
- may ask the head teacher or the LA to comment on any resolutions that relate to their duties.

## **The Law**

The Education (Annual Parents' Meetings) (Exemptions) (Wales) Regulations 2005 SI 2005/2911

School Standards and Organisation (Wales) Act 2013

The School Governors' Annual Reports (Wales) Regulations 2011,