

Marlborough Primary School
Blenheim Road
Roath
Cardiff
CF23 5BU
Tel: 029 20492564
website: marlboroughprimary.com
twitter: @marlboroughpri
email: marlboroughprm@cardiff.gov.uk



6th January 2020

Dear Parent/Carer,

I am pleased to be able to advise you that the Governors' Annual Report to Parents for the academic year 2018-19 is now available on the school website.

This report outlines some of the key work the Governing Body has been involved with during the year including the school improvement plan, standards & monitoring outcomes and finance as well as providing a whole host of detail on the school and its activities. There are sections that cover school improvement priorities, continued professional development for staff, categorisation, curriculum, attendance and the significant number of school visits & events as well as information on the school's structure and organisation.

I would like to take this opportunity to thank my fellow governors for their support and commitment to the school over the last year and also to the staff at the school for their dedication to the education of your children.

Should you not be able to access this report via the website, a printed copy may be requested from the school office.

We welcome your views and if you do wish to contact the Governing Body or should you have any queries on the report, I can be reached on 07799 864325 or via the school office.

I would like to take this opportunity to also advise you that The Schools Standards and Organisation (Wales) Act 2013 provides arrangements to enable parents to request up to three meetings in any school year with the governing body, on matters which are of concern to them. If parents wish to use their rights under the Act to hold a meeting, the details of the process to follow and further guidance is provided overleaf.

Yours sincerely

Andrew Skinner
Chair of Governors



Parents' right to request a meeting with the school's governing body

If parents wish to use their rights under the Act to hold a meeting, four conditions need to be satisfied:

1. Parents will need to raise a petition in support of holding a meeting.

The parents of at least 30 registered pupils will need to sign the petition. If it is a paper petition, then a written signature must be given as well as the name and class of each child who is a registered pupil at the school. If the petition is in electronic format, the "signature" required is the typed name of the parent plus the name and class of each child who is a registered pupil at the school and the email address of each parent who "signs" the electronic petition.

2. The meeting must be called to discuss matters which affect the school.

The meeting cannot be called to discuss such matters as the progress of individual pupils, or to make a complaint against a member of the school's staff or governing body.

The petition should contain brief details of the matter(s) to be discussed, and the reasons for calling the meeting. This information should be clearly displayed at the top of the petition, with parents' signatures appearing below.

3. A maximum of 3 meetings can be held during the school year.

The law allows parents to use their rights to request up to 3 meetings with a school governing body during the school year.

4. There must be at least 25 school days left in the school year.

The law makes it a condition that at least 25 school days are left in the school year when the petition is received so that the meeting can be held.

A "school day" means a day when the school is open to pupils: it does not include weekends, public holidays, school holidays or INSET days.

The address for service of a petition requesting a meeting with this school's governing body is:

Andrew Skinner
Chair of Governing Body
Marlborough Primary School
Blenheim Road
Cardiff
CF23 5BU

Further advice on how parents may go about request a meeting with a governing body is available on the Welsh Government's website at:-

<https://gov.wales/sites/default/files/publications/2018-03/statutory-guidance-to-the-governing-bodies-of-maintained-schools-in-wales-regarding-the-duty-to-hold-meetings-with-parents.pdf>

