

# Marlborough Primary School

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19<sup>th</sup> January 2024

Dear Parent/Carer,

I am pleased to be able to advise you that the Governors' Annual Report to Parents for the academic year 2022-23 is now available on the school website.

The year 2022-2023 was the first full academic year since 2018-2019 where visits out of school and visitors on site were allowed. This year thankfully allowed school to move away from the influence of the global pandemic. Visits included year 6 going to Llangrannog and the number of activities for individual years and the whole school are outlined in the report.

The report also outlines some of the key work the Governing Body has been involved with during the year. We have remained as active as ever, holding most of our meetings again in person. We continue to review with school its strategic aims and the school improvement plan and also monitor standards & outcomes and of course finance. The latter is a particular concern currently having had to set a deficit budget to allow the school to continue to provide the necessary resources to maintain learning for the children.

I would like to take this opportunity to thank my fellow governors for their support and commitment to the school over the last year.

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

**Aiming for Excellence**

## **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>

