

5. The annual report and meetings with parents

This section deals with the governing body's responsibility to:

- produce an annual report
- 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 Providing information, and Schedule 2 to [The School Governors' Annual Reports \(Wales\) Regulations 2011](#). The report may also include any other information that the governing body considers relevant.

4. In addition, the governing body 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 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

9. As a consequence of section 94 of the School Standards and Organisation (Wales) Act 2013, parents can request up to three 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, although the governing body may still do this if they wish.

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 lower of either 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, as the meeting must be held before the end of a 25 day period. The 25 day period:
 - begins on the day after the petition is received
 - only includes school days.

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 the meeting is held, the 25 day period begins on the day after the other meeting is held.

11. 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.

12. The Welsh Ministers have published [statutory guidance to the governing bodies of maintained schools in Wales regarding the duty to hold meetings with parents](#) under section 94 of the School Standards and Organisation (Wales) Act 2013. Governing bodies are required by law to have regard to this guidance.

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 they are a governor. The governing body may also choose to invite other people to attend.

Purpose of the meetings

14. 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 specifically concern them. This parental right may be exercised up to three times in a school year.

Running and recording the meetings

15. The governing body is responsible for planning and running meetings with parents. Where a governing body has held a parents' meeting it must record the following information in its 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
 - (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
- (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
- (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.

16. The governing body may wish to put procedures in place setting out the steps to be taken following a meeting in the event a majority of parents are in support of taking forward any of the matters which have been discussed. The procedure could outline what would happen where the governing body does, or does not, resolve to take any of those matters forward.

The Law

[School Standards and Organisation \(Wales\) Act 2013](#)

[The School Governors' Annual Reports \(Wales\) Regulations 2011](#)