



FACT FILE 01-08

**GOVERNORS' ANNUAL REPORT TO PARENTS
AND PARENTS' MEETINGS**

INTRODUCTION

This Fact file provides guidance to schools and governing bodies on:

- (i) Governors' Annual Reports
- (ii) Parents' Meetings

PART 1: ANNUAL REPORT

All governing bodies of maintained schools are required to produce an annual report to parents. The statutory contents are detailed in this guidance, however governing bodies may, of course, choose to add additional information which they think will be helpful. The Annual Report and parents' meetings (if petitioned) are the main formal means by which the governing body can demonstrate their accountability to parents. They provide an opportunity to not only engage with parents on what has been happening at the school during the previous year but to share the governing body's plans for promoting high standards of educational achievement and to actively seek the views of parents for the future.

TIMING

There is no set time of year for publishing Governors' Annual Reports. However, to tie in with target setting requirements, governing bodies are encouraged to publish their reports during the Autumn.

DISTRIBUTION

It is appreciated that producing and distributing the full annual report to all parents can prove costly for schools. The Regulations therefore allow for schools to make available the full report only to those parents who request it, and to issue a summary report for distribution to all parents.

Governing bodies must inform parents of how they can obtain a copy of the full report, which must be available on request.

CONTENTS

Content of Summary Annual Report

- Information relating to any meeting held, or not held, with parents under Section 94 of the School Standards Organisation (Wales) Act 2013.
- Information, if available, about the arrangements for the next election of parent governors;
- The most recent school comparative data reports in relation to school performance in end of foundation phase and key stage teacher assessments published by the Welsh Ministers on DEWi (The Data Exchange Wales Initiative);
- In the case of a school with registered pupils aged 15 at the beginning of the reporting year, the most recent Summary of Secondary School Performance (SSSP) in relation to the school;
- Attendance information (the number of unauthorised absences and authorised absences in the reporting school year expressed as a percentage of the total number of possible attendances in that year);
- The provision made for pupils to participate in sport at the school including the provision made for extra-curricular sports activities during that period.

Content of Full Annual Report: (in addition to the information already detailed for the summary annual report)

- Details of the members of governing body (including the name and address of the chair and clerk to the governing body);
- A full financial statement outlining school income and expenditure;
- Destination of school leavers - information relating to pupils leaving the school, or employment or training taken up by pupils on leaving the school (secondary schools only);
- Steps taken by the governing body to develop or strengthen the school's links with the community (including links with the police);
- Information relating to targets for improvements set by the governing body and for reducing the level of unauthorised absences;
- A summary of any review and resulting action carried out by the governing body in respect of any policies or strategies adopted by them;
- Term dates (including half term holidays) for the next school year;
- Summary of changes to the school prospectus since the previous governors report was prepared;
- A statement on the curriculum and organisation of education and teaching methods at the school, including details of any special arrangements in the curriculum or otherwise for particular categories of pupils, including those with a statement of special educational needs;

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- The language category which most closely describes the school;
- The use of the Welsh language in the school by pupils of all age groups;
- A statement on the provision of toilet facilities at the school for pupils registered at the school and the arrangements in place for cleaning such toilet facilities;
- For primary schools from September 2012 and for secondary schools from September 2013 – information on the action taken to promote healthy eating and drinking by pupils of the school.

The writing of the annual report is the corporate responsibility of the governing body and should not fall to the headteacher on their own. Governing bodies will often set up a working group comprising 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'.

PART 2: PARENTS' MEETINGS

As a result of the School Standards and Organisation (Wales) Act 2013, which came into force on 4th May 2013, a school governing body is no longer required to hold an annual parents meeting.

Parents are major stakeholders in the school community and have a clear and strong interest in their child's education. It is therefore important that the governing body actively engages with parents, and remain accountable, by providing them with information and opportunities to discuss and have an input into school.

The School Standards and Organisation (Wales) Act 2013 now enables parents of registered pupils at the school to request up to three meetings per year with the governing body via a petition. A brief summary is provided below.

The governing body must hold a meeting within 25 school days of receiving the petition, providing that:

1. the petition contains the signatures of the required minimum number of parents of registered pupils at the school, which is the lower of the following:
 - (a) the parents of 10% of registered pupils, or
 - (b) the parents of 30 registered pupils¹.
2. the meeting requested by parents must be to discuss a matter relating to the school.
3. there will be no more than three meetings held during the year in which the first petition is received.
4. there are sufficient school days left in the school year for the meeting to be held.

¹ Calculated by using the number of registered pupils at the school on the date that the petition is received.

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The meeting is open to all parents of registered pupils at the school, the headteacher and any other persons invited by the governing body. As soon as reasonably practicable, the governing body must notify all parents of registered pupils at the school in writing, the date of the meeting and the matter to be discussed.

Further detailed information is provided on the statutory requirement for these meetings, petitions and the process for holding the meetings can be found in Welsh Government guidance on **Parents Meetings: statutory guidance to the governing bodies of maintained schools in Wales regarding the duty to hold meetings with parents.**

FURTHER INFORMATION

- ◆ National Assembly for Wales Circular 15/01: Governors' Annual Reports - Guidance for Governing Bodies and Concise Guidance Regulations about reporting school and pupil information (September 2011) <http://www.governorswales.org.uk/publications/2001/10/01/governors-annual-reports-guidance-governing-bodies/>
- ◆ The School Governors' Annual Reports (Wales) Regulations 2011 <http://www.legislation.gov.uk/wsi/2011/1939/contents/made>
- ◆ The School Governors' Annual Reports (Amendment) (Wales) Regulations 2013 <http://www.legislation.gov.uk/wsi/2013/1561/made>
- ◆ School Standards and Organisation (Wales) Act 2013 <http://www.legislation.gov.uk/anaw/2013/1/contents/enacted>
- ◆ Welsh Government Guidance Document No: 103/2013: Parents Meetings: statutory guidance to the governing bodies of maintained schools in Wales regarding the duty to hold meetings with parents. <http://www.governorswales.org.uk/publications/2013/05/09/parents-meetings-statutory-guidance/>
- ◆ School Governors Guide to the Law <http://www.governorswales.org.uk/law/>
- ◆ Governors Wales' Helpline: **0845 60 20 100 (all calls are local rate)**

This fact file should be read in conjunction with the legislation and guidance listed above and information produced by your LA and Diocesan Authority where appropriate.

