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Croesawn alwadau yn y Gymraeg  
We welcome calls in Welsh



Cyngor Bwrdeistref Sirol  
**MERTHYR TUDFUL**  
**MERTHYR TYDFIL**  
County Borough Council

To: Parents / Carers of pupils  
attending

Dyddiad/Date:

11/07/2025

Ein Cyf./Our Ref.:  
Eich Cyf./Your Ref.:

Gofynnwch am/Please ask for:  
Llinell Uniongyrchol/Direct Line:  
e-bost/email:

Dear Parent / Carer

Please find attached the Governing Body of Annual Report for 2024/2025. The report contains important information relating to the school including school performance; a financial statement; activities which have been undertaken and a list of members of the Governing Body.

There is no longer a requirement for the governing body to hold a meeting with parents to discuss this report, however, parents / carers are able to request that a meeting be held and full details on how this can happen are given overleaf,

Yours sincerely

**Clerk to the Governors**

**Enc**

# **Your right to request a meeting with the school's governing body**

The Schools Standards and Organisation (Wales) Act 2013 (The Act) removed the requirement for school governing bodies to hold an annual meeting with parents. Instead, new arrangements were introduced to enable parents to request up to 3 meetings in any school year with a governing body, on matters which are of concern to them.

If parents wish to use their rights under the Act to hold a meeting, 4 conditions will need to be satisfied:

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

The parents of at least <sup>1</sup>10% of the school's registered pupils/ 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.

<sup>2</sup>There were 247 children registered at Trelewis and 112 children at Bedlinog.

## **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.

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

<http://wales.gov.uk/topics/educationandskills/publications/guidance/parents-meetings-statutory-guidance/?lang=en>

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<sup>1</sup> Delete as appropriate according to the size of school. Schools which have or are likely to have less than 300 pupils during the school year should choose the "10%" option. Larger schools should choose the "30" option. Where schools are approximately 300 pupils in size, then "10% of the school's registered pupils or 30 registered pupils, whichever is the lower," should be used.

<sup>2</sup> This paragraph should be included and completed only in the case of schools likely to have less than or approximately 300 registered pupils during the school year. Larger schools should delete this paragraph.