

Ffordd Parc Ynysderw  
Pontardawe  
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SA8 4EG



YSGOL GYMUNEDOL  
**CWMTAWE**  
COMMUNITY SCHOOL

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HEADTEACHER / PRIFATHRO Mr. C. L. HITCHINGS B.A. (Hons), P.G.C.E., N.P.Q.H.

15 September, 2016

Dear Parent

**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.**

As there are more than 300 pupils on the school roll at Cwmtawe Community School, 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. There were 1296 children registered as pupils with this school at the beginning of this academic year. Exact roll numbers at any time during the year may be obtained from the school office.

**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.



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

The Clerk to the Governing Body  
Cwmtawe Community School  
Ffordd Parc Ynysderw  
Pontardawe  
Swansea  
SA8 4EG

Or electronically to the clerk to the governing body via the following email address:  
cwmtaweschool@npted.org

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>

Yours sincerely,

C. L. Hitchings  
**HEADTEACHER PRIFATHRO**

