

CHRIST THE KING CATHOLIC PRIMARY SCHOOL

GOVERNORS' REPORT TO PARENTS

September 2020 – July 2021

Please find attached, the Annual Report of the Governing Body for the School year 2020-2021 which provides a summary of the main events of the previous academic year. Some items are included by legislation. If you have any questions, or require any further information, then please contact a member of the governing body, contact details are included in Appendix A. While governors no longer have a statutory duty to hold an annual meeting with parents, parents do have the right to request a meeting with governors. Further information and procedures with regard to this may be found appended to this report.

Paper copies of the Report are available from the school office.

A message from the Chair of Governors – Victoria Woods

This is my first year as Chair of Governors at Christ the King. I am both delighted and excited to be working with our Headteacher, staff and governing body, to help our school continue to care, inspire and succeed during what has been an exceptionally challenging year.

Our duty as governors is to support and challenge the school in all that they do and in such a challenging year, it has been a heartening and at times moving experience. The dedication of our staff, teaching and non-teaching has been exceptional. The last twelve months have seen them rise to the challenges presented by Covid-19, supporting all students through hard work, dedication and a caring attitude and governors have been proud to be part of it.

As always, the PFA have done an amazing supporting job, they are the linchpin which enables so many wonderful and enriching events to take place and the children to benefit from much-needed new equipment. More than simply fund-raisers, the PFA really build a social hub and community. I would encourage all of you to support their work and get involved as much as you are able. I extend our heartfelt gratitude and appreciation to members 'old' and 'new' for everything that you do.

I must thank everyone involved in the school for your continued hard work, genuine care and professionalism over the last year. The school has amazing staff who are passionate about learning and helping every child to reach their potential. We must support the staff as best we can, working in partnership to provide the best learning experience possible. Thanks to all those who volunteer their time to run after school clubs, read with the children and help with many other activities.

The contact details of the members of the full governing body and their roles can be found in appendix A. I will continue to advise parents and carers of emerging issues either by letter or the newsletter when appropriate. I want to continue to ensure the workings of the Governing Body are transparent and accessible.

V. Woods

Yours sincerely

Mrs V Woods

Chair of Governors

Christ the King School

The Governing Body

The purpose of the governing body is to:

- agree the aims and values of the school;
- assist in setting the vision for what the school wants to achieve for its children and the community it serves;
- agree the priorities for the school, in terms of targets, child development and other aspects of school life;
- ensure that the relevant policies used in school are applied and kept up to date;
- act as a “critical friend”, supporting, challenging and questioning to properly understand the standards within the school and drive for improvement; and
- challenge the school to be ambitious on behalf of the children and actively support it to deliver on this ambition.

The Governors are involved with many aspects of school life including: finances, staffing and Health and Safety. We take these responsibilities seriously; our core focus is the need to provide successful teaching and learning for the children in our care. It is not enough to simply provide good standards but to strive to maximise the best outcome for every child.

Last academic year the Full Governing Body and the Standards and Finance subcommittees met twice during the Autumn term, other committees met as necessary. Full details of the dates are detailed below. Meetings held after March 2020 were conducted online via Teams. This year there were no specific Governor forums but governors attended important school communications events during the year.

Governing bodies exist so that schools are publicly accountable to parents, the local authority and the local community for what they do, for the results they achieve, and for the way in which resources are allocated. The guidance of the local authority and Archdiocese is vital to help ensure we have the right tools and approaches to fulfil our responsibility as a support and critical friend to the school.

Governors Expenses and Gifts - No expenses were claimed on behalf of the Governing Body and no gifts were received by School or Governing Body.

Governing Body Meetings (2020-21):

Full Governing Body	Standards Committee	Finance Committee	Nursery Committee
21/09/20	05/10/20	17/09/20	20/11/20
16/11/20	30/11/20	11/11/20	18/06/21
18/01/21	05/07/21	13/01/21	
22/03/21		22/03/21	
22/04/21		10/05/21	
10/05/21			
28/05/21			

School Leadership and Management

Mrs Miles used the established framework of regular meetings with the senior leadership team, made up of herself, Mrs Welsh, Leader of Inclusion, Mr Wright, Leader of learning and Teaching in Key Stage 2, Mrs Watts, Foundation Phase Leader and Mr Mussa, New Curriculum Leader. Other leadership structures are in place such as: Subject Leader action plans and reports (e.g. INSET and moderation inputs); phase meetings; management and development for non-teaching classroom staff; universal pupil progress monitoring, feedback and book scrutiny with the addition of targeted review and interventions where these are needed. This is all part of embedding good management into the normal, scheduled activities of the school.

Welsh Government has stated that no data for learning outcomes need be produced for the school academic years of 2019-2020 and also 2020-2021. We have taken out the table illustrating learning outcomes for the past 3 years for this reason.

Attendance

	School Target	Actual
2017-2018	96.7%	96.7%
2018-2019	96.7%	96.7%
2019-2020	N/A	N/A
2020-2021	N/A	N/A

Welsh Government has stated that no data need be produced for the academic year 2020-2021.

School Closure due to Coronavirus Lockdown

Coronavirus continued to challenge the school this year. Christ the King was closed to pupils on 4th January 2021 following Welsh Government guidance and all children moved onto online distance learning. Activities were carefully prepared and monitored with staff keeping in close touch to assess the children's well being during this extraordinary and difficult time. After a great deal of preparation the school reopened for groups of learners on a phased return from 22nd February 2021. A robust risk assessment was devised with the school's H&S officer to ensure the school was safe to reopen. All children enjoyed the familiarity of seeing their classrooms, teachers and friends and the Y6 children were given a marvellous day of fun to celebrate their final day at Christ the King School.

Sport and Physical Education

Sporting activities form an important part of school-life and of the overall development of our children. Sporting competitions have been limited in school due to covid restrictions, however we would like to commend all the children for continuing with sports and physical activities, both inside and outside of school. We recognise the physical achievements of every child who has taken part in any of the lessons or extra-curricular activities. The school offers a broad and balanced range of physical activities which develop an understanding of fair play, honest competition and the rewards of effort and teamwork.

Two hours per week are designated for Games and PE. There are also many out of school activities provided by the teaching staff, non-teaching staff and parents who give freely of their time for the benefit of the children. Competitive fixtures this academic year were severely affected by the Coronavirus restrictions and school closure.

The Governors extend a heartfelt thank you to all staff, helpers, parents and coaches who help our pupils at sporting events and after school sporting activities at Christ the King

Music

The school has a strong musical tradition for which we can be justifiably proud. Achievements in this area are a tribute to the efforts of teaching staff, peripatetic staff and volunteers. Music tuition is available for children in Year 3 and above through the peripatetic music service. Several of the Eisteddfod winners took part in the Welsh Evening which was a huge success. Pupils were asked by the Llanishen Rotary Club to

sing carols at the switching on of the Christmas lights and the residents of Ty Coch Care Home were entertained by the school choir.

The children usually enjoy many opportunities to perform individually or in a group. Again, sadly, many musical occasions were unable to be held in this exceptional year, although the Christmas concerts were held and hugely enjoyed as usual.

Additional Learning Needs

Many children have special educational needs at some time during their school lives; these include specific difficulties, impairments or disabilities, others need challenging as high achievers. Our aim is to meet the needs of all children through careful planning, and the use of different strategies. We employ teaching assistants, and one Additional Learning Needs Co-ordinator (ALNCo). In practice, this means that we are able to run interventions such as SAIL, Speechlink, Language link, ELSA, Sound Discovery and Maths Factor, Thrive, supporting children in their learning both in and outside the classrooms. Our detailed policy is available at school for any parent who may wish to see it and further information or clarification can be obtained from the Headteacher.

Corpus Christ High School (CCHS) Preparation and Liaison

The school has continued to build on the strong relationship we have with Corpus Christi High School to which the majority of our Year 6 children transition. This year, due to the school closure, Mr McKeever arranged to visit each of the Year 6 groups on their first day back in school and one transition visit was arranged, but due to Covid restrictions could not take place. These constructive meetings are useful to ensure accuracy of judgements, to foster consistency and also to share good practice. In addition to these meetings and to aid the successful transition of Year 6 into Year 7, the following would normally take place:

- Half termly Headteacher cluster meetings;
- Two transition days for Year 6 in June and July, one for music and another core subject taster day;
- Meetings between the Year 6 teacher and the CCHS transition coordinator regarding smoothing the transition process;
- Shared residential trip to Llangrannog with other cluster schools;
- Transition arrangements for pupils with ALN, including liaison between the school ALNCo and the ALNCo from CCHS.

Nursery to Reception

To ensure effective transition from Nursery to Reception the following activities are in place:

- Parent consultation with all new parents;
- Series of afternoons for parents and their child working on activities to develop preschool literacy in Summer Term prior to September;
- Maths afternoon sessions in Autumn Term;
- Induction evening;
- School visits; and
- Curriculum information evenings throughout the year.

The induction programme is evaluated each year to ensure that it remains effective and represents a good use of resources. Meetings with parents are extremely valuable in developing a picture of the whole child.

Health & Safety Report

The school is pro-active in ensuring the safety of all our pupils, employees and all visitors to school. Risk assessments of routines and practices are regularly carried out. There is a comprehensive Health and Safety Policy that sets out the duties, regulations and laws to which the school has regard. Fire Drills have taken place during each term and at different times of the day. Everyone is aware of individual roles in the event of a fire. Visitors are signed in and out of the building. All teaching staff updated their First Aiders training as required. All staff including midday supervisors hold a first aid qualification as we have a full day of training every 3 years.

Formal and informal H&S inspections have been undertaken around the school and grounds throughout the year. The inspections highlighted several items which required refurbishment/maintenance. These were reported to the Governing Body for action and approval. Several action points from the reports were subject to an application for CRAMP funding which has been successful. Please see the "Premises" section of this report.

All electrical equipment and fire equipment has been professionally tested. DBS checking has gone on throughout the year for anyone assisting within the school. Mr Paul Watkins is the designated Governor responsible for Health & Safety.

Links with The Community

Increasingly, the way that we communicate and interface with the school family, and indeed our wider community, includes the use of technology. This is a simple fact of life as well as something that links closely with the demands of the curriculum. The Governors have been very keen for Christ the King School to improve its digital representation and have been closely involved in the re-launch of the web-site. We intend to maintain this focus in the future with the aim of making the site a useful and meaningful point of contact and also a positive reflection to the world of the amazing learning that goes on here. We have continued to maintain strong links within the community. The school has strived to pursue all areas of making the school an integral part of the community we serve and the wider community.

Links with parents and our Parishes through liturgies, Masses and Assemblies:

- Welcome Mass;
- KS2 class-led Masses in Christ the King Church;
- Reception to Year 6 Celebration assemblies;
- Harvest Festival;
- Advent Mass;
- Carol Service in St Brigid's Parish Church;
- Ash Wednesday Prayer Service;
- Early morning shared prayer with staff and parents: 1st Friday of every month;
- Open mornings where parents can share in their child's learning experiences;
- Parent meetings to discuss progress.

*The ability to hold the above has been limited due to Covid in the academic year 2020-21

Developing Community Responsibility

The Governors are keen to help our children acquire the skills and confidence to play an active part in their community, as well as develop a sense of rights and responsibilities of caring for our world. Our pupils are committed to raise money for charity and a planned programme of fundraising is in place, co-ordinated by a group of pupils made up of children throughout KS2. Many varied charities have been supported this year including MacMillan, CAFOD, the Wallich (homeless charity), Children in Need and Save the Children.

Wider Community

- Links with Llanishen Quiet Prayer Garden;
- Singing in local residential homes for the elderly;
- Weekly visits by our school Parliament Group to Ty Coch Residential Home (when able to resume following Covid).

Environmental-awareness

This is a recognised part of everyday life in our school as an Eco-school.

Children, led by their Healthy Living Committee, have recycled a range of items from newspapers, plastic bottles, batteries, and ink cartridges. They have also monitored energy conservation within the school.

Reception children have attended Forest School weekly and the rest of the school has enjoyed the Forest School area once per half term.

School Visits

On 12th March 2020 a communication was sent from the Director of Education which advised that education visits were classed as non-essential travel and schools were asked to review educational visit plans because of the covid-19 pandemic. The guidance was the same for the 2020-21 academic year and the following regular educational visits did not take place: Y4 Kayaking/Sailing, Y5 Morfa Bay, Y6 Llangrannog. There was also an enforced school closure in place from 16th December 2020 to 15th March 2021. Due to the easing of covid-19 restrictions school trips have been arranged for the 2021-22 academic year and we are expecting these to proceed without difficulty.

PFA (Parents and Friends' Association)

The school is indebted to the work that has been done by our PFA in supporting the school and raising money for very valuable extra resources. Everyone associated with the school is welcome and encouraged to support and join in with PFA functions and activities. This is an essential part of the life of the school.

The PFA support the school at many annual events providing refreshments, setting up, and selling raffle tickets at everything from sports days to concerts. In addition to helping-out and raising funds the PFA provide so many opportunities to get involved and socialise with the school community at events like, the Halloween Disco, Curry Night and Christmas and Summer Fayres. Other events were planned but unfortunately were unable to take place due to the ongoing Covid situation. Please let any member of the PFA know if you would like to get involved, everyone's time and ideas are valued and appreciated.

We are very grateful to all those who give their time for the benefit of the pupils in our school.

Working with Parents

The school recognises the importance of developing a supportive relationship with parents. We have several effective channels of communication through the distribution of:

- The school prospectus
- Induction meetings for Reception Parents
- Weekly newsletter
- Primary Site – Schools App
- Twitter
- Letters home
- Seesaw
- Google classroom

The school knows how important it is for parents to be well informed about their child's progress and the curriculum. To this end parents are always welcome and are encouraged to attend:

- Parents' evenings – telephone
- Class led Masses in Christ the King Church
- Annual sports day
- St. David's Day Celebrations & Eisteddfod

In addition, the following information is provided:

- Leaflets giving information about policies and curriculum available in the foyer;
- Questionnaires and feedback.

The website is also a useful resource for general school information, dates and events as well as photos. Details of the complaints procedure are now on the school's website. We want to make it as easy as possible for you to work with us to resolve any of your issues or concerns.

Financial Statement

The school's finances are currently balanced for the forthcoming academic year 2020/21, however, we face an increasing challenge going forward. The Governing team and the school management team work closely to set financial-priorities but this task is no mean feat. That said, we have managed to increase revenue from site hire etc. in the last couple of years and continue to try and manage the budget in a positive way. We are committed to investing in the school for pupils now and in the future to ensure that we can deliver a safe and attractive environment and an enriched learning experience.

Full details of the Income and Expenditure can be made available if required. Please contact the school office for further details.

Governors' Fund

The Governing Body takes its responsibility to ensure that the school environment and building is kept in a good state of repair and developed to reflect the changing needs of the curriculum very seriously. Unlike Local Authority schools, all Voluntary Aided schools, which include Catholic schools, only receive part funding for the upkeep of the school. The school has to find 15% of any grant-aid work that is carried out for building maintenance and building improvement, or indeed funds for any other work or investment we think is needed. No extra money is given in the school's base budget to offset this cost. As a result, every year we ask each family to make a voluntary donation to the Governing Body Building & Maintenance ("Governors") Fund.

I would like to thank each of the families who contributed to the Governors fund this year. We plan to use the funds in the account to match with the Part-funding awarded by the CRAMP fund and some money from the School's budget, to go towards the site improvements scheduled to take place soon. Without your contributions the school would not be able to undertake these essential remedial works and improvements. Standing-order forms can be made available if you feel able to make a regular contribution in the future. Whatever the size, this would be particularly helpful as it would aid in planning projects.

The Governing Body sub committees which meet regularly to address operational issues are described below. A full list of the governors with their responsibilities, and/or regular committee memberships, is attached at Appendix A.

Finance, Staffing & Buildings

The committee was chaired by Vicki Woods in 2020-21. The purpose of the committee is to:

- set and maintain the school's financial policies;
- approve, monitor, challenge and sign-off the budgets;
- approve spend decisions within set financial parameters;
- monitor building and asset management to ensure an appropriate learning environment;
- consider financial staffing issues; and
- consider matters of health and safety.

Examples of the matters covered last year include: annual budget setting and monitoring, staffing decisions and the ongoing campaign to address key maintenance projects.

At least one meeting was held each term, but decisions continued to be made to address any urgent matters such as those relating to health and safety.

Admissions

This committee, chaired by Mrs Pat Burford in the academic year 2020-21, is made up of the Headteacher, Parish Priest and three further committee members. All meetings have the minimum number of three members present.

Its function is to draw up and then manage the Admissions Procedure and Protocols on behalf of the FGB in accordance with current Welsh Government Legislation and the Admissions Criteria of the school.

Meetings are held as required to determine the outcome of applications. In-year applications are considered within 28 days but generally as soon as possible. Reception class applications are dealt with in accordance with dates specified by Cardiff Local Authority and notifications submitted to the LA as required.

An Admission Clerk has been appointed, schedules and work methods drawn up and supplied to her and the school Administration Team.

The committee is also responsible for arranging, preparing papers and presenting the school's case to any Independent Appeals Panels.

At least one meeting was held each term, although more were held when necessary to deal with any urgent matters.

Standards Committee

The Standards Committee was chaired by Mrs Ceri-Ann Pocknell in the academic year 2020-21.

The key purpose is to consider, interrogate and support the school's adequacy in:

- teaching;
- learning;
- pupil outcomes & test results;
- pupil wellbeing;
- monitoring, marking and assessment; and
- the delivery of improvements as required by the School Improvement Plan.

Some of the ways that the committee addressed this were:

- receiving and considering feedback from Governors following visits to the school, learning walks and meetings attended by Link Governors;
- monitoring and reviewing the school's self-evaluation procedures;
- by examining and interrogating reports/presentations by subject leaders, curricular area leads and from the leadership team;
- reviewing and providing input to the School Improvement Plan;
- looking at books and work by learners in order to understand the impact of teaching and changes to approach;
- receiving and analysing school data on standards of teaching and learning;
- interrogating the evidence of pupil monitoring and assessment;
- asking lots of questions; and
- providing practical help where appropriate.

The first priority of the committee was to review the School's results for the previous year and looking at the progress that continues to be made by the school. This information was then used to set further priorities and approaches for the coming year.

Throughout the year, the committee has received progress reports from all subject areas, looking at the progress they have made as well as examining and questioning their specific improvement plan. Subject area reports have often been accompanied by an

examination of pupils' work books. Reports were also received from ALN and MAT. In the summer term these reports were presented virtually.

Welsh Language

Children's Welsh language skills are progressively developed throughout our school. We encourage all pupils to speak to each other using the Welsh language both in and out of the classroom.

In the Foundation Phase pupils are encouraged to communicate their needs in Welsh and are increasingly exposed to the Welsh language. Skills are developed through communicating in a range of enjoyable, practical, planned activities, and using a range of stimuli that build on and increase children's previous knowledge and experiences in safe and stimulating indoor and outdoor learning environments. The children's knowledge and skills are built upon in Key Stage Two through daily oral sessions and using Welsh incidentally in all curriculum areas. Our CriwCymraeg encourages pupils to take part in games through the medium of Welsh, and spot children using Welsh phrases. They visit the Foundation Phase playground during lunchtimes and organise games for the children to play which involve using the Welsh language. Similarly, in Key Stage 2, the CriwCymraeg lead games and have prompts to encourage all pupils to speak Welsh to each other.

Premises

We are constantly looking at ways to ensure that the current provision of facilities at the school remain up to standard or are improved as necessary. The toilet facilities are constantly being assessed to ensure that they are suitable and fit for purpose.

This year, we have received approval and part-funding to address some of the issues related to the age of the school premises. The works will also include:

- Providing a Nursery toilet
- Ramp entrance for Nursery
- Improved fencing
- Extension to Nursery space

As is always the case, we will be responsible for finding 15% of the cost. This portion will come from the Governors Fund and the School Maintenance budget.

Healthy Eating

The school continues to progress the healthy eating agenda. Children bring their own fruit into school. No other snacks are allowed during break times. The children are encouraged to bring a water bottle in to school every day which can be refilled when required. We have also begun our journey towards achieving the National Quality Award.

Term Dates (2020-2021)

	Term starts	Half term begins	Half term ends	Term ends
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Autumn Term	01/09/20	26/10/20	30/11/20	18/12/20
Spring Term	04/01/21	15/02/21	19/02/21	26/03/21
Summer Term	12/04/21	31/05/21	04/06/21	20/07/21

INSET Days: Fridays and Mondays either side of each half term

May Bank Holiday: Monday May 3rd 2021

All local-authority and maintained schools throughout Wales now have the same dates.

School Hours (On school return, times were staggered for the start and end of the school day- the times below are our normal school hours)

The children can access the school building at 8.45am ready for the start of lessons at 8.55am. Timeliness is a key target of the school and ensures that the children are ready for the start of their lessons. Lateness is very disruptive for those children who are in class and prevents children from maximising their learning. We are pleased to share that the timeliness of the student body improved over the last school year, thank you parents for your efforts in helping to address this. Please keep up the good work. We are convinced that it will help to prepare your children for the transition to high school and even their future working life.

Morning Session	8.55am -11.45 (Foundation Phase) 8.55am-12.00 (KS2)
Lunchtime	11.45-12.55pm (Foundation Phase) 12.00-12.55pm (KS2)
End of School	3.30pm
Nursery Sessions	9am- 11.30 1pm- 3.30pm

Minutes late are now recorded per year group and are detailed each week in the newsletter.

Appendix A

List of School Governors

This Governors report deals with the Academic year 2020-2021 however we wanted to provide you with the most current Governor information for reference. Therefore, please note, this table details the **list of Governors for the coming year**. Any changes since the previous report are described in the notes which follow the table.

Governor	Contact details	Notes
Mrs Andrea Redmond	A.Redmond@cardiff.gov.uk	Clerk Governor Training
Canon Matthew Jones	St Brigids Presbytery, Crystal Glen, Llanishen, Cardiff CF14 5QN 029 2075 2389 matthew@3churches.org	Foundation - Admissions - Staff Disciplinary appeals
Mrs Susan Miles	Christ the King School	Headteacher Admissions
Mrs Vicki Woods	WoodsV8@hwbcymru.net	Local Authority - Chair - Finance - Standards - Admissions
Mrs Kathryn Hill	Hillk2@hwbcymru.net	Parent Governor - Vice Chair - Standards - Health and Wellbeing Link
Mrs Anna Buckland	BucklandA11@Hwbcymru.net	Foundation - Standards chair - Admissions chair - Safeguarding governor

Mrs Catherine Hughes	Christ the King School	Staff Standards
Mrs Anne Robertson	Cardiff Archdiocese 41/43 Cathedral Road, Cardiff CF11 9HD 029 2023 3838 Schools@rcadc.org	Observer
Mrs Ceri Ann Pocknell	PocknellC11@Hwbcymru.net	Foundation - Standards - Monitoring and Assessment Link
Mrs Anastasia Corellis	CorellisA6@Hwbcymru.net	Foundation: - Standards vice-chair - Admissions - Literacy link governor
Mr John Wells	WellsJ48@Hwbcymru.net	Foundation: Finance
Mr Matthew Verghese	VargheseM7@Hwbcymru.net	Parent - Finance - Standards - Maths Link Governor
Mr Nick Davies	DaviesN823@Hwbcymru.net	Foundation - Finance - Science and Technology link governor
Mr Ian Wood	WoodI26@Hwbcymru.net	Foundation - Finance - Health and safety link governor
Mrs Rosanna Condon	Rosanna.Condon@cardiff.gov.uk	Staff
Mr Mike Hamblin	HamblinM8@Hwbcymru.net	Local Authority Chair of finance

Changes to the Governing Body

We are pleased to welcome Mrs Anastasia Corellis, Mr Nick Davies, Mr Ian Wood and Mrs Anna Buckland as new Foundation Governors. Mrs Kath Hill joined the Governing body as a parent governor and Mr Mike Hamblin as LA Governor. An election for a new Parent Governor is expected to take place in the summer term.

Appendix B School Staff

Staff 2020-2021

This Governors report deals with the Academic year 2019-2020. In order to provide you with the most current Staff information for reference, please note, this table details the **list of Teachers for the coming academic year.**

Teaching

Headteacher	Mrs S Miles
Year 6	Mr J Wright (4 days) Mrs R Baralos (1 day)
Year 5	Mrs B Welsh
Year 4	Mrs K Martin (3 days) Mrs Cowley (2 days)
Year 3	Miss V Jenkins
Year 2	Mrs L Watts
Year 1	Mr L Mussa
Reception	Mrs H Keegan
Nursery	Mrs C Hughes
ALNco	Mrs B Welsh

Teaching Assistants

Mrs C Backhouse
Ms C Dyer
Mrs P Day
Mrs J O'Brien
Mrs J Clemson
Mrs M Shields
Miss V Miles
Mrs E Stock
Ms K Cartlidge (choir/orchestra teacher)

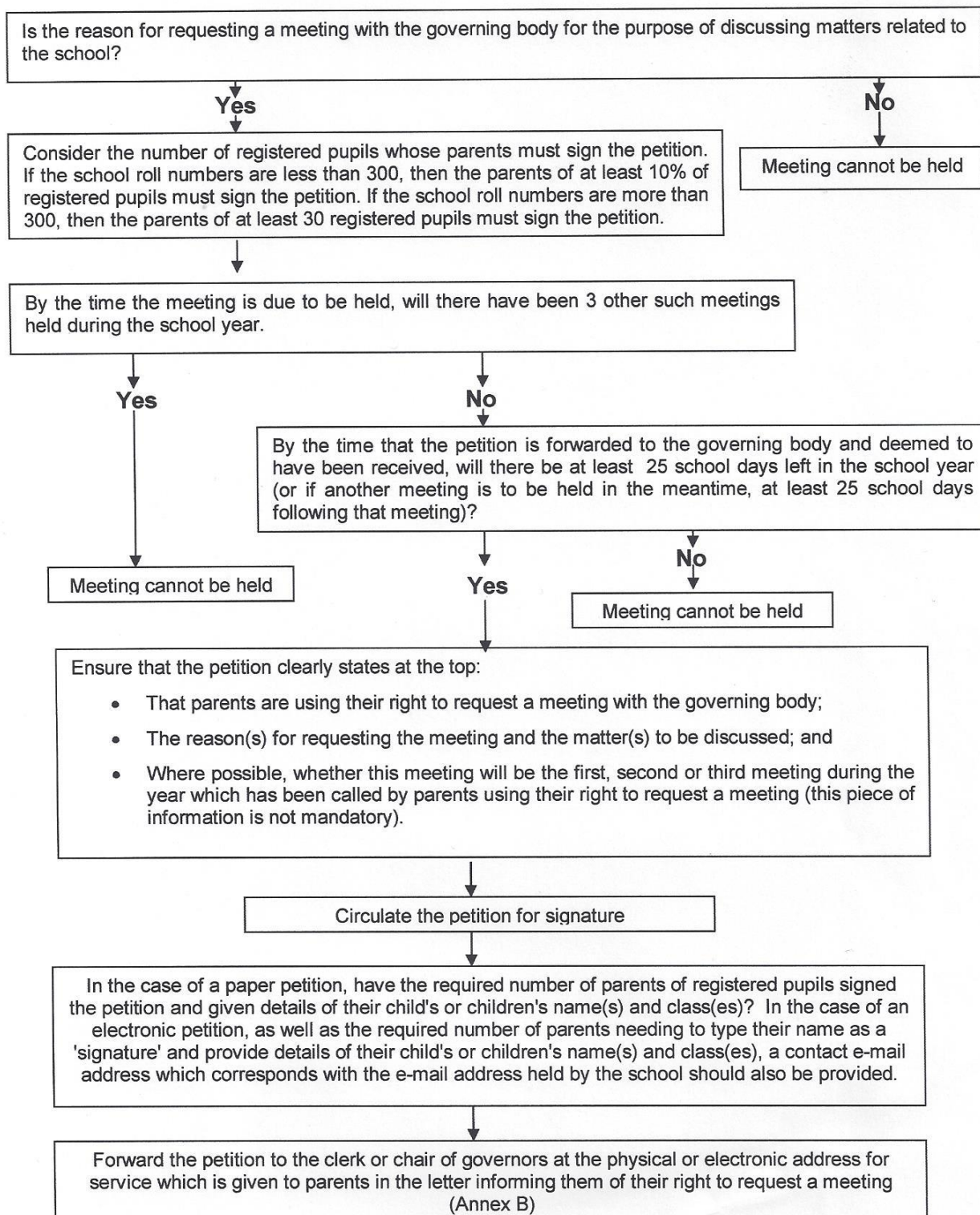
Non Teaching Staff

School Clerk- (FT) Mrs E. Hine
Admin Support (PT) Mrs R. Condon
Mid-day Supervisors: Mrs Gallivan, Mr Thomas, Mrs Hayden, Mrs Zuno

Kitchen Staff: Mrs S Bartlett & Mrs A Williams

Caretaker/ Site Manager Mr D Peckham

Annex A: A guide to the petitioning process



Annex B - 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, four 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 10% of the school's 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 235 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.

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:

Clerk to the Governors,
Christ the King Primary School
Everest Avenue
Cardiff CF14 5AS

Or

christthekingprm@gov.uk

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>