



**The School Standards & Organisation (Wales) Act 2013 requires governing bodies to inform parents of their right to request a meeting and the process That needs to be followed**

Dear Parents,

**Re: 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 10% of the school's registered pupils/ 30 registered pupils (whichever is lower) will need to sign the petition. *One parent with 3 children counts as 'three' towards the required number. Two parents with one child counts as 'one' of the required number.*

**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.

**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.

Any petition requesting a meeting with this school's governing body should be sent to the Chair of the Governing Body at the school's address.

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://gov.wales/docs/dcells/publications/130503-statutory-guidance-parents-meetings-en-v2.pdf>



An extract from this guidance follows below.

### **Extract from Welsh Government Guidance on raising a petition for a parents' meeting with the Governing Body.**

2.4 In order to ensure that the governing body can satisfy itself that a meeting is being petitioned under section 94 to discuss a matter relating to the school, it is expected that the petition will:

- contain a statement that parents are using their right to request a meeting with the governing body (section 94 of the Act need not be specifically mentioned);
- give a brief synopsis of the matter(s) to be discussed and the reason(s) for calling the meeting; and
- where possible, indicate what number the meeting is in that school year. As only 3 meetings may be held in a school year, it may be useful for parents to assess whether they wish to use an opportunity to hold a meeting on the matter which is to be discussed.

2.5 It is advisable for the statement, the synopsis of the matter(s) to be discussed and the number of the meeting to appear in a prominent format at the top of the petition, with the parents' signatures appearing below. This will enable parents to easily identify that their right to petition a meeting with the governing body is being used, as well as the reasons for calling the meeting, before they decide to sign the petition. Also, it will help to remove any possible concerns that parents may not have been clear on why the meeting was being called, or that the reasons for the meeting have been added after the parents' signatures have been collected.

2.6 Parents will wish to ensure that the synopsis of the matters to be discussed on the petition are clearly related to the school; as well as not being a matter which can be used to call a meeting, circulation of a petition raising a grievance against individual member(s) of staff, member(s) of the governing body or pupil(s) may have the potential to be viewed as libellous.

2.7 The petition may be collected and presented entirely on paper, entirely in electronic format, or a combination of both (provided that both the paper and electronic formats display the information set out at paragraph 2.4 above).

2.8 A petition is collected and presented in electronic format if it is collected and presented by electronic means (for example, collected via a website or on a word document which is circulated for parents to complete electronically and then forwarded as an attachment to an e-mail). It is possible for a petition to be collected in hard copy, but sent electronically by fax. A petition also may be collected in an electronic format (e.g. on computer disc), but presented in a non-electronic form (e.g. by posting or hand delivering the computer disc).

2.9 The Act simply requires that the petition contains the signatures of the parents of the required number of registered pupils. As the threshold number of parents required to submit a petition is related to the numbers of registered pupils, it is expected that the name and class of the registered pupil who is the child (or children)



of each signatory should be included. In the case of a petition which is in electronic form, as well as typing in their name as a “signature” and providing details of their child ‘s or children’s name and class, parents should also include a contact email address which corresponds with the email address which they have previously given to the school. The Welsh Government is of the view that it is reasonable to require these additional pieces of information in order to ensure the veracity of each parental signature. In this way the governing body may satisfy itself that there has been no duplication of signatures and that the requisite number of signatures has been collected.