

## INTRODUCTION

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

- (i) the statutory content of Governors' Annual Report, based on The School Governors' Annual Report (Wales) Regulations 2001 and Guidance Circular 15/01:Governors' Annual Reports - Guidance for Governing Bodies.
- (ii) the Annual Parents' meeting based on (The Annual Parents' Meeting (Exemptions) (Wales) Regulations 2005)

Although the regulations came into force in September 2001 and the Welsh Assembly Government is in the process of reviewing the circular the large number of requests to Governors Wales' helpline have prompted the writing of this fact file which contains the following sections:-

<u>ANNUAL REPORT</u>	- Timing
	- Distribution
	- Content
<u>ANNUAL PARENTS' MEETING</u>	- Exemptions
	- Further information

## 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 meeting 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.



## FACT FILE 01/08

# GOVERNORS' ANNUAL REPORT TO PARENTS/ ANNUAL PARENTS' MEETINGS

## GOVERNORS WALES

**HELPLINE:  
0845 60 20 100**

Empire House, 1st Floor  
Mount Stuart Square,  
Cardiff Bay  
CF10 5FN

Phone: 029 2048 7858  
Fax: 029 2048 7843  
E-mail:

contact@governorswales.org.uk

## 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. The annual report must be provided to parents no less than 2 weeks before the annual meeting at which the report will be considered.

## 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.

## CONTENT

The full statutory content for both the full and summary report can be found in Circular Guidance 15/01 available on: [www.new.wales.gov.uk](http://www.new.wales.gov.uk). A useful checklist is provided in this document. Content of Summary Annual Report (Examples include):

- ◆ Details of the Annual Parents' Meeting
- ◆ Details of members of governing body
- ◆ Performance and Target Information
- ◆ Attendance information

Content of Full Annual Report (In addition to the information already detailed for the summary

annual report - Examples include):

- ◆ A full financial statement outlining school income and expenditure;
- ◆ Action taken by the governing body/School e.g. to review school policies, to implement and review school strategies, as a result of any resolutions passed for the last APM;
- ◆ Summary of changes to the school prospectus since publication;
- ◆ Progress on the school action plan (post-inspection);
- ◆ Term dates and session times;
- ◆ Progress in Sport;
- ◆ Performance and Target Information;
- ◆ Destination of school leavers;
- ◆ Arrangements for admission and access.

The writing of the annual report is the corporate responsibility of the governing body and should not fall to the headteacher on his/her 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'.

## ANNUAL PARENTS' MEETING

### EXEMPTIONS

Exemptions to the requirement to hold an Annual Parents Meeting which apply for one year only, are as follows:-

#### Exemption for hospital special schools and boarding schools

If the school is established in a hospital or is a maintained boarding school where 50% or more of the pupils are boarders, the governing body can decide it is not practical to hold a meeting.

#### Exemption for schools that hold a post-inspection meeting

If a parents' meeting has been held after a school inspection, to discuss the inspector's report prior to the governing body producing its action plan.

#### Exemption for schools that hold other meetings

If the governing body has held a meeting or series of meetings where all parents have been invited to at least one of the series of meetings, and:-

- ◆ 20% or more of parents of registered pupils attend the meeting or at least one of the meetings;
- ◆ the parents have the opportunity at these meetings to discuss the manner in which the school has been, and is to be, conducted and the school's performance; and
- ◆ three or more governors are present at the meeting(s).

#### Exemption if parents do not respond to the notice of meeting

If fewer than 5% of parents of registered pupils respond to a notice sent out accompanying the annual report asking parents if they wish the governing body to hold the annual meeting.

These exemptions do not apply if:

- ◆ no annual parents meeting was held in the preceding year, or
- ◆ the governing body receives a written request before 31st May in that school year from the parents of at least 5% of the parents asking for an annual parents

meeting to be held.

The governing body is responsible for planning and running the meeting with parents. They will need to:

1. plan the agenda;
2. determine who will chair the meeting (usually the Chair of the governing body);
3. hold votes on any resolutions and report back on the consideration given to any resolutions passed at the last meeting;
4. ensure that minutes are taken.

The APM should encourage useful discussion, providing parents with an opportunity to express their point of view and listen to the views of other parents (refer to background above). It can be useful to ask parents to submit any comments on areas they would like to raise in advance of the meeting.

### FURTHER INFORMATION

- ◆ National Assembly for Wales Circular 15/01: Governors' Annual Reports - Guidance for Governing Bodies. Available on: [www.new.wales.gov.uk](http://www.new.wales.gov.uk)
- ◆ The School Governors' Annual Reports (Wales) Regulations 2001. Available on [www.opsi.gov.uk](http://www.opsi.gov.uk) and [www.governorswales.org.uk](http://www.governorswales.org.uk)
- ◆ The Annual Parents' Meeting (Exemptions) (Wales) Regulations 2005. Available on: [www.opsi.gov.uk](http://www.opsi.gov.uk) and [www.governorswales.org.uk](http://www.governorswales.org.uk)
- ◆ School Governors Guide to the Law
- ◆ Governors Wales' Helpline:  
**0845 60 20 100 (all calls are local rate)**

**N.B.:** This Fact file should be read in conjunction with the legislation and guidance listed above and information produced by your LEA and diocesan authority where appropriate.