
To: The Governing Body of Plasyfelin Primary

Re: Full Governing Body Annual General Meeting

Governor Support SLA: LA Statutory & Option 1 (6 physical)

Dear Governor

You are requested to attend the Annual General Meeting of the governing body of Plasyfelin Primary to be held on –

Date: 26/09/2023

Time: 16:15

Venue: The School

Please be aware that a 50% membership of the Governing Body is required to be present for the meeting to be quorate, please advise the Clerk, Headteacher or Chair of any apologies in advance of the meeting.

Yours sincerely

Clerk to the Governing Body

AGENDA

- 1. To receive Apologies for absence and to consider whether consent for the absence should be given.** (Statutory -do not remove).
- 2. To consider any Vacancies (incl. Committees) /Appointments/** (Suspensions re: Mandatory training) (Statutory -do not remove).

For vacancies and end of term of office, please see reports sent out with agenda

- 3. Election of Officers** (Statutory -do not remove):
 - a. To elect a Chairperson
 - b. To elect Vice Chairperson
 - c. To elect a Reserve Member to act in the absence of the Chairperson/ Vice Chairperson

4. Committee Structure

4.1 Statutory Committees – (mandatory)

- a) Staff Disciplinary and Dismissal Committee
- b) Staff Disciplinary and Dismissal Appeals Committee
- c) Pupil Discipline and Exclusions Committee
- d) Admissions Committee (*VA and Foundation Schools only*)
- e) Grievance
- f) Grievance Appeals Committee
- g) Redundancy (Blaenau Gwent/Caerphilly Schools Only)
- h) Redundancy Appeals (Blaenau Gwent/Caerphilly Schools Only)
- i) Complaints Committee
- j) Headteacher Performance Management Committee
- k) Headteacher Performance Management Appeals Committee
- l) Pay Review
- m) Pay Review Appeal
- n) Head Teacher and Deputy Head Teacher Selection Panel (*Statutory panel except VA schools which may choose to have the whole governing body as the selection panel*)
- o) Headteacher Capability Committee
- p) Capability Appeals Committee

Governors should be mindful that these committees can be called at short notice and are generally held in the working day

4.2 Non-Statutory Committees

To agree and ratify the Non Statutory Committee Structure membership and Terms of Reference.

The governing body are free to set up non statutory committees to suit the needs of the governing body.

The governing body must agree terms of reference for each of their committees.

4.3 To agree the list of reserves for the committees

Governors will be called from the agreed list in alphabetical order unless one of the following applies: already a member; has a vested interest; disqualified by regulations/policy; or has sat on the first committee for which the meeting is an appeal.

5. To nominate a governor with responsibility for the following:

- a. Child Protection / Safeguarding (**Statutory - do not remove**).
- b. Looked After Children (LAC)
- c. Additional Educational Needs (ALN)
- d. Closing the Gap Governor (PDG/FSM)
- e. More Able and Talented (MAT)
- f. Governor Professional Learning
- g. Self-Evaluation Champion
- h. Hwb Champion

- i. Health and Safety
- j. Association of School Governors Representative
- k. Distance/ Blended Learning Governor

You may wish to combine roles, or one person may have 2 or more responsibilities e.g. Child Protection/LAC/ALN.

6. **To complete the Register of Business Interests form 2023/24.** *(An annual requirement for all governors including Headteacher, Teacher and Staff Governors. Please hand to Headteacher when completed for LA Audit purposes).* (Statutory -do not remove - attached).
7. **Governor Contact Details -**
 - a. To complete the online Governor Contact Details form – click the link to complete:

[Governor Contact Details 2023-24](#)
 - b. To note the EAS are to provide the LA with the governing bodies contact details for urgent purposes only
 - c. To note that, in the circulation of the agenda Governors' email addresses will appear to all members of the Governing Body *(as notified by email on 3rd May 2019)* and on Microsoft Team Invites.
8. **To receive following presentations/ information / reports** (documents to be circulated directly by school):
 - a. Headteacher's Report
 - School Development Plan Progress
 - Update on New School Developments meeting LA on 25th September.

LA to meet Governors with further updates after October half term 2023
9. **To confirm the minutes and consider matters arising from the following meetings:**
 - a. Ordinary Meeting held on 04/07/2023 (Statutory -do not remove)
 - b. Items from other organisations (Governor Association, Budget Forum etc. – Governor Support to populate based on documents received)
10. **Policy Adoption and Review**
 - a. LA Policies (Governor Support to populate based on documents received from LA– remove if already considered)
 - (i) Statutory Guidance on School Uniform Policy - Letter from Welsh Government - May 2023
 - (ii) Governors Briefing - School Attendance - May 2023

- 11. Professional Learning for Governors** (Statutory do not remove - Governor Support to populate).
 - a. To receive and note the Professional Learning for Governors Course Calendar

[School Governors | Llywodraethwyr Ysgolion \(google.com\)](#)
- 12. Annual Report to Parents update and approved by governors.**
- 13. Items for the next agenda.**
- 14. To set and agree calendar of dates and times of meetings to be held in 2023/24**