



## Spittal Voluntary Controlled Church in Wales School

Spittal, Haverfordwest, Pembrokeshire, SA62 5QR

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Headteacher: Mrs S. Vaughan

Dear Parent

The Governing Body has received a petition from parents of the school for a meeting, in accordance with section 94 of the School Standards and Organisation Act 94. The Governing Body is content that the statutory requirements for such a petition have been satisfied.

Therefore, the Governing Body gives notice of a meeting to all parents of registered pupils at the school, as follows:

**Date: 2<sup>nd</sup> April 2019**

**Venue: Spittal Church in Wales VC School Hall**

**Time: 6.30 pm**

The matters to be discussed, as stated in the petition by parents, are attached to this letter.

Parents should be aware that the statutory guidance states that 'issues of a personal or individual nature relating to a specific child or member of staff must neither be the subject of, nor discussed in detail at, a meeting.' For this reason, the provision for Class 1, referred to in Point 4 of the petition, will not be discussed. However, the concerns in relation to split classes and teachers' absence from the classroom will be discussed.

The Governing Body has added the following matters, which relate directly to the matters on which the petition is based:

- 1. The difference between the ERW report and an Estyn report.**
- 2. Professional standards for teachers**
- 3. The Local Authority Support Plan for the school**
- 4. The role of the Governing Body, with particular regard to complaints and grievance procedures.**

The required quorum of governors will be 50% rounded up to the nearest whole number. The required quorum of parents shall be 50% of the number of parents that signed the petition. Should insufficient governors or parents



attend the meeting to meet the required quorum, it will not be possible to proceed with a formal meeting.

The number of parents/carers that signed the petition was 31. The quorum for parents is, therefore, 16. Parents will be expected to sign an attendance list and include the name of their child(ren). Only the parents of pupils on the school role will be permitted to attend the meeting.

**All parents are invited to the meeting, whether they have signed the petition or not.**

The number counting towards the quorum can include parents who did not sign the petition. Parents will be invited to express their views on each of the items to be discussed and all parents are allowed to contribute. The Governing Body will welcome active contributions from parents and will encourage a range of views to be expressed. The Governing Body will invite officers from the Local Authority who may be able to provide information relevant to the matters being discussed.

If the number of parents is sufficient for a quorum and a majority of the parents present are in support of taking forward any of the matters which have been discussed, these will be discussed further at a GB meeting and parents will be informed of the outcome.

Yours sincerely



**Steve Stretch**  
**As clerk to the GB**

*Please note: the meaning of 'parent' in this letter is the same as that in section 576 of the Education Act 1996. It refers to all natural parents, those with parental responsibility and those who have care of a child.*

