

**CEREDIGION COUNTY COUNCIL****LEARNING SERVICES****GOVERNING BODY OF  
PENRHYNCOCH AND PENLLWYN COMMUNITY PRIMARY SCHOOL****5.15 – 5.45 pm, 7 FEBRUARY, 2017**

**PRESENT:** Dr Gareth Hoskins (Chairman), Cllr Rhodri Davies, Cllr Dai Mason, Miss Rhian Cory, Mr Rhodri Gibson, Mr Ceris Gruffudd, Mr Ben Hopkins, Mrs Shan James, Dr Ieuan Joyce, Mr Aled Lewis, Mrs Glenys Morgan, Miss Catryn Lawrence (Headteacher)

Mrs Wendy Rattray (Governor Support Officer).

**1. APOLOGIES:**

Apologies for absence were submitted by Cllr Richard Edwards, Mrs Manon Curley, Mrs Nia Evans, Miss Elen Howells and Mrs Delyth Jones.

It was **RESOLVED** to accept the above apologies.

**2i. DISCLOSURE OF INTEREST/REGISTER OF INTEREST/CONFIDENTIALITY:**

The Chairman reminded the Members:

- (a) of the need to declare their interest in any item on the agenda or under discussion at the Governing Body meeting which would require them to withdraw from the meeting;
- (b) that any declaration of interest would be minuted;
- (c) that items discussed at meetings were confidential and were not for discussion in the public domain;
- (d) that the RP1/2 - Declaration of Business Interest forms needed to be completed and returned to the Headteacher.

It was **RESOLVED** to note the above.

2ii. **MINUTES:**

The minutes of the full governing body meeting held on 1 November 2016, were confirmed and signed.

2iii. **TERMS OF REFERENCE:**

The Governor Support Officer informed the Members that the School's Terms of Reference had been updated to reflect the Committee Memberships. It was **RESOLVED** to note that the Chairmen for both Penrhyncoch and Penllwyn Schools had signed the document on behalf of the Members.

3. **CHAIRMANS ANNUAL REPORT TO PARENTS:**

It was **RESOLVED** to note that the Annual Reports for 2016 for both Schools had been made available to the LA.

4. **HEALTH AND SAFETY AUDIT 2016:**

It was **RESOLVED** to confirm that the Audit Report for Penllwyn and Penrhyncoch schools had been:

- (a) completed during the Autumn Term 2016;
- (b) signed by the person undertaking the Audit and by the Governor with Responsibility for Health and Safety and that the signed confirmation had been returned to Miss N James, (Resource Manager).

5. **GOVERNORS' TRAINING:**

5i. The Governor Support Officer informed the Members that no training had been undertaken during the Autumn Term 2016 and all mandatory training within the legislative timeframes had been completed previously.

It was **RESOLVED** to note the above.

5ii. The Governor Support Officer informed the Members that the following training sessions would be held during the Spring term 2017:

28/02/17	Performance Data (English session)	Canolfan Rheidol Aberystwyth	6.00
15/03/17	Governors Forum	Aberaeron Primary School	6.30
20/03/17	Link Governor Role in Monitoring	Canolfan Rheidol, Aberystwyth	6.00
28/03/17	GB Self-Evaluation Document	Canolfan Rheidol, Aberystwyth	6.00
26/04/17	Additional Learning Needs	Penmorfa, Aberaeron	6.00

6. **POLICIES:**

- 6i. The Governor Support Officer informed the Members that the following policies had been forwarded to the Headteacher and were available on the Governor Support website. Following a discussion it was **RESOLVED** to adopt the policies.

**Intimate Care Guidance;  
Preventing Extremism;  
E-Safety.**

- 6ii. The Headteacher requested a Meeting of the Policy Committee be arranged in order to create a Collect Money Policy. It was **RESOLVED** to arrange dates by email as soon as possible.
- 6iii. It was **RESOLVED** to note that the following statutory documents had been reviewed:
- Register of Business Interests.
- 6iv. The Governor Support Officer informed the Members that the **ERW Model Pay Policy 2016/2017** had previously been made available to them. Following a discussion it was **RESOLVED** to adopt the Policy.

7. **CONSULTATION ON SCHOOL ADMISSION ARRANGEMENTS 2018/2019:**

A copy of the School Admission Arrangements for 2018/2019 had previously been made available to the Members. It was **RESOLVED** to note that any comments on the proposal should be forwarded to the LA before the 1 March 2017.

8. **STAFF SCHOOL MEALS:**

Correspondence had been received from the LA stating that:

- as from 1<sup>st</sup> January 2017 The Local Authority will no longer provide free meals for any staff;
- during the Spring Term 2017, governing bodies should determine their policy for the provision of meals to adults.

Following a discussion it was **RESOLVED** not to pay for staff meals.

9. **SCHOOL PARTNERSHIP:**

The members discussed the effectiveness of the School Partnership between Penllwyn and Penrhyncoch Schools. It was **RESOLVED** to note the following:

- Weekly Staff meetings are being held;
- Teachers are observing each other's lessons and sharing good practice;
- Joint training is being held outside school hours;
- Teachers had visited a School in Llanerfyl to observe good practice and also visited Plascrug School to observe good practice in science.
- Miss Rhian Cory had been appointed as SENCO for both schools;

- Pupils had not been working together as yet due to transport problems.
- Bws Bro had been unavailable;
- The pupils had shared transport to Football and Netball competitions;
- Initiatives for pupils with low self-esteem could be put in place in order that pupils from both schools could work together;
- Suggestions were made for various possibilities such as visiting the windmill at Pencwm, Tir Coed, IGER, Taste Mach, Newtown Bypass, Bicycle Track at Nant yr Arian and Bicycle Maintenance classes.
- The Headteacher reiterated that she was looking for a weekly workshop in preference to a class visit;
- A joint concert at Aberystwyth Arts Centre for both Penllwyn and Penrhynoch Schools was suggested;
- The Foundation Phase pupils would be visiting Aberystwyth Castle during the following week.

10. **GOVERNING BODY MEETING DATES:**

Following discussion, it was **RESOLVED:**

- (a) that the following dates had been set for the Governing Body meetings in 2017/2018:

Summer Term - 22/6/17 at Penllwyn School

4.00 pm - Penllwyn School Governing Body;  
 5.15 – 5.45 pm - Joint meeting with both Schools;  
 5.45 pm - Penrhynoch School Governing Body.

Autumn Term - 26/10/17 at Penrhynoch School

4.00 pm - Penrhynoch School Governing Body;  
 5.15 pm - 5.45 pm Joint meeting with both Schools;  
 5.45 pm - Penllwyn School Governing Body.

Spring Term - 7/3/18 at Penllwyn School

4.00 pm - Penllwyn School Governing Body;  
 5.15 - 5.45 pm - Joint meeting with both Schools;  
 5.45 pm - Penrhynoch School Governing Body.

WR

7/2/2017