

CEREDIGION COUNTY COUNCIL

SCHOOLS SERVICE

GOVERNING BODY OF TALYBONT COMMUNITY SCHOOL

4.00 – 4.55 PM, 07 NOVEMBER 2024

Present (Hybrid):	Bethan Davies (Chair), Sara Hughes, Rhian Nelmes, Catrin M S Davies, Stuart Whincup, Siwan Evans, Hefin Jones (Headteacher). Delyth Davies (Translator).
Clerk:	Pauline Lucas

Record of Governing Body Discussion:		Action*:
1	APOLOGIES:	
	Apologies for absence were received and accepted from Helen Ovens and Cathryn Lloyd-Williams. The meeting was quorate therefore business proceeded.	
2i	DISCLOSURE OF INTEREST / CONFIDENTIALITY/ PRINCIPLES OF CONDUCT: 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. Any declaration of Interest would be minuted.	
	b) that items discussed at meetings were confidential until approval of the minutes and were not for discussion in the public domain.	
	c) Of the Principles of Conduct, which had been signed upon nomination to the role of Governor and were available on Teams for reference.	
	It was RESOLVED to note the above.	
2ii	APPOINTMENT OF CHAIR:	
	It was RESOLVED to re-appoint Bethan Davies as Chair and to discuss further at the next meeting. Bethan was thanked for all her support and hard work.	
2iii	APPOINTMENT OF VICE-CHAIR:	
	It was RESOLVED to re-appoint Cathryn Lloyd Williams as Vice-Chair for the year 2024/2025.	
2iv	GOVERNING BODY MEMBERSHIP:	
	It was RESOLVED to note that there was a vacancy for a Staff Governor.	

Record of Governing Body Discussion:		Action*:
2v	MINUTES:	
	The minutes of the meeting held on 15.07.2024 were confirmed, would be signed by the Chair and a copy forwarded to the Governors Department.	
2vi	MATTERS ARISING FROM THE MINUTES:	
	It was RESOLVED to add the name of Heledd Davies (translator) to the list of those present.	
2vii	COMMITTEE MINUTES:	
	It was RESOLVED to note that no committees had met since the last meeting.	
2viii	GOVERNING BODY COMMITTEES:	

It was **RESOLVED** to appoint Membership of the Committees as follows and adopt the Terms of Reference document which had previously been made available on Teams:

Staff Disciplinary and Dismissal	
First Meeting	Appeal
2 Parent Governors, Community Governor	Vice-Chair, LA Governor, Parent Governor

Pupil Discipline and Exclusion	
Chair, Community Governor, Parent Governor	

Headteacher, Deputy Headteacher Selection	
between 3-7 Members	

Headteacher Performance Management and Capability	
First Meeting	Appeal
Chair + 1 Member	Vice-Chair, Helen Ovens

Pay Review	
First Meeting	Appeal
Chair, Stuart Whincup, Rhian Evans	Vice-Chair, Catrin M S Davies, 1 Member

Complaints	
Vice-Chair, LA Governor, Parent Governor	

Staff Grievance	
First Meeting	Appeal
Vice-Chair, 2 Members	3 Members

Redundancy	
First Meeting	Appeal
Minimum 3 Members	Minimum 3 Members

Staffing, Performance and Curriculum	
First Meeting	Appeals

Record of Governing Body Discussion:		Action*:
7	Staffing & personél: minimum 3 Appointment of Teaching staff: Headteacher + 2 Appointment Support staff: 1 or more	The same number who dealt with the initial matter
Wellbeing		
Head, Stuart Whincup + 1 Member		
Community Engagement		
Head + 2 Members		
2ix	GOVERNOR RESPONSIBILITIES:	
	It was RESOLVED to appoint the following governors with responsibility for:	
	Chair	Bethan Davies
	Vice-Chair	Cathryn Lloyd Williams
	Child Protection / Corporate Parenting / E safety	Bethan Davies
	Additional Learning Needs	Siwan Evans
	Workload Agreement	Catrin M S Davies
	Training – Induction - Forum	Rhian Nelmes
	Whistleblowing	Cathryn Lloyd Williams
	Attendance	Rhian Evans
	Welsh Charter	Rhian Evans
	Teaching Assistant Champion	Rhian Nelmes
	Diversity Champion	Catrin M S Davies
	CURRICULUM RESPONSIBILITIES:	
	Languages, Literacy and Communication	Rhian Nelmes
	Science and Technology	Cathryn Lloyd Williams
	Humanities	Helen Ovens
	Expressive Arts	Catrin M S Davies
	Mathematics and Numeracy	Siwan Evans
	Religion, Values and Ethics	Bethan Davies
	Health & Wellbeing / RSE	Stuart Whincup
2x	CHAIRMAN'S ANNUAL REPORT TO PARENTS 2023-2024:	
	The Governor Support Officer reminded the Members that:	
	a)	There was a requirement for the Chairman to prepare an annual report and a template was available on Teams;
	b)	There was not a requirement to hold a meeting with Parents although Parents needed to be informed of their right to petition a meeting using the powers provided by Section 94.

Record of Governing Body Discussion:		Action*:
	c) It was RESOLVED to note that the report would be uploaded to the website.	
3i	HEADTEACHER'S REPORT:	
	A copy of the Headteacher's report had previously been made available to the Members. A discussion took place on the following:	
	<p>a) Finance: There would be a predicted surplus at the end of the current financial year. There was a predicted decrease in pupil numbers. The School was being marketed to potential new pupils and an A5 leaflet had been made available for views before being published.</p> <p>The leaflet could be made available to local businesses and published on social media.</p> <p>Monitoring: Workload had been discussed with the staff. It was noted that the SDP priorities would be shared amongst the staff of both schools.</p> <p>The Governors would have responsibility as follows:</p> <p>Numeracy – Siwan Evans</p> <p>Languages – Rhian Nelmes</p> <p>Independence – Bethan Davies.</p>	
	<p>b) School Transport Guidance: Due to a misunderstanding regarding pupils travelling on school transport at the end of the day, the Headteacher had created a guidance document with input from Staff, Governors and LA Officers.</p> <p>The document, once finalised will be made available to all parents.</p>	
3ii	SCHOOL'S KEY HOLDERS:	
	A list of Key holders had previously been made available to the Headteacher. It was RESOLVED to note that there were no change to the details held.	
4	GOVERNORS TRAINING:	
	<p>The Clerk informed the Members that the termly Governors Forum was held on 23 October.</p> <p>It was RESOLVED to note that the Chair had completed Autism Training.</p>	
5i	POLICIES – STATUTORY POLICIES (Following LA Timetable):	
	<p>To review annually:</p> <ol style="list-style-type: none"> 1. Equality 2. Health & Safety / Audit 3. Pay 4. Safeguarding 5. School Uniform <p>To be reviewed if changes have occurred:</p>	

Record of Governing Body Discussion:		Action*:
	1. Additional Learning Needs 2. Charging 3. Curriculum 4. Data Protection 5. Performance Management 6. Pupils Disciplinary & Anti-Bullying – <i>Reviewed with input by the School Council</i> 7. Complaints It was RESOLVED to adopt: School Uniform Policy Prevent Policy	
5ii	ADMISSION POLICY 2025-2026:	
	A copy of the policy had been uploaded on to Teams for information. It was RESOLVED to adopt the Policy. Confirm the School's Capacity as 127 Confirm the School's Admission Number as 18.	
5iii	PARTNERSHIP AGREEMENT 2024-2027	
	A copy of the agreement had previously been made available to the Members. It was RESOLVED to adopt the document.	
6	ANY OTHER BUSINESS PRESENTED BEFOREHAND:	
	a) The Members would discuss their response to the LA's School Review Consultation following the meeting.	
	b) The Chair congratulated everyone on their hard work during the recent Estyn Inspection.	
	c) It was noted that Mrs Jen Jones had retired as School Cook, she was thanked for her years of commitment to the School and wished all the best for the future. A successful party had been held in the village hall to celebrate. Natalie Evans had been appointed as kitchen staff.	
7	DATE OF NEXT MEETING:	
	It was RESOLVED to note that the next Full Governing Body hybrid meeting would be held on: 26.03.2025 at 4.00 pm.	

PL - 15.11.2024

Chair: Date: