
Headteacher
Mr. D.L.R. Cole
Afan Valley Road
Cimla, Neath
SA11 3TA



Prifathro
Mr. D.L.R. Cole
Afan Valley Road
Cimla, Castell-Nedd
SA11 3TA

**CEFN SAESON
COMPREHENSIVE SCHOOL**

21st June 2023

Dear Governor,

FULL GOVERNING BODY MEETING

Wednesday 5th July 2023 at 4.15 pm

The Full Governing Body Meeting for Cefn Saeson will take place on Wednesday 5th July 2023 at 4.15 p.m.

The agenda for the meeting is below. I have not printed hard copies of the agenda or paperwork, however, if you require hard copies please let me know by Monday 3rd July 2023.

Should you be unable to attend, can you please let me know as soon as possible on 01639 791307 or email me at PowisA1@hwbmail.net

Yours sincerely,

Mrs Anthea Powis

Clerk to the Governors





AGENDA – Wednesday 5th July 2023

- 1. Apologies for Absence**
- 2. School Council / Senedd Report.**
- 3. Headteacher's Report**
- 4. Safeguarding Report**
- 5. Health and Safety Report**
- 6. Attendance report**
- 7. PIAP Estyn update**
- 8. To Receive and confirm the minutes of the following meetings**
 - I) Full Governing Body Minutes – Thursday 16th February 2023
 - II) Finance Committee Minutes – Thursday 16th February 2023
 - III) Pupil Disciplinary Report – 18th April 2023
 - IV) Staff Dismissal Minutes – 17th May 2023
- 9. Policies to Adopt**

NPT policies

 - Safe Recruitment Volunteers
 - Schools Adoption Scheme
 - Smoke Free Policy
 - Drug and Alcohol Misuse Policy
 - Gender Reassignment Policy
 - Assessment Policy
 - Adoptive Parents Leave and Pay Scheme – school based staff
 - Disciplinary Procedures for staff in Schools
 - Dignity at Work
 - Schools' Domestic Abuse in the Workplace
 - Capability Procedure for Teachers and Headteachers
 - Flexible Retirement for School Based Staff
 - Flexible Working Scheme for School Based Staff
 - Leave of Absence – Teaching / Non-Teaching



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10. Correspondence received

- I) Letter from the Welsh Dept (authorisation from Governors)
- II) Letter from Geography Dept (authorisation from Governors)

11. AOB

Date and time of next meeting

Annual Governing Body Meeting – Tuesday 12th September 2023 at 4.00 pm

Finance Committee Meeting – Thursday 19th October 2023 at 3.00 pm

Full Governing Meeting – Thursday 19th October 2023 at 3.00 pm

