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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

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**CEFN SAESON**  
**COMPREHENSIVE SCHOOL**

4<sup>th</sup> September 2023

Dear Governor,

**ANNUAL GOVERNING BODY MEETING**

The Annual Governing Body Meeting for Cefn Saeson will take place on Tuesday 12<sup>th</sup> September 2023, at 4.00 pm in the Headteachers Office.

The agenda for the meeting is overleaf.

Should you be unable to attend the meeting, can you please let me know as soon as possible on 01639 791307 or email me at [PowisA1@hwbmail.net](mailto:PowisA1@hwbmail.net)

If you are unable to attend you must submit your apologies to me please.

Yours sincerely,

Mrs Anthea Powis  
Clerk to the Governors





**Annual Governing Agenda – Tuesday 12<sup>th</sup> September 2023 at 4.00 p.m.**

1. Apologies for Absence
2. To elect a Chairperson for the Academic Year 2023/2024
3. To elect a Vice-Chairperson for the Academic Year 2023/2024
4. To discuss Committee Membership for 2023/2024 and Terms of Reference.  
Terms of Reference are available to view on Cefn Saeson Internet.
5. Declaration of Business Interests – Attached and can be printed if necessary
6. Policies to adopt
  - i) Attendance and Punctuality Policy
7. Update on Results and Estyn
8. Sub Committees for the Post Inspection Plan to stay for an extra 30 minutes at the end of the AGM

