

# Lockington CE VC Primary School



## Minutes of, and papers considered at, meetings of the governing body and its committees.

Effective Date:	2017, 2020 (V2), 2023 (V3)
Date Reviewed:	Summer 2023
Date Due for Review:	Summer 2026
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Approved By:	Governing Body

### 1. Introduction

The Governing Body will adhere to The School Governance (Procedures) (England) Regulations 2003 with regard to minutes, papers and documenting meetings of the Governing Body. The school encourages the Governing Body to meet at least once per school term as a minimum but more meetings may be arranged depending on the agenda.

### 2. Responsibilities

The clerk (or the person appointed to act as clerk for the purpose of the meeting) shall ensure that minutes of the proceedings of a meeting of the Governing Body are drawn up and signed by the chair of the next meeting. The Governing Body shall, as soon as reasonably practicable, make available for inspection; a copy of the agenda for every meeting, the signed minutes of every such meeting and any report or other paper considered at any such meeting.

### 3. Content and Purpose of Minutes

#### Purpose

Minutes are an historical record and formal evidence of governance, a record of the governing body's decisions, and reasons for those decisions, and give authority to decisions. They are vital to the success of the meeting acting as a reminder to participants to achieve necessary outcomes. They also give those who did not attend an idea of what was decided in their absence. These documents can demonstrate to stakeholders and external bodies such as OFSTED evidence of leadership and good governance to support the school self-evaluation for the judgements made in OFSTED Inspections. Financial Management Standards in Schools have also placed responsibilities on the clerk for recording specific decisions.

Minutes could be questioned as evidence for claims of litigation which may be dependent upon the governing body's decision making. Fulfilling these functions in one document is a demanding task and places an important and responsible role on the clerk.

#### Content

- Heading – Name of GB or committee, date and where the meeting was held
- Those present:  
Governors listed alphabetically  
Associate members,  
In attendance  
Clerk
- Apologies (and in Full Governing Body Minutes governors' acceptance of apologies). Every member of the governing body should be accounted for split between, those present, those apologies received from and those absent.
- Declarations of any 'interests' – governors should have an opportunity at every meeting to declare any 'interest' to an item on the agenda.
- Approval of previous minutes – this section enables governors to approve or make any amendments to the minutes.
- Matters arising/progress update on action points – This can sometimes be a chaotic section of the meeting, minutes should not be re-read/discussed but enable a report back on progress of action points, and general updates. Use the status of the action when minuting matters arising. i.e. completed, in hand, in hand with deadline date, or reason for lack of action or future actions.
- Committee/governing body business. Evidence of discussions, decisions, action to be taken, by whom and by when, of governing body responsibilities such as:
  - Discussions and agreement of the H&S Policy which must be reviewed annually
  - Discussions and agreement of the Finance Policy which must be reviewed annually
  - Evidence of ratification of the annual Budget as appropriate and a copy of the budget sheet attached (either in the FGB minutes or the finance committee minutes if this has been delegated)
  - Evidence of discussion of monitoring the termly budget and monitoring reports attached. Financial decisions and reasons
  - Evidence of governors' overview of school financial procedures and budget trails
  - Discussions and agreement of policies and agreed review cycle dates (make sure that

- policies are signed and dated by the head-teacher chair of governors and contain a review date)
- Evidence of governors responsibilities for pay, performance staffing procedure (delegated to headteacher)
- Work of Performance Management. Evidence of ratification of the head-teacher's pay review
- Evidence of governance/action which demonstrate the governing body's strategies for pupil achievement and school improvement priorities, critical friend and accountability roles. i.e. making decisions/suggestions. Discussions about SIP, successes and
- Confidentiality – Decision on any items of confidentiality. Only the governing body/committee decides what is confidential. Governors business is intended to be open and all papers can be seen by members of the public on request with the exception of those items considered to be confidential.
- Dates of future meetings
- Signature once agreed and accepted of Chair and also each page initialled. Minutes should record the key points in a fair and balanced way and clearly record the decisions and actions taken.

#### **4. Good Practice**

Although sufficient notes are needed it is not always possible or necessary to take detailed notes. Avoid the pitfall of writing everything that is said down. Instead note the topic discussed and points raised that are of concern, the decision and action to be taken.

Each minute should show confirmation of how the discussion ended i.e. Action, no decision taken, deferred to next meeting, referred to for etc.

- Maximise understanding by reading papers before the meeting
- Recognise what is to be achieved from an item
- Take sufficient notes – use bullet points, note what the person is talking about and the message, the decision and the action.
- Clarify any points of discussion that you are not clear about – Anything not understood is better clarified at the meeting than later. If interrupting is not appropriate note what it is
- i.e. John talking about the IT problem that caused the crash. Facts and figures can be clarified after the meeting
- Have clear understanding of any points that require action.

#### **5. Safeguarding and Confidentiality**

Generally, minutes taken at the meeting of the Governing Body will be the school and Governing Body will take steps to ensure that information, when necessary, is kept confidential. This is when material relates to:

- A named person who works, or who it is proposed should work, at the school; or
- A named pupil at, or candidate for admission to, the school; or
- Any other matter that, by reason of its nature, the governing body is satisfied should remain confidential.

## 6. Review

This policy will be reviewed during the Summer Term 2023.

Person responsible: Headteacher

Date reviewed July 2020

Signed:  (Headteacher)

Signed:  (Chair of Governors)