

Minutes of Governing Body Meetings

Christ the King RC Primary School



We believe this policy relates to the following legislation:

- Education Act 1996
- Education Act 2002
- Education Act 2005
- Government of Maintained Schools (Wales) Regulations 2005
- Education and Inspections Act 2006
- School Governance (Constitution) (England) Regulations 2007
- School Governance (Constitution) (England) Regulations 2012
- School Governance (Federations) (England) Regulations 2012
- School Governance (Roles, Procedures and Allowances) Regulations 2013
- School Governance (Constitution and Federations) (England) (Amendment) Regulations 2014

The following documentation is also related to this policy:

- Governors' Handbook: For Governors in Maintained Schools, Academies and Free Schools (DfE)
- The Constitution of Governing Bodies of Maintained Schools: Statutory Guidance for Governing Bodies of Maintained Schools and Local Authorities in England (DfE)

We are aware that the minutes are the official record of the main matters discussed during a meeting of the Governing Body or committee and of any decisions taken. The Clerk to the Governing Body is responsible for drawing up the minutes.

Following procedure the minutes must be approved by the Governing Body or committee at the next meeting and signed by the Chair.

We understand that we have an obligation under the Freedom of Information Act to make available information on request depending on whether the Governing Body considers such information is deemed to be confidential under the Act.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- To ensure that the minutes taken by the Clerk are a true written record of a meeting and correspond with the governors' recollection of what went on at that meeting.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a Clerk to the Governing Body;

- the responsibility for ensuring all Governing Body meetings and sub-committees are clerked;
- responsibility for approving the minutes of the Governing Body;
- responsibility for ensuring all minutes are readily available on request;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Approval of the Minutes

In order to establish whether the minutes are a true record of the last meeting, there will be a proposer and a seconder to confirm this.

The Chair of the Governing Body, or the committee Chair, always signs the minutes after their approval by the Governing Body or committee at the next meeting.

Availability of Minutes

All minutes will be made available to any interested person.

Minutes Agenda and Other Documentation

We will make available to any interested person the minutes, agenda and other documentation for the next meeting.

Confidentiality

We will make every effort to maintain the confidentiality of any one named in the minutes.

Matter Arising from the Minutes

At each meeting the Chair will go through the minutes of the previous meeting and governors can query or ask for further information on any item in those minutes.

Governance

See Governance Policy with LEA.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus;
- the school website;
- the Staff Handbook;
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- school events;
- meetings with school personnel;
- communications with home such as weekly newsletters and of end of half term newsletters;
- reports such as annual report to parents and Headteacher reports to the Governing Body;
- information displays in the main school entrance.

Training

All governors:

- have equal chances of training;
- receive training on induction which specifically covers:
 - all aspects of this policy;
 - the Role of the School Governor;
 - equal opportunities;
- receive periodic training so that they are kept up to date with new information;
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

- Governors
- Governance
- Instrument of Government

Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Headteacher and the nominated governor and the necessary recommendations for improvement will be made to the Governors.