



Lunsford Primary School – Policy header

A journey of success and excellence

Policy: Minutes of and Papers Considered at Meetings
of the Governing Body and its Committees

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Date to be reviewed: Sept 2026

Review period for this policy: Every 3 years / immediately if change required

Minutes of and Papers Considered at Meetings of the Governing Body and its Committees

Lunsford Governing Body accepts responsibility for ensuring the minutes of any Governing Body meeting or any sub committees must be recorded accurately as an official record of the meeting. Below sets out the key requirements followed by the FGB (Full Governing Body).

Minutes are a historical record and formal evidence of governance, FGB decisions and reasons for those decisions.

Responsibility for taking the minutes:

Regulations 2013 state that the clerk to the governing body, or the person appointed to act as clerk for the purpose of the meeting, are responsible for taking minutes.

The clerk must also ensure they are signed by the chair at the next meeting, subject to them being approved by the governing body.

Any agendas, previous minutes and any supporting documents are stored on the Lunsford Governor section of the GovernorHub website and available to all parties 5 working days prior to the meeting unless advised by Chair of Governors.

Content of the minutes:

The Articles of association provide details on meeting, format, number of attendance, voting structures etc. The aim of this document is to provide guidance on Minutes of, and papers considered at meetings of the governing body and its committees.

Minutes do not have to be a complete record of everything that was said and who said it. They should, however, provide a true record of:

- The important facts and discussion
- The agreed actions/decisions taken by the governing body (including details of any vote)
- Who is responsible for implementing the agreed action/decisions taken
- The date/timescale for the implementation of the agreed action/decisions taken

Minutes of meetings are recorded to ensure the FGB can demonstrate effective governance to key stakeholders and external bodies (such as Ofsted). They should contain clear language and any acronyms written in full in the first instance in each set of minutes.

Confidential minutes:

Decision on any items of confidentiality are noted with the main set of minutes. Only the governing body/committee (not the clerk, chair or head) decides what is confidential. Governors business is basically 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. These details will be referred to as Confidential Minutes and minuted on a separate document and printed on separate paper with a confidential watermark.

Filing of minutes:

Minutes are for as long as indicated by record storage arrangements in the DFE Governor Handbook and any reports that are mentioned are attached or within the filing system. The electronic copy is stored on the Lunsford Governor section of the GovernorHub website and the paper copy in the lockable Governor cupboard in school.

Approving the minutes:

The draft minutes are produced shortly following the meeting and are issued to the Chair and Headteacher). These are commented on by Chair with factual data being corrected by Headteacher and revised by Clerk before issuing out to the rest of the Governing Body for approval.

These are then e mailed to governors and included within the agenda papers for the next meeting. The Governing Body members take responsibility for reviewing each set of minutes and feeding back any required changes and challenges before approval at the next FGB.

Once approved by the FGB, the Chair will sign a copy to confirm these were an accurate reflection of the meeting and agreed by all. A copy is put in for filing and another copy provided to the school.

Minute check list:

Headings	Yes	No
Include name of School?	√	
Include title of meeting?	√	
Include date of meeting?	√	
Name of those attending – able to differentiate who were governors, associate members, the clerk or others in attendance?	√	
Are apologies together with any acceptance by the Governing Body recorded and absences without apologies recorded?	√	
Is timed attendance noted (if arrive late or leave early)?	√	
Statutory tasks		
Appointment of clerk, chair or vice chair	√	
Membership items, notice of vacancies, new members	√	
Annual review of committee structure and delegation (TOR)	√	
Any variations to the Instrument	√	
Governors opportunity to declare any personal interest	√	
Evidence of good governance		
Governors are made aware of the progress made by different groups/key stages/curriculum areas of within the school?	√	
Evidence of governors' strategic role and understanding of the school's strengths and weaknesses?	√	
Evidence of governors monitoring and evaluation and challenge of the senior leadership team (in a positive and constructive manner)?	√	
Governors' acknowledgment of success of the school, staff and pupils?	√	
Governing bodies or committee involvement in formulating, promoting, monitoring and evaluating policies?	√	
Reports are presented to the governing body by both governors and the senior leadership team?	√	
Discussions and monitoring of the budget referenced to the strategic planning priorities?	√	
General		
Are acronyms given in full first time used?	√	
Are the minutes clear, written in plain English, unambiguous and easy to follow?	√	
Are any decisions clearly identified?	√	
Are the actions points clearly identified?	√	
Are actions clearly assigned to individuals/groups and timescale recorded?	√	
Could a reader not on the governing body understand the business of the meeting?	√	
Can items be tracked from the agenda to the minutes and from meeting to meeting?	√	
Will minutes stand up to scrutiny in a court of law?	√	
Does the choice of font type, size and general formatting help governors access the information quickly?	√	
Has consideration been given to decide on items of confidentiality?	√	
Is the signature of the chair and date included at the end and all loose leaved pages initialled?	√	
Are loose leave pages numbered (1 of 3, 2 of 3 etc)?	√	

