

Beaver Road Primary School

Minutes of Governing Body Meetings

Date	Review Date	Coordinator	Nominated Governor
January 2016	January 2017	Chair of Governors	Deputy Chair of Governors

We are aware that the minutes are the official record of the main matters discussed during a meeting and of any decisions taken.

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 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;

Beaver Road Primary School

- 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 are available on the School website.

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

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- School events
- meetings with School personnel

Beaver Road Primary School

- communications with home such as newsletters
- reports such as reports to the Governing Body
- information displays

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.

Headteacher:		Date:	
Chair of Governing Body:		Date:	