

## Beaver Road Primary School

### Minutes of Governing Body Meetings

Date	Review Date	Coordinator	Nominated Governor
January 2017	January 2018	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;

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

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- 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)

### Links

▪ Governors	▪ Governance	▪ Instrument of Government
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### 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.

<b>Headteacher:</b>	David How	<b>Date:</b>	30/01/2017
<b>Chair of Governing Body:</b>	Paul Barker-Matthews	<b>Date:</b>	30/01/2017

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### Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
<b>Minutes of Governing Body meetings</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>		✓	

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
		Y	Y	Y			Y

Question	Equality Groups															Conclusion													
<b>Does or could this policy have a negative impact on any of the following?</b>	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'				
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS			Y	N	NS
		✓			✓			✓			✓			✓			✓			✓			✓			✓			✓
<b>Does or could this policy help promote equality for any of the following?</b>	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'				
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS			Y	N	NS
	✓			✓			✓			✓			✓			✓			✓			✓			✓				✓
<b>Does data collected from the equality groups have a positive impact</b>	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'				
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS			Y	N	NS

### School Policy for Minutes of Governing Body meetings

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on this policy?	✓			✓			✓			✓			✓			✓			✓			✓
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<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date

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### Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed				
• Policy in line with current legislation				
• Coordinator in place				
• Nominated governor in place				
• Coordinator carries out role effectively				
• Headteacher, coordinator and nominated governor work closely				
• Policy endorsed by governing body				
• Policy regularly discussed at meetings of the governing body				
• School personnel aware of this policy				
• School personnel comply with this policy				
• Pupils aware of this policy				
• Parents aware of this policy				
• Visitors aware of this policy				
• Local community aware of this policy				
• Funding in place				
• Policy complies with the Equality Act				
• Equality Impact Assessment undertaken				
• Policy referred to the School Handbook				
• Policy available from the school office				
• Policy available from the school website				
• School Council involved with policy development				
• All stakeholders take part in questionnaires and surveys				
• All associated training in place				

### School Policy for Minutes of Governing Body meetings

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• All outlined procedures complied with				
• Linked policies in place and up to date				
• Associated policies in place and up to date				
<b>A statement outlining the overall effectiveness of this policy</b>				