

Governor Meetings – Agenda/Minutes Protocols

During the meeting:

Statutory Items: The Chair and Clerk will ensure that all statutory items are covered quickly and clearly, and in accordance with the agenda. Any matters **not** related to an item on the agenda are **not to be raised** unless it is a matter which could affect the day-to-day operational running of the school/academy.

- Apologies – absence is either consented or not consented
- Declaration of Interest
- Membership – any changes or end of term of offices to be noted
- Minutes approval – an accuracy check – normally very brief
- Matters arising/actions check – not considered until after the approval is agreed, and only items NOT covered within the main agenda.

Confidential items: these items will be decided on in the meeting if not identified in advance.

The Chair: the Chair leads the meeting and will focus discussion to ensure that all governors have the opportunity to contribute whilst moving business efficiently.

The Clerk: the Clerk is the minute taker, but also will intervene via the Chair as required to ensure that all business is carried out in line with statute and best practice. To facilitate this, the Chair will usually sit with the Head on one side and the Clerk on the other. The Clerk is also available to give procedural advice on request.

Governors: governors have a responsibility to both support and challenge the school leadership. It is therefore their responsibility to contribute by asking questions to further their understanding and to seek explanation, and to make constructive suggestions. Business should be conducted in measured, professional language.

Papers: Except in rare circumstances, and only by consent of the board, papers **should not** be accepted if tabled in the meeting. Governors are expected to have read papers in advance so that they can use the meeting time in discussion and questioning rather than listening to presentations. Governors are encouraged to table questions in advance to the Headteacher and Chair, so that detailed answers can be given, enhancing the quality of discussion and accountability.

Minutes:

The Board have already accepted that their approved minutes are public. It therefore follows that the minutes should be fit for public consumption and should represent the board and the school professionally. Therefore it is proposed that:

- The minutes shall be recorded in neutral, professional, non-judgemental language.
- To allow robust discussion within the meeting, the detail of that discussion will not be recorded, but a brief summary.
- Governor questions and action points will be highlighted using the existing protocols.
- Actions will have the person responsible named.
- Questions will be recorded anonymously.
- Should any section of the minutes be of a confidential matter, this section will be removed from the public set of minutes and a separate, confidential set of minutes created. Please note, that the confidential minutes should be made available only when a Subject Access Request is made.