



Governing Board Minutes and Papers Policy

All meetings of the Governing Body of Broadlea Primary School and its sub-committees are supported by papers and documentation, to ensure it carries out its role effectively.

The Clerk to the Governing Body is responsible for compiling such documentation, which includes an agenda and any paper required for review. The Clerk is responsible for circulating the Agenda and all supporting papers to Governors as required, no later than seven days prior to the meeting and in accordance with the requirements of the Clerk's role.

For Full Governing Body meetings, all papers are circulated to all Governors. For sub-committee meetings papers are circulated only to those members of the committee. Copies are available to any other Governor as requested to the Clerk.

The Clerk is also responsible for taking minutes of each Full Governing Body and Sub-Committee meeting.

All papers, agendas and minutes generated by the Clerk are saved electronically by the Clerk. The Clerk holds such electronic copies on behalf of the Governing Body and will relinquish copies to the Governing Body as requested. In the event that the Clerk's contract terminates, all electronic copies will be relinquished to the Governing Body for future reference or use by the Governing Body.

In addition to electronic copies, paper copies of all agenda and minute documents are held in either the **Full Governing Body (FGB)**, the **Resources** or the **Standards and Wellbeing** files. These are all placed on a shelf adjacent to the headteacher's office, and available to all Governors to view on the school premises. Copies should not be removed from this folder. In the event that copies are required a request should be made to the Clerk.

A **Governing Body Correspondence** file— containing all supporting documentation and correspondence is also stored in the same location.

A **Governors' confidential file** is held securely by the school's Administrator.

Where correspondence is received by the Clerk, (such as details of training courses from Governor Support Services) the Clerk circulates copies to each Governor. A copy is also saved in the Governing Body Correspondence folder. Correspondence from Governors themselves is stored similarly.

Communication:

To ensure that all Governors are informed about discussions and decisions in committees they do not attend, draft minutes are circulated for information as soon as they are ready.

Governing Body agendas and minutes, with the exception of Confidential Items, may be made available to any parent or member of staff in accordance with the Freedom of Information Publication Policy and the Charging Policy.

Signed

Chair of Governors

Date: 11 December 2015

Date of next review: Autumn 2018