



Governing Board

Minutes and Papers Policy

November 2018

Policy Review

This policy was adopted and agreed by the Governing Board on 22nd November 2018 and will be reviewed in full by the Governing Board every 3 years.

It is due for review in the Autumn term 2021 (up to 3 years from the above date).

Signature _____ Headteacher Date: 22nd November 2018

Signature _____ Chair of Governors Date: 22nd November 2018

Revision Record

| Revision No. | Date Issued | Prepared By | Approved | Comments |
|--------------|---------------|-------------|----------|--------------------------------------|
| 1 | November 2018 | AS | FGB | Prepared from copy on school website |
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| 3 | | | | |

All the Governors and staff of Broadlea Primary School are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.

Governing Board Minutes and Papers Policy

November 2018



BROADLEA PRIMARY SCHOOL GOVERNING BOARD MINUTES AND PAPERS POLICY

All meetings of the Governing Board 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 Board 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 Board (FGB) meetings, all papers are circulated to all Governors. For 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 FGB and 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 Board and will relinquish copies to the Governing Board as requested. In the event that the Clerk's contract terminates, all electronic copies will be relinquished to the Governing Board for future reference or use.

In addition to electronic copies, paper copies of all agendas and supporting documents are held in the FGB files. These are all placed on a shelf in the admin area, 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 Board 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 Board correspondence folder. Correspondence from Governors themselves is stored similarly.

Communication:

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

Governing Board agendas and minutes, with the exception of confidential items, may be made available to any parent or member of staff in accordance with the Data Protection Policy and the Charging & Remissions Policy