

East Ravendale Church of England School
An Independent Primary Academy



Minutes of, and papers considered at meeting of the governing body and its committees Policy

<i>Document Name</i>	<i>Governor Minute and Documents Policy</i>
<i>Date Approved</i>	
<i>Approved by Head Teacher</i>	
<i>Approved by Chair of Governors</i>	
<i>Review Date</i>	<i>November 2017</i>

Section 1: Aim

The Articles of association provide details on meeting, format, number of attendance, voting structures etc. The aim of this document is to provide guidance on Minutes of, and papers considered at meeting of the governing body and its committees.

Section 2: Agenda

All meeting Agenda, are to follow the following guidelines

Mandatory Agenda Items:

1. Apologies
2. Declaration of Pecuniary Interests.
3. Minutes of last meeting.
4. Matters arising.
5. Review of any e-mail votes since last meeting.
- x. A.O.B

Format: The format as detailed in Appendix A should be used by all Committees.

Notice: The Agenda should be put in the shared area a minimum of 1 week before the meeting.

Responsibility: It is the responsibility of the Chair of Committee and Clerk to ensure this is achieved.

Section 3: Minutes

All meeting Minutes, are to follow the following guidelines

Format: The format as detailed in Appendix B should be used by all Committees. Key formatting notes are:-

- Individual Boxes are used for each Agenda Item
- Any Challenge to be highlighted in a yellow box
- Any Action to be highlighted in a green box
- Any Vote in a Red Box and it should detail
 - Proposal
 - Proposed by
 - Seconded by
 - In Favour
 - Against
 - Abstain

The minutes should have a watermark of Draft until formally approved at the next meeting.

- Notice:** All standard meetings are held on a Monday, Minutes are to be written up and provided to the Chair of the Committee for first Review by the following Monday. The Chair has until the end of the week (Friday) to comment, before they are loaded into the shared area COP Friday. All governors informed that they are available to read.
- Location:** The minutes will be put in the folder for the next meeting.
- Responsibility:** It is the responsibility of the Clerk to write up the minutes and the Chair of Committee to undertake the initial check.
- Signed:** All agreed documents must be signed by the appropriate Chair following the relevant meeting.

Section 4: Meeting Documents

- Format:** All documentation for meetings should follow the standard Format as can be found in the template area. Any Policy etc. documents should be watermarked as Draft until voted on by appropriate Committee.
- Notice:** Where at all possible all documents should be put in the shared area a minimum of 1 week before the meeting.
- Responsibility:** It is the responsibility of the Chair of Committee, Clerk and Head Teacher to ensure this deadline is met.

Section 5: Document Storage

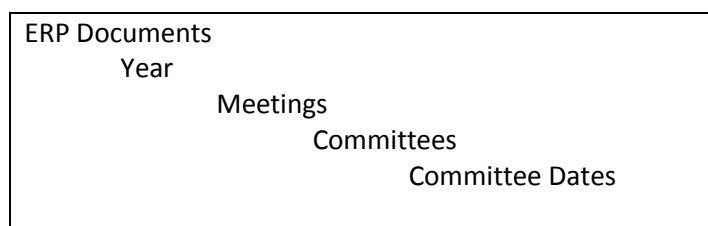
All Governor Documents will be stored in the Governor Shared Area, which is accessible by all Governors. The Chair, Vice Chair, Head and Office will have read/write access to these areas, all other governors will have read access (*this is just to remove risk of accidental file deletion*). Should any Governor want any file uploading they can be sent to one of the people mentioned above.

When documents are added an e-mail will be sent to the Governors to ensure they are all aware

Part A and Part B minutes will be stored in this area but only Part A made available on-line. All Part B minutes are available to all Governors via the School Office.

Section 6: Document Structure

The document structure is:-



Section 6: e-mail Notification

It is vital that all members of the Governing Body have access to the Agenda and documents not just those in the relevant Committee. For this reason when documents are uploaded for meetings, the Clerk or Chair of Committee will e-mail all governors with the Following e-mail format.

e.g.

On Monday 30th November we have the FGB AGM, all documents for this meeting can be found in

[ERP Governor Documents\2015 2016\Meetings\Full Governing Body\A 30-11-15](#)
