

Minutes of, and papers considered at, meetings of the Governing Body and its Committees Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2016	Dec 2017	Resources Committee	Governing Body	Steven Lock

We at The Devonshire Hill Nursery and Primary School are aware that the minutes are the official record of the main matters discussed during a meeting of the Governing body or committee and of any decisions taken. The clerk to the governing body is responsible for drawing up the minutes.

Following procedure, the minutes must be approved by the Governing body or committee at the next meeting and signed by the Chair.

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 and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

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 the website;
- 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;
- 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 after approval

All minutes will be made available to any interested person, however sensitive information, for example, where an individual is named will be redacted.

Part one of the minutes of the Full Governing Body and its Committees shall be available on the school's website once approved.

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

Rising Awareness of this Policy

We will raise awareness of this policy via:

- The school website;
- The Staff Handbook;
- 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 weekly newsletters and of end of half term newsletters;
- Reports such annual report to parents and Headteacher reports to the Governing Body;
- Information displays in the main school entrance.

Training

All governors:

- Have equal chances of training;
- Receive training on induction which specifically covers:
 - All aspects of this policy;
 - The Role of the School Governor;
 - Equal opportunities
- Receive periodic training so that they are kept up to date with new information;
- Receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

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.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link 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.

This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Tuesday 20th December 2016.