



# Featherstone Primary School

## Minute Procedures and Record Keeping Policy

**Governing Board approval date:** 10.01.23

**Monitoring, evaluation and review:** Every three years

### **The Purpose of the Policy:**

The purpose of the Policy is to define the statutory requirements concerning minutes and associated paperwork relating to all meetings of the Governing Board.

### **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 proceedings at that meeting.
- To work with other schools and the Local Authority to share good practice in order to improve this Policy.

The Governors at Featherstone Primary School are aware that the minutes are the official record of the main matters discussed during meetings of the Full Governing Board and Committees and of any decisions taken. The Clerk to the Governing Board is responsible for drawing up the Minutes.

Following each meeting the minutes must be approved by the Governing Board or respective Committee at the subsequent 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, unless the Governing Board considers such information is deemed to be confidential. In such circumstances, the sensitive information will be retained as a separate record for restricted viewing at the Governors' discretion.

### **Responsibility for the Policy and Procedure:**

The Governing Board has:

- Responsibility to appoint a Clerk and ensure that all Governing Board Meetings and Committee Meetings are clerked.
- Delegated powers and responsibilities to the Head Teacher 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.
- Responsibility for ensuring this Policy and all policies are maintained and updated regularly.
- Responsibility for ensuring all policies are made available to parents.

**Minutes, Agenda and Other Documentation:**

We will make available to any interested person, the Minutes and Agenda for the next meeting.

**Confidentiality:**

We will make every effort to maintain the confidentiality of anyone named in the minutes.

**Matters 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 within reasonable time constraints.

**Training:**

All Governors will have equal opportunities for training and receive training on induction which specifically covers all aspects of this Policy, Equal Opportunities and The Role of the School Governor.