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# Lanesend Primary School

## Governing Body Minutes Policy

### School Governors Policy

Signed: ..... Date:  
(Headteacher)

Signed: ..... Date:  
(Chair of Governors)

**Review Date:** November 2018 (Every 3 Years)  
**Reviewed By:** Full Governing Body

# Lanesend Primary Governing Body Minutes Policy

## Statement of Intent

Our school vision is to provide a personalised education in a safe environment promoting self-discipline, motivation and excellent in learning, through which we will develop together as life-long learners and socially responsible citizens”

From this comes our school motto: Love Learning:

## Purpose of Minutes

Minutes are an historical record and formal evidence of governance. They are a record of the reasons and authority for the governing body’s decisions. They are vital to the success of the meeting activity as a reminder to participants to achieve necessary outcomes. They also give those who did not attend an idea of what was decided in their absence.

Lanesend Primary School’s policy is to ensure that Governors have access to an accurate record of all discussions and decisions so that they can demonstrate to stakeholders and external bodies evidence of leadership and good governance.

The Clerk to the Governing Body must ensure that minutes are drawn up, approved by the Governing Body and are signed by the Chair at the next meeting. The minutes are the official record of the Governing Body’s meeting and its decisions.

Every Governing Body meeting and meeting of a committee with delegated powers must be minuted.

For legal reasons, if there were any dispute about what the governing body had decided, the minutes are regarded as the true and authoritative record of what business was undertaken and what decisions were made.

For practical reasons, the governing body needs to record decisions from one meeting to the next, as a record of progress and as a way of not re-visiting the same issues and decisions.

## **Minutes should be:**

- Accurate, giving a true record of what occurred.
- Clear and unambiguous, so that they are not open to differing interpretations
- Structured consistently, so that they are easy to read
- Brief Summaries of discussions and decisions rather than verbatim reports
- Actions will be tabled and printed in red. All actions will be reported on and dated when completed.

The main points of discussion and any action agreed on a committee report should be recorded in the minutes.

All papers distributed before or after the meeting should be filed with the minutes by the Clerk in the files kept within the Governor's cupboard and a cope kept with the clerk.

The rules applying to minutes of Governing Bodies also apply to committees with delegated powers.

### **Distribution**

Draft minutes should be checked by the Chair and Head teacher as soon as possible after the meeting and then circulated to the Governors within one week of the meeting. Minutes will be made available on the school's website in PDF format and are marked with a confidential watermark.

### **Approval**

The minutes must be formally approved at a full meeting of the governing body. Governors can challenge their accuracy and have them amended by a resolution passed by a majority of the governors present. Once approved and signed, a copy must be available, apart from confidential items, for inspection in the school at all reasonable times. This copy shall be filed by the Clerk in the appropriate folder where the minutes are stored.

### **Confidential Minutes**

The governing body can decide which items it discusses should be confidential. These are often matters where an individual is named. These items are minuted separately, usually identified on the agenda and on coloured paper when the confidential matter was discussed, though others may have right of access under freedom of information legislation. In some cases, Governing Bodies allow access to confidential minutes to members of committees who were unavoidably absent when the matter was discussed in order that they should be fully briefed should any further discussion follow.