**Governing Body – Shenfield High School**

**Proposal**

**FGB and Committee Meetings – Standardised Minutes Checklist for Committee Chairs**

Use this to help you check over the minutes, after they’ve been sent to you by your Committee Clerk for approval. It will help you spot errors and be sure your clerk hasn’t missed anything out.

| what to look for |
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| ☐ | Date and time of the meeting is accurate  |
| ☐ | Quorum is noted, and the figure for when the meeting is quorum is correct  |
| ☐ | There are no typos or grammatical errors |
| ☐ | The facts are correct and the minutes are an accurate representation of the meeting |
| ☐ | The minutes are coherent and easy to follow |
| ☐ | Challenge from governors is clearly recorded. Questions highlighted are genuine challenge, not just clarifications or requests for more information |
| ☐ | Decisions are clearly recorded |
| ☐ | Actions are clearly recorded, and it’s clear who is responsible for them and the deadline |
| ☐ | Confidential minutes are clearly marked and are separate to the public minutes |
| ☐ | Any acronyms have been used correctly and it’s clear what they’re referring to |
| ☐ | Has the clerk asked for clarification of any points, and have I provided it? |