**Governing Body – Shenfield High School**

**Proposal**

**FGB and Committee Meetings – Standardised Minutes**

Background

The Governing Body is the school’s accountable body – it has overall responsibility for the success of the School. It is responsible for the conduct of the school and for promoting high standards. To fulfill this responsibility, detailed challenge and support work is carried out via a number of sub-committees.

Each Committee has a Terms of Reference document detailing its purpose.

Each Committee is assigned a Clerk to take and distribute meeting notes.

With different Clerks responsible for each committee and FGB, there is sometimes lacking a consistency of approach to minute taking.

The Governing Body would like to introduce a standardised approach to minute taking and production. This will ensure that the detailed challenge and review of each committee and FGB is clearly demonstrated, and all decisions made, and the rationale behind them, are easily articulated.

Proposal

All Committee Clerks and the FGB clerk (governance professional) will follow the same template to produce minutes (attached).

The template has been produced in line with the best practice template produced by The Key for School Governors.

All meetings are recorded to assist the Clerk with minute production and will be stored securely on the school computer system in line with GDPR protocols.

Draft minutes will be circulated in the first instance to the Chair of the relevant Committee or Chair of FGB for review. Once the Chair has reviewed and, where relevant, amended, the minutes will then be circulated to the Committee members or all governors in the case of for review and formal approval at the next Committee or FGB meeting before final sign off by the relevant Chair.

Should there be any query over the content of minutes, and at the discretion of the Chair, Governors can request the opportunity to listen to meeting recordings. Again, this will be subject to GDPR protocols.