**Governing Body – Shenfield High School**

**Proposal**

**FGB and Committee Meetings – Standardised Minutes Template**

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| Meeting of: | Full governing board/board of trustees/[type of]committee meeting |
| Date and time: |  |
| Present: | List the names and roles of those present |
| Apologies: | List the names and roles of those who have sent apologies |
| Consent to absence: | Where the governing board consents to a governor’s absence, note that here (sending an apology is a courtesy, and doesn’t necessarily mean the board will consent to their absence) |
| Others in attendance: | List the names and roles of anyone present who isn’t a member of the governing board  If pupils are present, don’t use names but include a general line e.g. “4 pupils from the student council” |
| Quorum: | Insert the number necessary for the meeting to be [quorate](https://schoolgovernors.thekeysupport.com/uid/b925b90a-1a87-438d-952b-3caedf862eaa/) |
| Quorum met: | Yes/No |

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| No | Agenda item  Copy in the agenda item e.g.:  Review attendance figures for the past academic year | Action |
|  | **Discussion and challenge**  Write notes here to record the:   * Facts of the discussion * Challenge provided by governors, including questions asked – you may want to highlight this in bold or a different colour   E.g.:  Q. [name] asked why we think the figures for persistent absentees are higher than the national average, and what can we do about it.  The headteacher responded by saying…. |  |
|  | **Actions and deadlines**  Make sure you’re clear who will carry out each action and by when, e.g.:   * The headteacher and pastoral lead will review the attendance policy by 29 May, for approval by the standards committee at the meeting on 12 June |  |
|  | **Decisions made**  Use short, clear sentences to set out if a vote was taken, and the outcome, e.g.:   * It was agreed by a majority of governors that… |  |

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| No | Agenda item | Action |
|  | **Discussion and challenge** |  |
|  | **Actions and deadlines** |  |
|  | **Decisions made** |  |

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| No | Agenda item | Action |
|  | **Discussion and challenge** |  |
|  | **Actions and deadlines** |  |
|  | **Decisions made** |  |

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| No | Agenda item | Action |
|  | **Discussion and challenge** |  |
|  | **Actions and deadlines** |  |
|  | **Decisions made** |  |