

Governors Meeting Protocol

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- The Governing Body works as a fully inclusive team.
- The Governing Body remembers that the primary focus of the Senior Leadership Team and all staff is to the pupils of the school.
- The Chairs run their meetings to the agreed agenda and ensure that everyone can become involved, but no one dominates a meeting.
- If consensus cannot be reached the chair will call time, clarify the issue and call for a vote - the decision will then be recorded as agreed by a majority. As a corporate body this decision is final and there will be no further discussion on the matter and governors will accept the decision and will not discuss it further with other governors outside the meeting.
- As clarified by HCC Governor Services 'The minutes of any GB meeting are designed to be a summary of the discussions with the agreed action points and not a verbatim account of the meeting. Governors should always refer to the agreed minutes as the GB record of the meeting. There is the opportunity at every future meeting to rectify any concerns or points of clarification before the minutes are agreed as the formal record'.
- As clarified by HCC Governor Services any personal notes of a meeting in paper or digital form should only be retained until the minutes of the meeting are approved. At that point, in the same way as scribble notes, the recording should be deleted. Governors should always refer to the agreed minutes as the GB record of the meeting
- As has been the agreed practice of this GB for many years, agendas and documentation for all meetings should go out 7 days before the date of the meeting. If some documentation will not be available until nearer the meeting, governors are warned at the time the agenda goes out.
- If the agenda or accompanying documentation raises a question for the Senior Leadership Team or other member of the Governing Body it should be asked by email in advance to allow them time to prepare a full answer.
- In developing policies, we should first establish if the policy is necessary and benefits the pupils, staff and school. If the consensus is yes, we must strive to make them as concise and easy to implement as possible. Our responsibility then should turn over time to reviewing the policy in action to ensure it is 'fit for purpose'.
- All governors will operate within the Governing Body Code of Conduct as laid out by the National Association of Governors.