# PROMOTING POSITIVE OPPORTUNITIES FOR ALL

***BRIGHSTONE C.E.***

## PRIMARY SCHOOL

******

**Minutes of, and papers considered at, meetings of the governing body and its committees Policy**

**Date Agreed: September 2016**

**Review Date: September 2019**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chair of the Board of Governors**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Revision No. | Date Issued | Prepared By | Approved | Comments |
| 1 | 13.09.16 | JW | FGB | New Policy |

*All the governors and staff of Brighstone CE Primary School are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.*

**The Purpose of the Policy:**

The purpose of the policy is to define the statutory requirements concerning minutes and papers of governing body meetings

**Rationale and statutory content**

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, which came into force on 1 September 2013, give governing bodies the statutory responsibility on their roles and functions.

### Minutes and papers of governing body meetings

1. The clerk to the governing body (or the person appointed to act as clerk for the purpose of the meeting in accordance with regulation 10(3) of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013) must ensure that minutes of the proceedings of a meeting of the governing body are drawn up and signed (subject to the approval of the governing body) by the chair at the next meeting.
2. The governing body must, as soon as reasonably practicable, make available for inspection by any interested person, a copy of—
	1. the agenda for every meeting;
	2. the signed minutes of every such meeting;
	3. any report or other paper considered at any such meeting.
3. The governing body may exclude from any item required to be made available in pursuance of paragraph (2) any material relating to—
	1. a named person who works, or who it is proposed should work, at the school;
	2. a named pupil at, or candidate for admission to, the school; or
	3. any other matter that, by reason of its nature, the governing body is satisfied should remain confidential.