



CHILMARK
FONTHILL BISHOP

**Chilmark & Fonthill Bishop CofE VA
Primary School**

Scheme of Delegation

2016/2017

Signature: (Chair of Governors)

Date approved by FGB:	12 th September 2016
Interim Review:	20 th March 2017
Review date:	1 st September 2017
Responsible:	Full Governing Board

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INTRODUCTION FOR SCHEME OF DELEGATION CHILMARK AND FONTHILL BISHOP PRIMARY SCHOOL

WHAT IS A SCHEME OF DELEGATION

This scheme has been approved by the Full Governing Board (FGB) on 12th September 2016.

Negotiated and reviewed annually at the first meeting in each academic year, the Scheme of Delegation sets out clearly the responsibilities and extent of authority delegated to committees, working parties or individuals acting within the framework of the policies formulated by the Governing Board. It clarifies who does what - especially in relation to the Head (HT) and the Governors.

It should provide clarity about roles and responsibilities and promote effectiveness. It also demonstrates to Ofsted Inspectors how the Governing Board organises its work.

Governors consider what committee structures are appropriate for our school and create balanced committee teams by considering the wishes, strengths and skills of individuals and matching them to the relevant committee.

Statutory committees are as follows

- Staffing Panel
- Staffing Appeals Panel
- Pupil Discipline Committee
- Complaints Committee
- Head Teacher Performance Management (inc. Teachers Pay) Panel

In addition to the two statutory committees, currently the FGB has decided on two committees:

- Curriculum & Staffing
- Finance and Premises

The FGB also has a working group covering:

- PR and Marketing

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ROLE AND TERMS OF REFERENCE OF THE FULL GOVERNING BOARD

Governors have three keys roles:

- To provide a strategic view
- The act as a critical friend
- To ensure accountability

Provide a Strategic View

The FGB has important powers and duties but limited time and resources, so it focuses on helping to decide the school's strategy for improvement so that its pupils learn most effectively and achieve the highest standards. The FGB listens to advice from the HT before taking its own decisions. There is an understanding of the distinction between strategy/broad policy and the implementation of detail so that governors are neither overwhelmed with excessive data, nor feel left out of decisions. To this end the HT provides a full report at terms 2/4/6 to the FGB, distributed beforehand for appraisal and comments where appropriate, followed by discussion in open forum. At alternative meetings, a verbal report is presented.

The School Improvement Action Plan (SIAP) that encompasses the post Ofsted exit plan, along with agreed policies, will generally provide the strategic framework. The FGB monitors progress using agreed arrangements and appoints a responsible Governor for evaluating that progress. Named persons take responsibility for monitoring all aspects of the SDP. Governors have agreed with the HT and the staff a programme for visiting the school to speak to subject leaders. There is also regular feedback to the Teaching and Learning Committee by subject leaders on aspects of the curriculum and progress towards targets.

The HT may delegate aspects of policy making, and should lead on writing the majority of policies but the FGB must always be in receipt of all the information necessary to ratify those policies. The HT is responsible for leading the school towards the set targets and for discharging many responsibilities on the FGB's behalf, as well as discharging responsibilities imposed directly on him by way of this Scheme of Delegation.

The HT gives the FGB enough information for governors to feel confident that those responsibilities have been met. The FGB makes sure they get enough information to allow them to check on Chilmark and Fonthill Bishop's achievements and progress in comparison to other schools both locally and nationally.

Act as a Critical Friend

The FGB exists to promote the interests of the school and its pupils. It offers support, constructive advice, a sounding board for ideas, a second opinion on proposals and help where needed. It is critical in the sense of its responsibility for monitoring and evaluating the school's effectiveness, asking challenging questions, and pressing for improvement. A critical friend may also seek information, improve proposals and seek to arrive at the best solution.

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Ensure Accountability

The FGB is responsible for ensuring good quality education in the school. Governors have a right to discuss and question but they should always respect the professional roles of the HT and staff in their management of the school. In its turn the FGB is accountable, and is prepared to explain its actions and the school's overall performance to anyone who has a legitimate interest, e.g. the Local Authority, parents and the wider community.

In formulating the Scheme the FGB considers all the powers and responsibilities that will be exercised and decides if and to whom they will be delegated and what day to day management powers will be delegated to the HT.

The Scheme is published, making it accessible to all governors, staff, School Improvement Partner, auditors and Ofsted Inspectors

At the beginning of each academic year the Scheme is reviewed to take account of any changes in the school, new governors and any changes to the committee structure.

In the absence or incapacity of the HT, the delegations stand delegated to the DHT unless otherwise directed or agreed by the FGB.

Instead of exercising their delegated powers, a nominated post holder or committee may refer the matter to another appropriate committee or to the FGB.

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Full Governing Board Terms of Reference

Governing Body's key purpose

Ensure that the school provides the best possible education for all pupils

Quorum

The quorum for any Full Governing Board meeting is one half of the membership of the governing body (rounded up and excluding vacancies).

Chairing/Clerking Arrangements

Meetings will be chaired by the Chair of Governors, or the Vice Chair of Governors, in the Chairs' absence. The appointed Clerk to the Governing Body will take the minutes.

Frequency of Meetings

At least 3 meetings a year – FGB has 6 meetings a year

General and Procedural Responsibilities

- Draw up instrument of governance
- Agree proposals to change category of school
- Agree suspension of governors
- Appoint (and remove) the chair and vice chair of the governing body. Governors are invited to nominate themselves up to 1 week before the date of the first governing body meeting (*Employees at the school are not eligible for election.*) However, nominations are accepted at the first meeting prior to the vote.
- Determine period of office of chair and vice chair (normally 2 years)
- Appoint (and dismiss) the clerk to the governors
- Elect committee chairs annually
- Consider forming, joining or leaving a federation
- Establish (and update annually) a register of governors' business interests
- Appoint (and remove) co-opted governors
- Appoint (and remove) associate members
- Determine governors' code of conduct
- Agree whether or not to exercise delegation of functions to individuals or committees
- Regulate the GB procedures (where not set out in law)
- Establish and review committees annually

School Self Evaluation/School Improvement Planning Responsibilities

- Agree school vision and strategic plan
- Agree the outcomes of the school's Self Evaluation process
- Approve school improvement plan, monitoring implementation and evaluating impact
- Appoint link governors for Early years foundation stage (EYFS) special educational needs, (SEN) safeguarding, vulnerable pupils
- Ensure OFSTED findings are incorporated into the school improvement plan

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Data Analysis and Target Setting Responsibilities

- Scrutinise range of pupil performance data to evaluate the school's performance
- Agree challenging targets for pupil achievement/attainment, ensuring they are based on outcomes of robust data analysis
- Evaluate the school's performance against agreed targets

Staffing Responsibilities

- Formally approve appointments of head teacher and deputy head teacher
- Ensure all governors on the selection panel for head teacher appointments have completed safer recruitment training
- Nominate 3 governors to conduct head teacher's performance management
- Nominate a named governor for the staff whistle blowing policy
- Make any decisions referred to FGB by Management Committee
- Agree membership of selection panel for HT/DHT appointments

Finance Responsibilities

- Three written quotations are required for all expenditure in excess of £1000
- Enter into contracts in excess of £3000
- Review contracts and services due for renewal where cost is in excess of £3000
- Approve transfer between budget headings in excess of £3000
- Approve purchase of services from Local Authority and other sources where cost of service is in excess of £3000
- Make any decisions referred to FGB by Management Committee
- Approve annual budget by 30 June
- Evaluate the impact of the use of pupil premium funding and other resources to overcome barriers to learning

Premises Responsibilities

- Agree long term strategy for use of school premises
- Make any decisions referred to FGB by Management Committee

Pupils, Parents and Community

- Approve discipline/behaviour policy
- Ensure that school policy and procedure for looked after children are consistent with the measures set out in the statutory guidance.
- Ensure legally required information is published online: including SEN policy, curriculum arrangements, pupil premium spending, reading schemes, latest OFSTED report, links to DfE school performance tables
- Agree parental complaints procedure and publicise to parents
- Ensure the Governing Board can demonstrate its accountability to parents
- Adopt (and keep under review) home-school agreements
- Consider matters relating to the role of the school in the community
- Consider exclusions and attendance data

Safeguarding

- Approve Child Protection policy and review its effectiveness at least annually

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- Consider school's safeguarding audits and monitor subsequent action plans

Extended Services

- Decide whether to offer additional services and what form these should take
- Decide whether to cease provision of additional services
- Review provision and impact of additional services.

General Structure

Each committee elects a Chairman at the first meeting of each school year. Governors are invited to nominate themselves up to 1 week before the date of the first committee meeting. (*Employees at the school are not eligible for election.*) However, nominations are accepted at the first meeting prior to the vote.

The term of office for each is one year and the post holder can stand for re election. It is recommended that no more than 3 consecutive years is served

- All Governors are invited to be a member of at least one committee.
- The quorum for a meeting of a committee is any three Governors.
- Seven days' notice should be given of any change to Committee meetings that are scheduled at the beginning of the academic year.
- The Clerk to the Governing Body is appointed to all committees. In the absence of a Clerk, all Committees are clerked by one of their members (*but not the Chair or the Headteacher*)
- Names of Governors and others present are recorded in the minutes of each Committee.
- Committee minutes are signed as approved by the Chair of the Committee at the subsequent meeting.
- Copies of Committee minutes are distributed to all members of the Governing Board via email or, in the absence of e mail, in hard copy.
- Any member of the Governing Board may attend the meeting of any Committee as a non voting observer.
- Only Governors on the Committee, have the right to vote at Committee meetings.
- No binding vote may be taken unless the Committee is quorate. Decisions can be recorded as recommendations

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THE STRUCTURE AND TERMS OF REFERENCE OF OUR WORKING COMMITTEES

Curriculum & Staffing Committee Terms of Reference

Committee's Key Purpose

Fulfil the range of Governing Board responsibilities related to the school curriculum and to staffing, except those performed by the FGB or delegated to the Headteacher.

Committee Membership

At least 4 Governors, including the Headteacher.

Quorum

3 Governors

Chairing/Clerking Arrangements

The Chair of the Committee will be elected at the first committee meeting of each academic year.

Frequency of Meetings

At least 3 times a year.

Delegated Responsibilities for Curriculum

- Ensure that all legally required curriculum programmes are in place and monitor the effectiveness of their implementation
- Approve (and keep under review) policy on sex education
- Maintain strategic oversight of curriculum areas, through regular scrutiny or reports presented by subject leaders and consideration of monitoring governor reports.
- Monitor the Governing Board's curriculum policies to ensure inclusion (in regard to gender, social disadvantage, race equality and disability discrimination)
- Ensure all required curriculum policies are in place and implemented
- Scrutinise action plans, progress and impact reports
- Consider relevant issues that emerge from FGB's scrutiny of data reports
- Respond to regular reports from Headteacher on quality of teaching.

Delegated Responsibilities for Staffing

- Approve (and keep under review) school pay policy
- Act as Pay Committee to consider recommendations on pay of leadership group
- Approve (and keep under review) performance management policy
- Consider annual report from head teacher on the effectiveness of the performance management policy, including anonymised impact on quality of teaching and learning
- Determine the school's staffing complement
- Review staffing structure annually
- Ensure safer recruitment requirements are met
- Conduct staff exit interviews

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- Ensure that required staffing policies and procedures are in place and implemented
- Monitor progress/impact of staffing related school improvement priorities
- Approve applications for early retirement, secondment and leave of absence not covered by local agreements

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Finance and Premises Committee Terms of Reference

Committee's Key Purpose

Fulfil the range of Governing Board responsibilities related to school finance and premises, except those performed by the full governing body or delegated to the head teacher.

Committee Membership

At least 4 Governors, including the Headteacher

Quorum

3 governors

Chairing/Clerking Arrangements

The Chair of the Committee will be elected at the first committee meeting of each academic year.

Frequency of Meetings

At least 3 meetings a year

Delegated Responsibilities

- Ensure that the budget is only spent for school purposes
- Approve virements in excess of £3,000 between budget headings
- Agree the first formal budget plan, prioritised against school improvement priorities
- Agree an annual Best Value Statement
- Award contracts in excess of £3,000
- Review contracts and services due for renewal where cost is in excess of £3,000
- Monitor adequacy of financial management competency amongst staff and governors
- Approve signatories for authorising orders and payments
- Ensure that the school is compliant with the Schools Financial Value Standards (SFVS)
- Monitor income and expenditure reports and approve returns required by LA
- Establish (and keep under review) a charging and remissions policy
- Appoint (annually) auditors to conduct an audit of the School Fund including the HSA fund
- Receive an annual report on the audited accounts of the School Fund including the HSA fund.
- Approve (and keep under review) ordering and payment systems
- Respond to reports from the Local Authority's auditors
- Approve purchase of services from Local Authority and other sources where cost of service is in excess of £3000
- Approve the writing off of irrecoverable debts up to £500
- Approve the disposal of surplus and damaged equipment
- Consider annual financial benchmarking data and analyse outcomes
- Agree end of year surplus/deficit

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- Ensure the budget has allocated funds to support the school improvement plan and any agreed changes to staffing structure
- Ensure all required finance policies and procedures are in place and implemented

Premises Delegated Responsibilities

- Establish all legally required and Local Authority recommended premises related policies and monitor the effectiveness of their implementation
- Arrange for regular monitoring and inspection of school premises
- Procure and agree a maintenance strategy for new buildings including developing a properly funded maintenance plan
- Monitor all health and safety arrangements
- Approve hiring policy and charges
- Ensure implementation of accessibility plan

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THE STRUCTURE OF OUR STATUTORY COMMITTEES

Staffing Panel Terms of Reference

Panel's Key Purpose:

Fulfil the range of Governing Board responsibilities relating to individual members of staff as set out in adopted staffing procedures and as required in school governance legislation.

Panel Membership

3 Governors

Quorum

3 Governors

Chairing/Clerking Arrangements

The Chair of the Committee will be elected as needed. Minutes of staffing panel meetings will be taken by the Clerk to the Governors.

Frequency of Meetings

Meetings will be convened by the Clerk to the Governors as required.

Delegated responsibilities

Consider matters relating to individual members of staff, as required in the range of adopted staffing procedures e.g. redundancy, termination of employment, discipline, grievance.

Staffing Appeals Panel Terms of Reference

Panel's Key Purpose

Fulfil the Governing Board's responsibility to establish an appeals process for individual members of staff who wish to appeal against decisions made by the staffing panel.

Committee Membership

3 Governors

Quorum

3 Governors

Chairing/Clerking Arrangements

The Chair of the Panel will be elected as needed. Minutes of appeal panel meetings will be taken by the Clerk to the Governors.

Frequency of Meetings

Meetings will be convened by the Clerk to the Governors as required.

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Delegated Responsibilities

Consider matters relating to individual members of staff, as required under the range of adopted staffing procedures e.g. redundancy, termination of employment, discipline, grievance (when member of staff is appealing against decision of staffing panel).

Pupil Discipline Committee Terms of Reference

Committee's Key Purpose

Fulfil Governing Board's responsibilities relating to the exclusion of individual pupils.

Committee Membership

At least 3 Governors

Quorum

3 Governors

Chairing/Clerking Arrangements

The Chair of the Committee will be elected as needed. Minutes of meetings will be taken by the Clerk to the Governors.

Frequency of Meetings

Meetings will be convened by the Clerk to the Governors as required.

Delegated Responsibilities

Decide whether to confirm permanent and fixed term exclusions where the pupil is either excluded for more than 15 days a term or at risk of being unable to sit a public examination

Follow statutory exclusions guidance (effective from September 2012).

Complaints Committee Terms of Reference

Panel's Key Purpose

Fulfil Governing Board's responsibilities outlined in complaints procedure.

Committee Membership

At least 3 Governors

Quorum

3 Governors

Chairing/Clerking Arrangements

The Chair of the Committee will be elected as needed. Minutes of meetings will be taken by the Clerk to the Governors.

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Frequency of Meetings

Meetings will be convened by the Clerk to the Governors as required

Delegated Responsibilities

As defined in the complaints procedure

Headteacher Performance Management Panel Terms of Reference

Panel's Key Purpose

Fulfil Governing Board's responsibilities related to Headteacher performance management

Panel Membership

2 or 3 Governors

Areas of responsibility and delegated decision making powers:

Conduct Headteacher's performance management, with assistance of an External Adviser.

Teachers Pay Panel Terms of Reference

Panel's Key Purpose

Fulfil Governing Board's responsibilities related to teacher performance management

Panel Membership

2 or 3 Governors

Areas of responsibility and delegated decision making powers:

Make decisions on all teachers' pay, taking account of head teacher's recommendations from appraisal outcomes (at end of appraisal cycle)

Make decisions on pay of teachers on Upper Pay Spine, taking account of head teacher's recommendations from appraisal outcomes

Pay Appeals Panel Terms of Reference

Panel's Key Purpose

Fulfil Governing Board's responsibilities related to teacher performance management

Panel Membership

3 Governors

Areas of responsibility and delegated decision making powers:

Consider appeals by individual members of staff on pay decisions taken by Pay Panel.

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DELEGATED RESPONSIBILITIES FOR HEADTEACHER

The governing body delegates the following responsibilities to the Headteacher.

Pupils Parents and Community

- Put into place additional services provided
- Monitor and review pupil attendance
- Ensure the school lunch standards are met
- Respond to parental concerns as defined in the parental concerns procedure.

School Self Evaluation and Improvement Planning

- Lead school self-evaluation and improvement planning processes aimed at securing good outcomes for: Outcomes of Pupils, Quality of Teaching and Learning, Quality of Leadership and Management, Personal Development, Welfare and Safety.

Staffing

- Appoint staff outside the leadership group
- Implement staffing procedures adopted by Governing Board
- Implement all agreed staff related policies
- Implement the performance management of staff

Finance

- Approve virements of up to £3000 between budget headings
- Enter into contracts below £3000
- Review contracts and services where cost is below £3000
- Approve purchase of services from Local Authority and other sources where cost of service is below £3000
- Approve/make payments according to approved system
- Monitor monthly expenditure
- Ensure provision of free school meals to those pupils meeting the criteria (where delegated by LA to GB)
- Ensure that the school fund is properly audited for presentation to the FGB
- Ensure that the pupil premium funding is allocated in accordance with legal requirements and report on the allocation published on school website

Premises/Health/Safety/Safeguarding

- Develop a school buildings strategy (including budgeting for repairs etc.) and contributing to asset management planning arrangements
- Ensure security of school premises and equipment
- Research and be involved in drawing up an accessibility plan for the school
- Recommend a hiring policy to the FGB and to oversee its implementation
- Implement all school Health & Safety/Safeguarding requirements
- Ensure suitable risk assessments are prepared and action is taken to minimise risk
- Ensure effectiveness of record keeping relating to Health & Safety/Safeguarding requirements
- Report annually to the FGB on the implementation of the Child Protection policy

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- Report outcomes of safeguarding audits to GB and implement agreed action plans

Curriculum

- Ensure the National curriculum (NC) is taught to all pupils and consider any disapplication from National curriculum for pupil(s)
- Produce curriculum plan
- Ensure that the school meets for 380 sessions in a school year
- Take responsibility for individual child's education
- Prohibit political indoctrination and ensuring the balanced treatment of political issues
- Review and amend curriculum policies
- Ensure that the school appoints a Special Educational Needs Coordinator (SENCo)
- Discharge other duties in respect of mainstream pupils with special educational needs
- Approve off-site visits and activities of up to one day
- Approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea
- Provide RE in line with school's basic curriculum
- Report to parents annually on the provision provided for pupils with SEN
- Implement statutory requirements relating to Early Years Foundation Stage
- Ensure pupil target setting is robust and challenging
- Ensure that equalities are embedded in all policies and frameworks

Policies

- Draft the range of school policies/plans and procedures required for consideration by the respective committees of the governing body. The Headteacher may choose to further delegate this responsibility to relevant members of staff.
- Ensure consistent implementation of all approved school policies/procedures.

NB The Head Teacher's wider responsibilities are detailed in the job description for the post and in the National Standards for Head Teachers.

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GOVERNANCE PROCEDURES

THE SCHOOL GOVERNANCE PROCEDURES (STATUTORY)	IN PRACTICE
<p>Regulation 5 – Election and removal of Chair and Vice Chair</p> <ul style="list-style-type: none"> • The FGB must decide the length of office of the Chair and Vice Chair, between 1 and 4 years’ term • Election procedures need to be decided and agreed by the FGB • Any employee of the school cannot be Chair or Vice Chair of the FGB • All candidates must withdraw whilst the election process is undertaken and shall not vote 	<ul style="list-style-type: none"> • A minimum two year term of office is recommended to ensure stability within the FGB and to allow appropriate training to take place • If the Chair or Vice Chair resigns mid term the election process should start as soon as possible • The clerk should manage the election process of both the positions • Written nominations should be notified to the clerk before the meeting at which the election will take place. Nominations will only be accepted at the meeting if no other nominations have been received • Nominations can be self nominations or for another governor (with their permission) • Nominees should be given the opportunity to address the meeting • Nominees should then withdraw from the meeting • Elections should be by secret ballot if more than one nomination has been received telephone votes will be accepted but no proxy votes will be permitted • In the event of a tie, take a second vote and in the event of a further tie the decision will be based on the toss of a coin
<p>Regulation 6 – Urgent action</p> <p>The Chair (or Vice Chair if the Chair is absent) may take urgent action in circumstances where a delay may be seriously detrimental to the interest of</p> <ul style="list-style-type: none"> • The school • Any pupil at the school (or his parent) • Any person who works at the school 	<ul style="list-style-type: none"> • A meeting can be called in less than seven days in an ‘emergency’ • A ‘delay’ should be interpreted as anything that cannot wait until the next scheduled meeting • Emergency action should only be taken if deemed as seriously necessary

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<p>Regulation 8 – Appointment and removal of the Clerk</p> <p>The FGB shall appoint the Clerk to the Governors. It is illegal for any of the following to be Clerk to the Governors:</p> <ul style="list-style-type: none"> • a governor • the Headteacher • an associate member 	<ul style="list-style-type: none"> • To be provided under the contract with the Local Authority.
<p>Regulation 10 and 11 – Meetings and proceedings of the Governing Board and its committees</p> <ul style="list-style-type: none"> • There must be at least three meetings of the FGB each school year • Meetings of the FGB must be convened by the Clerk to the Governors • The FGB agenda/reports/papers shall be sent to the Governors at least seven days before the meeting • All Committees must be clerked, but this can be undertaken by a Governor who is a member of the Committee or an associate member (with the exception of statutory committees where an independent Clerk must be appointed) • Seven days notice must be given for all Committee meetings and agendas circulated 	<ul style="list-style-type: none"> • To hold a Full Governing Board meeting at least three times in a school year, or an additional meeting as often as may be required • It is suggested that where possible all agendas/papers/reports are circulated fourteen days prior to the next meeting • Delegated decisions taken by committees should be reported to the next meeting of the full governing body (usually via the minutes of that committee meeting)
<p>Regulation 12 – Quorum and Voting</p> <ul style="list-style-type: none"> • For all meetings of the FGB the quorum will be at least 50% of the total number of Governors (rounded up) i.e. those listed on the Instrument of Government including vacancies • The quorum for all Committee meetings (non statutory) must be at east 3 Governors • All matters are decided by a majority vote. In the event of a tied vote the Chair (or Acting Chair) has an additional (casting) vote 	<p>Associate members are not to be included in the calculation of the quorum as they do not appear on the Instrument of Government and do not have a vote at FGB meetings</p>

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Regulation 13 – Minutes and Papers

Minutes should be prepared by the Clerk and signed minutes must be available for public inspection. This should exclude confidential items, i.e.

- Items which refer to an individual member of staff, pupil or third party
- Other items that are deemed confidential by the FGB
- A resolution to rescind or vary a resolution carried at a previous meeting shall not be proposed at a subsequent meeting, unless it is an agenda item for that subsequent meeting

- Draft minutes that have been approved by the Chair should be made available as soon as possible after the meeting

- Draft minutes should be marked 'draft' or until they have been signed off

- Confidentiality should be restricted to very sensitive/personal items

- Confidential items will be highlighted as such (in red font) and should not be made available for public inspection

- Making the approved minutes available for public inspection on request

- A copy of the approved FGB minutes will be sent to the school's SIP.

(The way an individual Governor votes and their opinions should be regarded as confidential)