**Please note that these minutes are a sample template – clerks should ensure that they include items as per the annual governance planner**

**INSERT SCHOOL NAME AND / OR LOGO**

**SAMPLE MINUTE TEMPLATE**

Meeting: Full Governing Board / XXXX Committee   
Meeting Date:   
Time:   
Location:

**Present:** (names of all Governing Board and if in attendance)

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| --- | --- | --- | --- |
| Governor Name | Governor Role | Attendance | Virtual/IPA |
|  | Chair of Governors | Y/N | Virtual/IPA |
|  | Vice Chair |  |  |
|  | Headteacher |  |  |
|  | Parent Governor |  |  |
|  | Staff Governor |  |  |
|  | Foundation Governor |  |  |
|  | LA Governor |  |  |
|  | Co-opted Governor |  |  |

**In Attendance:** (names of all visitors / observers in attendance)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Attendance | Virtual/IPA |
|  | Clerk | Y | IPA |
|  | Bursar | Y | Items 1-7 |

**Date and Time of Next Meeting:**

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| **Minute Ref** | **Actions From This Meeting** | **Action By** | **Completed** |
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| **Minute No.** | **Meeting Commenced at:** | **Action By** |
|  | **Election of Chair**  \*Self-nominations\*Nominations were requested for the position of chair. Governors were asked if they wished to accept the nomination(s). A vote was taken by \* show of hands \* secret ballot  It was agreed for \* to stand as chair until \*.  **Action:** |  |
|  | **Election of Vice Chair**  \*Self-nominations\*Nominations were requested for the position of vice-chair. Governors were asked if they wished to accept the nomination(s). A vote was taken by \* show of hands \* secret ballot  It was agreed for \* to stand as vice chair until \*.  **Action:** |  |
|  | **Welcome, Apologies, Declaration of Interests and Chair’s Comments**  The chair welcomed governors to the meeting.  It was reported apologies had been received from \*  It was reported apologies had not been received from \*  Governors agreed to consent to the afore-mentioned absences.  **Action: (if applicable)** \* be removed for non-attendance on \*should \*s/he \*they not attend a board meeting prior to this date.  **(if applicable)**  **Action:** the clerk write to \* in order to ascertain whether or not \*s/he \*they wished to remain on the board and to remind \*her \*him \*them of the regulations relating to removal for non-attendance.  Governors were requested to give consideration to any pecuniary or non-pecuniary interests they may have with regard to the agenda items and to ensure they had signed the pecuniary interest form held in school.  **(Where relevant)**  For the benefit of the new governors the clerk explained that each year governors needed to sign the pecuniary interest form that was held in the school office for audit purposes. At each full governing board and committee meeting governors needed to declare whether they had a pecuniary or personal interest in any matter to be considered by the governing board where they had an interest that could have financial or personal consequences. Having declared an interest, that governor would need to leave the meeting for that particular item to be discussed.  An example of a pecuniary interest was where a governor was related to, or close friends with, a contractor working in the school and an example of a personal interest was where a governor was related to a member of staff.  **Action:** no declarations were made with regard to items on the agenda.  **Action:** \*   declared an interest with regard to the agenda item relating to \* or \*the following governors and interests were declared:  **Action:** \*took the opportunity to sign \*still needed to sign \*had already signed the pecuniary interest form.  Governors were informed of correspondence received since the last meeting which included \*  **Action:**  The chair gave approval for the following documents to be tabled at the meeting: |  |
|  | **Membership**  Governors noted there were no membership changes to report on this occasion. \*the following membership changes be noted:  Governors noted ………………. \*wished \*did not wish to continue for a further term of office as authority governor.  Consideration was given to the vacancy/ies for the position of \* co-opted governor.  **Action:** ………………. be invited to accept the position of \*co-opted governor.   * Committee Structure   Consideration was given to reviewing the committee structure, terms of reference and delegated powers *(If applicable)*  **Action:** *please see revised structure appended to these minutes (Appendix A)*   * Appointment of Governors to committees   Consideration was given to appointment of governors to committees as follows:  **Action:** Clerk to update relevant governance documentation and forward for publication where appropriate.   * Appointment of External Advisor for HTPM * Appointment of Governors with Special Responsibilities   Consideration was given to reviewing the appointment of governors with special responsibilities.  **Action**: *please see revised governor responsibility links appended to these minutes (Appendix B)*   * To consider the voting procedures at both full governing body and committee meetings   **Governors agreed to voting by show of hands/secret ballot.**   * Review of governor attendance at meetings 20XX-20XX   *Governors received the 202X-202X governor attendance report for review……*   * Review of Instrument   Governors reviewed the Instrument of Government with advice from the clerk, and agreed *that the instrument remain as currently sealed/that a variation would be sought from the Local Authority to increase/decrease the numbers of governors as follows:*   * *Insert categories of governance to be varied and rationale for variance*   *(Please ensure that the Diocese and any trusts are consulted for their approval as per the LA variation process.)* |  |
|  | **Previous Minutes and Matters Arising**  Governors were requested to consider and approve the following minutes which had been circulated with the agenda:   * FGB Minutes/Trust Board Minutes dated XXXX * Matters arising from the minutes   ***Q:***  ***A:***  **Action:**  **Governors approved the FGB minutes/Trust Board minutes.**   * Review of Committee Minutes (NOT PAY)   Governors were requested to review the following committee minutes:   * ......….. committee * ......….. committee   Governors raised the following questions/queries from the XXXX committee meeting as follows:  ***Q:***  ***A:***  **Action:** |  |
|  | **Principal’s/\*Headteacher’s Report or Academy Leadership Report**  Consideration was given to the written report which had been circulated with the agenda. Particular reference was made to the following:   * Insert item * Insert item * Insert Item   Questions were invited from governors.  ***Q:***  ***A:***  **Action:**   * Key Performance Indicators /\* Review of Data   Governors/Trustees reviewed appropriate section of report. Questions were raised:  ***Q:***  ***A:***  **Action:**   * Attendance Report   Governors/Trustees reviewed appropriate section of report. Questions were raised:  ***Q:***  ***A:***  **Action:**   * Review of SEF/Ofsted Action Plan   SEF  Governors considered the previously distributed SEF. Questions were raised:  ***Q:***  ***A:***  **Action:**   * Ofsted Action Plan   Governors/Trustees review the previously distributed plan in detail. Questions asked were:  ***Q:***  ***A:***  **Governors approved the plan.**  **Action:**   * School / Academy Development Plan *(current year review)*   Consideration was given to progress being made regarding the \*academy \*school \*development \*improvement plan.  The governors raised questions:  **Q:**  **A:**  **Action:**  The update on the \*academy \*school \*development \*improvement plan was received with thanks.  **OR**  It was noted an update on progress being made with regard to the school \*development \*improvement plan had been provided in the headteacher’s \*verbal \*written report to governors.   * School / Academy Development Plan *(if approval required for next academic year)*   Consideration was given to the draft document, which \*had been circulated prior to the meeting \*was circulated at the meeting with the chair’s permission.  The governors raised questions:  **Q:**  **A:**  **Action:**  **The \* academy \* school \*development \*improvement plan was approved**  **Action:**   * Governors’ Development Plan – the update was discussed in detail.   The governors raised questions:  **Q:**  **A:**  **Action:**  The update was received with thanks.   * Update on PLAC/LAC (Report from Designated Teacher at least annually)   Governors/Trustees review the previously distributed report. The governors raised questions:  ***Q:***  ***A:***  **Action:**   * Safeguarding update (unless a separate item) and LCC Safeguarding Audit Ratification (Summer Term)   The Safeguarding Governor provided the Governors with a verbal / written update on the current safeguarding cases / concerns raised within school and actions taken.  Also advising the Governors of the visit conducted with the DSL and the following being highlighted:  **Governors reviewed and agreed the previously distributed Safeguarding Audit for the Academic year ……**  Action: COG to sign /signed appropriate statement. (To be completed in Term 5). The Head Teacher / DSL to upload the signed statement to the LA system.   * Health & Safety (unless a separate item)   Governors considered the previously distributed report. The governors raised questions:  ***Q:***  ***A:***  **Action:**   * Premises update (includes review of estates management strategy and plans)   Governors considered the previously distributed report. The governors raised questions:  ***Q:***  ***A:***  **Action:**  **The Governors agreed to implement/reviewed the premises strategy/plan (as appropriate).**   * + Accident report update   The HT advised the Governors that there have been \* no accidents \* (Number of accidents) within school as per the accident records held within school. It was noted that the following steps have been taken to rectify / eliminate this issue going forward.  The governors raised questions:  ***Q:***  ***A:***  **Action:**   * Risk Assessment update   The Head Teacher had previously distributed the Whole School Risk Assessment for \* ratification by the Governors \* review following amendments to the following:  The governors raised questions:  ***Q:***  ***A:***  **Action:**   * H&S Audit ratification (Spring Term 1 – Maintained Community and VC schools only)   The Head Teacher had previously distributed the LCC H&S Assessment for \* ratification by the Governors.  **Governors ratified the H&S Assessment for return to the Local Authority.**   * Update on pupil premium/ sports premium/other grants   Governors considered previously distributed report. The governors raised questions:  **Q:**  **A:**  **Action:**   * GDPR (3 times annually – with annual report from DPO) and Cyber Security   GDPR  Governors considered previously distributed report. The governors raised questions:  **Q:**  **A**:  **Action:**  Cyber Security  Governors reviewed the digital technology strategy/reviewed the previously distributed report from the assigned SLT lead. The governors raised questions:  **Q:**  **A:**  **Action:**   * Written report on operation of school’s appraisal and capability policies (annually see LCC HR Schools Support Appraisal policy)   Governors considered previously distributed report. The governors raised questions:  **Q:**  **A:**  **Action:** |  |
|  | **Financial Position and Other Resources Matters**   * MTFP Review   Governors review the previously distributed finance documents in detail. The governors raised questions:  ***Q:***  ***A:***  **Action:**   * budget outturn/carry forward figure for …………. *(not academies)*   The SBM confirmed relevant information as follows:  The governors raised questions:  ***Q:***  ***A:***  **Action:**   * (not academies) School Fund Account   An audited annual statement of account for the year ended \*31 March 20.. \*31 July 20.. 31 August 20.. \*31 October 20.. **or** \*31 December 20..was discussed.  The governors raised questions:  ***Q:***  ***A:***  **Action:**  **OR**  The school fund account would be circulated at the next meeting.   * (not academies) Schools Financial Value Standard   The clerk reminded governors that the SFVS had been designed in conjunction with schools to assist them in managing their finances and to give assurance that they had secure financial management in place. Schools Finance Team had confirmed submission date of (INSERT DATE AS PROVIDED by SFT).  The governors raised questions:  ***Q:***  ***A:***  **Action:** the SFVS report be approved for the chair to sign and submit to the local authority’s schools finance team.  **OR**  **Action:** that the \*finance committee would meet to discuss with the headteacher the questions that constituted the standard and deferred ratification to next available FGB meeting.   * Benchmarking **(when applicable)**   Governors considered previously distributed report. The governors raised questions:  **Q:**  **A:**  **Action:** that the \*finance committee \*governing board would continue to review the financial skills of the governing board, the whistleblower’s policy and annually undertake benchmarking of income and expenditure   * *(not academies)* School Budget 20../20..   The Governing Body had considered the impact of the annual requirement to calculate the until total for the school.  **(ABOVE REFERS TO SPRING TERM 1 AGENDA CONFIDENTIAL ITEM)**  Consideration was given to approving the school budget of £ for the financial year 20../20...  **The FGB approved the budget as proposed.**  **Academies.....**   * Budget Forecast 20../20.. and Outturn 20../20..   The budget forecast and outturn statement was discussed in detail. The budget was **approved.**   * Annual Value for Money Statement 20../20..   An annual statement explaining how the academy trust had secured value for money for the previous year was discussed and agreed for submitting to the Education and Skills Funding Agency and for publishing on the academy website.   * *Review of Risk Register*   The risk register was as distributed was reviewed. The governors raised questions:  **Q:**  **A:**  **The risk register was agreed as appropriate/updated in sections XXX**  **Action:** Risk register to be updated by XXX in agreed sections.   * Receive report on statutory gender pay gap information ahead of publication   The governors received a report on statutory gender pay gap information ahead of publication (where required - over 250 employees) (Annually) |  |
|  | **Governors’ Training and Monitoring Update**   * Agree Governor CPD/Training Plan for academic year (Autumn Term)   Governors reviewed the skills matrix and agreed that (INSERT RELEVANT GOVERNANCE DISCUSSION)  The governors raised questions:  **Q:**  **A:**  **Action:** Copy of training plan and link to courses to be provided by training and development governor.   * ­Link Governor Report/ Updated Governor Training Record   Governors were updated on training that had taken place since the last meeting \*which had included:  Feedback on these courses was provided.  **Action:**   * Governor Monitoring Reports   Governors were asked to consider the written visit reports circulated with the agenda.  Eg Special Educational Needs (SEN) Governor  **Action:**  ***It was agreed that all governors visiting the school would complete a written report and send it to the headteacher for circulation with the agenda.***  **Action:** |  |
|  | **Reports from Local Authority for Consideration** |  |
|  | **Church School Distinctiveness** |  |
|  | **Policies**   * Review and agreement of Policy Schedule & Delegations (Autumn Term)   Governors considered previously distributed schedule and reviewed delegations. The governors raised questions:  **Q:**  **A:**  **The Governing Body agreed the schedule and the delegations/agreed to updated schedule and delegations.**  **Action:** Updated schedule to be forwarded to governing body members by clerk by.. |  |
|  | **Election of Chair/Vice Chair** (Meeting before election is due)  Nominations and/or self-nominations were sought for electing the chair and vice chair at the autumn term meeting.  It was agreed ……………… be considered for election as chair at the ……………… term meeting.  It was agreed ……………… be considered for election as vice chair at the ……………… term meeting. |  |
|  | **Dates of Future Meetings**  Full governors  ……………… 20.. at …… pm  Committees   * + Personnel / Pay Committee |  |
|  | **Any Other Business (with prior approval of the chair)**  Meeting closed at xxxx / meeting closed at xxxx following the confidential section |  |

**Please note that these minutes are a sample template – clerks should ensure that they use a separate document for Confidential Minutes.**

**PART B – Private and Confidential - Not for Publication or Discussion outside the meeting without the prior specific approval of the Governing Board (except when providing information to relevant officers of the Local Authority)**

**INSERT SCHOOL NAME AND / OR LOGO**

**SAMPLE MINUTE TEMPLATE**

Meeting: Full Governing Board / XXXX Committee   
Meeting Date:   
Time:   
Location:

**Present:** (Names of RELEVANT Governing Board MEMBERS and if in attendance)

|  |  |  |  |
| --- | --- | --- | --- |
| Governor Name | Governor Role | Attendance | Virtual/IPA |
|  | Chair of Governors | Y/N | Virtual/IPA |
|  | Vice Chair |  |  |
|  | Headteacher |  |  |
|  | Parent Governor |  |  |
|  | Staff Governor |  |  |
|  | Foundation Governor |  |  |
|  | LA Governor |  |  |
|  | Co-opted Governor |  |  |

**In Attendance:** (Names of all visitors / observers in attendance)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Attendance | Virtual/IPA |
|  | Clerk | Y | IPA |
|  | Bursar | Y | Items 1-7 |

**Date and Time of Next Meeting:**

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| **Minute Ref** | **Actions From This Meeting** | **Action By** | **Completed** |
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| **Minute No** |  | **Action By** | **Actioned Before** |
|  | **Membership of the Governing Board**  The clerk circulated a copy of the membership list and requested that governors review and update, where applicable, all contact details. |  |  |
|  | **Principal’s/Headteacher’s /Academy Leadership Report (Part B)**  The principal/ headteacher updated governors on the current staffing of the school.  Questions were invited from governors on Part B of the principal’s/headteacher’s report.  **Q:**  **A:**  **Action:** |  |  |
|  | **Succession Planning (As appropriate)** |  |  |
|  | **Previous Minutes – accuracy and any matters arising**  Governors were requested to approve the following minutes which had been circulated with the agenda / by the school / at the meeting:   * Full Governors’ meeting held on …………. * …………. Committee meeting held on …………. * …………. Committee meeting held on ………….   **Governors approved the minutes.**  **Action:**  Matters Arising |  |  |
|  | **Report from Pay Committee Chair**  The Chair of the Pay Committee reported as follows:   * The committee had reviewed the recommendations for staff pay (Insert number of staff), and agreed eligible staff (insert number of staff) increases in line with the recommendations in October 20XX. * The committee had reviewed the recommendations of the HTPM panel for HT/EHT Pay and agreed an increase in line with the recommendations provided. * All / The statutory correspondence has been released appropriately to staff (including HT/EHT). * Decisions had been ratified in line with pay policy and that the planned budget had available funds/did not have available funds.   GIVE RELEVANT INFORMATION IF THERE IS A REQUIREMENT TO INCREASE BUDGET FOR STAFF PAY.  **Action:** Finance Committee to review necessary budget increase to accommodate staff pay at next meeting.  **OR**  Finance Governor to undertake necessary finance visit to review necessary budget increase to accommodate staff pay prior to next FGB meeting.  FGB to review necessary budget increase to accommodate staff pay at next meeting. |  |  |
|  | **(GOVERNORS WHO ARE STAFF ARE LIKELY TO BE EXCLUDED – SEEK ADVICE FROM HR ADVISOR)**  **Review and agree any staffing structure changes**  The governors received the staffing structure report and HR advice. Options were reviewed and discussed:   * INSERT PERTINENT MINUTES   **Governors agreed INSERT decisions and actions.** |  |  |
|  | **GOVERNORS WHO ARE STAFF, INCLUDING THE HEAD TEACHER, ARE EXCLUDED FROM THIS ITEM**  **Review and Agreement of ILPR (ANNUAL PLANNER - SPRING TERM 1)**  Governors reviewed the School Teachers Pay and Conditions Document 20xx document and had taken advice from the school’s HR advisor\* on the appropriateness of the current ILPR and **agreed that the current ILPR is appropriate\*/agreed to amend the range as follows**:  **Action:** CoG to inform HT and financial systems to be updated |  |  |
|  | **Any Other Business of a Confidential Nature (with prior approval of the chair)** |  |  |