



# MINUTES OF, AND PAPERS CONSIDERED AT, MEETINGS OF THE DIRECTORS/GOVERNING BODY AND ITS COMMITTEES POLICY

January 2021

## MINUTES OF, AND PAPERS CONSIDERED AT, MEETINGS OF THE GOVERNING BODY AND ITS COMMITTEES POLICY

In order to carry out its role effectively all meetings of the Directors/Governing Body of The Academy of Woodlands and its sub-committees are supported by papers and documentation. The Clerk to the Directors/Governing Body is responsible for compiling such documentation which includes an Agenda and any paper required for review. The Clerk is responsible for circulating the Agenda and all supporting papers to the Directors/Governors as required no later than seven days prior to the meeting and in accordance with the requirements of the Clerk's role.

For Full Director/Governing Body meetings all papers are circulated to all Directors/Governors. For sub-committee meetings the papers are circulated to all Directors/Governors/Full Governing Body/Curriculum and Pupil Welfare/Finance and Building committees.

The Clerk is also responsible for taking minutes of each Full Director/Governing Body and sub-committee meeting – all extraordinary meeting minutes are kept with the Full Governing Body minutes.

All papers, Agendas and Minutes generated by the Clerk are saved electronically by the Clerk. The Clerk holds such electronic copies on behalf of the Directors/Governing Body and will relinquish copies to the Directors/Governing Body as requested. In the event that the Clerk's contract terminates, all electronic copies will be relinquished to the Directors/Governing Body for future reference or use by the Directors/Governing Body. In addition to electronic copies, hard copies of all Agenda and Minute documents are held in the *Full Director/Governing Body Committee Agenda and Minutes* folder. The Clerk keeps all signed copies/papers etc in the Director's/Governor's cupboard which is a locked filing cabinet. The old minutes books are archived. The Director's/Governor's signing in book is kept at the front office to record the Directors/Governors attendance.

The Full Governing Body. Curriculum and Pupil Welfare and Finance and Buildings folder containing all supporting documentation and correspondence is stored in the Head teacher's office.

Where correspondence is received by the Clerk, such as details of training courses from Governor Support Services, the Clerk circulates copies to each Director/Governor by email and hard copy as required.

Director/Link Governor/Governing Body Agendas and Minutes, with the exception of confidential items, may be made available to any parent or member of staff in accordance with the Academy's Freedom of Information Act Publication Scheme. These are kept in the front office in a folder.

Policy: Reviewed January 2021  
Next Review January 2022

Head Teacher:

A handwritten signature in black ink that reads "A. Viney". The signature is written in a cursive style with a long horizontal stroke extending to the right.

The Academy of Woodlands Chair of Gov's:

A handwritten signature in black ink, consisting of several stylized, overlapping loops and strokes. Below the signature is a horizontal line of small, evenly spaced dots.