

Full Governing Body Meeting Minutes

- The minutes from FGB meetings are drafted by the Clerk and circulated to the Governing Body for comments/updates. The final version is included in the paperwork for the subsequent FGB meeting where they are approved by the Governing Body. Note that if school holidays occur between meetings, there may be a significant gap before the minutes are approved.
- Any information recorded in the minutes that needs to be shared with parents with immediate effect will be passed on by the Headteacher in an appropriate communication, such as being included in the parents' newsletter.
- Minutes can only be published/made available after they have been approved at a FGB meeting by the Governing Body and signed/dated by the Chair. This signed/dated copy is passed by the Chair onto the school office. Note that during Covid restrictions, an electronic signature is permitted.
- The final signed version of the minutes will be published on the school web site by the school office. Where possible, publication of the minutes will be completed by the end of the week in which the FGB meeting took place however in exceptional circumstances this may take longer.
- Publishing FGB meeting minutes is not a statutory requirement however it is considered best practice. The Governing Body have stated that for transparency they feel it is important to continue publishing the minutes on the school web site where they can be easily accessed.
- The school office hold the only signed version of the minutes , which is the version published on the school web site. The Clerk does not have access to these.
- If it has not been possible to publish the minutes on the school web site in the time period stated above, parents are able to make a request to the school office to view the stored hard copy.