

## **Minutes Review: Do your minutes stand the test?**

Fulfilling these functions in one document is a demanding task, and places an important and responsible role on the clerk (and also the Governing Body).

*Check if you can answer **YES** to the following questions:*

### **General Format:**

1. Do your minutes include :
  - the name of the school?
  - the title of the meeting?
  - the date and time of the meeting?
  - names of those attending – and identifying who were governors, associate members, the clerk or others in attendance?
  - whether meeting is quorate?
2. Is front page on school's headed paper?
3. Is timed attendance noted (if someone arrives late or leaves early)?
4. Are acronyms given in full when used for the first time?
5. Are the minutes clear, written in plain English, unambiguous and easy to follow?
6. Are any decisions clearly identified?
7. Are the actions points clearly identified?
8. Are actions clearly assigned to individuals/groups and timescale recorded?
9. Could a reader not on the governing body understand the business of the meeting?
10. Can items be tracked from the agenda to the minutes and from meeting to meeting?
11. Does the choice of font type, size and general formatting help governors access the information quickly?
12. Are confidential items (Part 2) identified, minuted and distributed correctly?
13. Is the signature of the chair and date included on all pages?
14. Are pages numbered (*1 of 3, 2 of 3 etc*)?
15. Do you put your initials and date minutes produced on last page?

### **Do you include the following items:**

- Appointment of chair or vice chair (as required)?
- Formal consent for absence?
- Membership items, notice of vacancies, new members (as required)?
- Declaration of Business/pecuniary/personal interests (every meeting)?
- Annual review of committee structure and delegation (Terms Of Reference)?
- Any variations to the Instrument of Government (as required)?
- Minutes from last meeting and matters arising (every meeting)?
- Time meeting closed (every meeting)?

### **Evidence of governors fulfilling their roles:**

#### **Can you/do you record:**

- discussion showing governors acting strategically?
- evidence that governors understand the school's strengths and weaknesses?
- the level of challenge from governors? How?
- governors' acknowledgment of success of the school, staff and pupils?
- governing bodies or committee involvement in formulating, promoting, monitoring and evaluating policies?
- the presentation of reports from headteacher/committees/other? How?
- evidence that governors are holding the school to account?