**MINUTES OF THE [NAME OF MEETING]**

**OF THE GOVERNING BOARD OF [NAME OF SCHOOL]**

Held on [date] at [time] at [location or ‘via remote meeting’]

Governors present:

* Governor name 1 (initials) (Chair)
* Governor name 2 (initials)
* Governor name 3 (initials)
* Governor name 4 (initials) (Headteacher)
* Governor name 5 (initials)
* Governor name 6 (initials) etc

In attendance:

* Invitee name 1 (initials) (role, eg associate member)
* Invitee name 2 (initials) (role, eg School Business Manager)
* Invitee name 3 (initials) (role, eg SENCo) etc

Clerked by:

* Your name Meeting quorate? Yes

**Governing board decisions are noted in Red. Actions are noted in Blue.**

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| **Item** | **Discussion / Decisions / Actions** |
| 1 | **Welcome and Apologies.**  The chair welcomed [initials of invitees – explanation, where necessary, of why invited].  Apologies were accepted / not accepted from [Governor names] *and/or* It was noted that [Governor names] were absent *(if no apologies received, or if they were not accepted)* |
| 2 | **Declaration of Interests**  *It should be also minuted if there were NONE* |
| 3 | **Notification of AOB**  *Not all boards allow this – check with the chair. If it is allowed, this is the point where the meeting participants can advise if they have anything they wish to bring as AOB, and the chair decides whether to allow it. But the actual AOB is discussed at the END of the meeting.* |
| 4 | **Minutes of the Previous Meeting held on [Date]**  The minutes were circulated with the agenda prior to the meeting.  **The governors present agreed the minutes were a true record of the meeting.**  The chair signed a copy of the minutes.  *(If there were Part II minutes, this process repeats)* |
| 5 | **Matters Arising**  *These should be in the rolling action log sent out with the agenda, with updates from those responsible for the actions added (eg ‘completed’ or ‘see agenda item x’) so that only those with no update need to be brought to this part of the meeting. Some chairs move ‘matters arising’ to the end of the meeting – ie you would have an item ‘Action Log’ before AOB. This avoids ‘matters arising’ discussion broadening out into those areas which have their own agenda item later in the meeting (ie avoiding repetition.)*  *Where an item/action from previous meeting is discussed here the clerk would minute, for example:*  **[Meeting 1 item 12**]: [name] advisedunable to be carried out due to [reason] and delay expected till [date]  **Action: [name] to undertake by [date]**  *Etc - and the rolling action log is also updated by the clerk* |
| 6 | **Item title [linked to Key Priority: xxxx]**  *Minute the names/links to any related papers circulated in advance with the agenda.*  *Minute key points raised in the discussion, remember to fully spell out acronyms first time round. Minute the time when people leave or join the meeting (if joining late / leaving early)*  ***Minute any decisions in red.***  ***Minute next steps (eg ‘Standards committee to consider at its next meeting’) as Actions in blue.*** |
| 7 | **Item title [etc etc]** |
| … |  |
| 12 | **Any other business**  *Anything accepted by the chair in item 3* |
| 13 | **Part II items**  *Invitees and staff governors would typically leave the meeting before this item due to potential conflict of interest/confidentiality. If in doubt it would be for the board to decide – the chair would lead on this.* |
|  | **The meeting ended at [time]**  **Date of next meeting is [date]** |

**Action Log**

|  |  |  |
| --- | --- | --- |
| **Item** | **Action** | **Who and when** |
|  | *Take the actions in blue above and add them to this action log.* | *Name of governor/SLT member /committee plus deadline / meeting date* |

**Rolling Action Log**

|  |  |  |
| --- | --- | --- |
| **Item** | **Action** | **Who and when** |
|  | *The carried over actions from previous meetings with the updates as agreed in Matters Arising. Once an action is complete, it is good practice to leave it on one set of minutes as ‘completed’ and then taken off the log for future sets.*  *For clarity, some clerks use a numbering convention for agenda items which rolls across from meeting to meeting. Eg last item on previous FGB = 14 so next FGB starts at item 15. Or 1.1 – 1.14 for the first FGB of the academic year, 2.1 – 2.17 for the next FGB, 3.1 – 3.16 for the third FGB etc.* | *Name of governor/SLT member /committee plus deadline / meeting date*  *Updates can be noted here.* |