

TEMPLATE FOR MINUTES OF THE GOVERNORS' FIRST MEETING OF THE YEAR HELD IN THE AUTUMN TERM

SCHOOL

DATE TIME

WELCOME NEW MEMBERS AND EVERYONE TO THE MEETING (Clerk to act as Chairperson)

1. PRESENT Headteacher
 Parent Governors
 Community Governors
(Clerk to act as Community Council Governor
Chairperson) LEA Governors
 Teaching Staff
 Ancillary Staff

2. APOLOGIES Apologies were received from the following:

(Clerk to act as The Body accepted the apologies listed above.
Chairperson)

Not present:

3. ELECT OFFICERS Elect a Chairperson for the year:
FOR THE Elect a Vice-chairperson for the year:
FORTHCOMING
ACADEMIC YEAR

(Clerk to act as Co-opt Community Members (if necessary):
Chairperson until a Appoint a Designated Governor for Additional Learning Needs:
Chairperson has Appoint a Designated Governor for Child Protection:
been elected) Appoint a Designated Governor for Equality:

4. DECIDE PANEL **STATUTORY COMMITTEES** (these are mandatory)
MEMBERSHIP Three members are usually sufficient; however, other names can be denoted in
reserve.
 • Staff discipline and dismissal committee (the headteacher is not a member of this
 committee)
 • Staff discipline and dismissal appeal committee
 • Pupil discipline and exclusion committee

- Admissions committee (only in voluntary aided schools)
- Complaints committee
- Pay review committee/Pay review appeal committee

4. continued ...

**CONFIRM THE
REMIT OF PANELS**

**CONSIDERATION SHOULD BE GIVEN TO ESTABLISHING THE FOLLOWING
SUB-COMMITTEES (non-statutory)**

- Finance sub-committee
- Appointment and staffing sub-committee
- Premises sub-committee

5. INTERESTS

UPDATE THE REGISTER OF GOVERNORS' INTERESTS

- Distribute the forms
- Complete
- Sign and date these to be returned to the clerk on the night

6. TRAINING

GOVERNOR TRAINING

- Distribute the training forms
- Distribute the registration forms
- Emphasize that the Chairperson, Vice-chairperson, Clerk and new Governors should make every effort to attend courses specifically designed for them.

**7. REGISTER OF
CRIMINAL
RECORDS FORMS**

**DISTRIBUTE/COMPLETE/SUBMIT EVIDENCE ON THE REGISTER OF CRIMINAL
RECORDS FORMS**

- New governors and governors who are starting a new term of office to complete a Register of Criminal Records form (this should be arranged before the meeting so that the headteacher can check the evidence on the night).

**8. CONFIRM AND
ADOPT THE
PRINCIPLES OF
CONDUCT FOR
GOVERNORS**

- Discuss Code of Conduct, available from LA
- All governors can sign the Code of Conduct or the decision to adopt the Code in the minutes would be acceptable.

**9. MATTERS
ARISING FROM THE
PREVIOUS
MINUTES**

- i)
- ii)

The minutes were confirmed and signed as being correct.

**10. SET DATES
FOR THE REST OF
THE YEAR**

Confirm dates and times of meetings for the rest of the year.

FOR THE ATTENTION OF THE CLERK, HEADTEACHER AND CHAIRPERSON

EXECUTIVE SUMMARY (Note action points from the meeting, and note any points that need to be communicated to another forum or agency/individual; by whom, when.)				
Item No.	Item/Topic	Action	By whom	When

THE GOVERNING BODY'S CALENDAR SHOULD BE BORNE IN MIND SO AS TO CONSIDER WHAT OTHER MATTERS SHOULD BE ADDRESSED DURING THE AUTUMN TERM AND OVER THE COMING TERMS (see page 7 of the Gwynedd Governors' Handbook).