



L.E.A.D. Academy Trust

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# **Minutes of, and papers considered at, meetings of the governing body and its committees Policy**

Review frequency: Not applicable.

Approval: Full governing body or a committee of the governing body as appropriate.

## **Policy Statement**

### **Introduction**

The L.E.A.D. Academy Trust requires this policy to be implemented by all its member academies.

Its purpose is to set out the statutory regulations for keeping a record of the proceedings at Local Governing Body meetings.

The L.E.A.D. Academy Trust defines the policy expectation, but the responsibility for implementation of the policy rests with the Headteacher of each academy.

### **Legal Framework**

Section 13 of the School Governance (Procedures) (England) Regulations 2003.  
<http://www.legislation.gov.uk/ukxi/2003/1377/regulation/13/made>

These provisions are set out in the policy below.

### **Policy**

The clerk (or the person appointed to act as clerk for the purpose of the meeting) shall ensure that minutes of the proceedings of a meeting of the governing body are drawn up and signed (subject to the approval of the governing body) by the Chair of the next meeting.

The governing body shall, as soon as reasonably practicable, make available for inspection by any interested person, a copy of:

- the agenda for every meeting
- the signed minutes of every such meeting
- any report or other paper considered at any such meeting.

The governing body may exclude from any item required to be made available any material relating to:

- a named person who works, or who it is proposed should work, at the academy
- a named pupil at, or candidate for admission to, the academy
- any other matter that, by reason of its nature, the governing body is satisfied should remain confidential.