

# 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:  
    Appoint a Designated Governor for Premises, Health and Safety

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, health and safety 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**

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

**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).**