



Minutes and Papers Policy

Adopted by Board: 25 June 2019
Review Period: 3yr
Review Date: June 2022
Person responsible for policy: Trust Clerk

MINUTES AND PAPERS POLICY

In conjunction with the Department for Education's Articles of Association, BePART Educational Trust will adhere to the following:

- The Clerk must ensure that the minutes of a Directors board or committee meeting are drawn up, approved and signed by the Chair at the next meeting.
- The Clerk must give each Director, any Co-opted Trustees and Headteacher(s) written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven days before the meeting. If the Chair considers that there are matters that demand urgent consideration, he/she can determine a shorter period of notice.
- The Trust must, as soon as reasonably practicable, make available for inspection to any interested person, a copy of the agenda, signed open minutes and open reports or papers considered at the meeting as soon as is reasonably practical. This will be co-ordinated by the Clerk.
- Information that the Trust considers confidential, by reason of its nature, or any other matter that the Trust is satisfied should remain confidential, does not have to be made available for inspection.