



Directors/Members/LAG Meeting Minutes Policy

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Next Review date	April 2021
Review Cycle	3 Years
Statutory Policy	Yes
Publication	

Directors/Members/LAG Meeting Minutes Policy

1. Introduction

At The Small Schools Multi Academy Trust, the Board of Directors meets monthly, Members meet at least twice a year and the Local Advisory Group meets termly.

We are aware that the minutes are the official record of the main matters discussed during a meeting and of any decisions taken. We understand that we have an obligation under the Freedom of Information Act to make available information on request depending on whether the Directors/Members/LAG members consider such information is deemed to be confidential under the Act.

2. Aims

- To ensure that the minutes taken by the clerk are a true written record of a meeting and correspond with the Directors'/Members'/LAG members' recollection of what went on at that meeting.
- To work with other schools to share good practice in order to improve this policy.

3. Responsibility for the Policy and Procedure

3.1 Role of the Board of Directors:

The Board of Directors has:

- appointed a clerk to the governing body;
- the responsibility for ensuring all Directors'/Members'/LAG meetings are clerked;
- responsibility for approving the minutes of the Directors' meetings. Members and LAG members have responsibility for approving the minutes of their own meetings;
- responsibility for ensuring all minutes are readily available on request, once approved and confidential items identified;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for the effective implementation, monitoring and evaluation of this policy

4. Approval of the Minutes

In order to establish whether the minutes are a true record of the last meeting, there will be a proposer and a seconder to confirm this. The Chair of the meeting always signs the minutes after their approval by the Directors/Members/LAG members at the next meeting.

5. Availability of Minutes

All minutes will be made available to any interested person, once the minutes have been approved and confidential items identified.

Minutes are available on the Trust website.

6. Minutes Agenda and Other Documentation

We will make available to any interested person the agenda and other documentation for the next meeting. We will make available to any interested person the minutes of the last meeting, once they have been approved at the following meeting and confidential items identified.

7. Confidentiality

We will make every effort to maintain the confidentiality of anyone named in the minutes, particularly with regard to our Data Protection responsibilities.

8. Matters Arising from the Minutes

At each meeting the Chair will go through the minutes of the previous meeting and Directors/Members/LAG members can query or ask for further information on any item in those minutes.

9. Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Trust website
- communications with parents, such as newsletters
- reports such as reports to the Directors/Members/LAG members.