

How to: minute a meeting effectively

Compliance vs good governance

Compliance essentials

(with best practice included in brackets)

- Full name of school/academy/trust
- Type of meeting
- Date, time and venue of meeting and if virtual
- Names of directors/trustees/governors present (identify SEL and Chair)
- Others in attendance including the clerk/governance professional
- Apologies and absence (note quorum when people leave and arrive and whether apologies are accepted)
- Declarations of interest
- Acceptance of previous minutes
- Decisions clearly recorded (and actions)
- Ad hoc items: appointment of governors/trustees, election of chair and vice chair, appointment of the clerk, approval of committees and membership and terms of reference, appointing governors to roles
- Delegated functions being reported back to the full board

Evidence of good governance

- Trustees/governors understanding the trust/school's strengths and weaknesses and monitoring improvement plans
- Trustees/governors fulfilling their financial oversight role and monitoring the budget in line with the strategic priorities
- Governors triangulating information (receiving both internal and external reports then seeing evidence themselves through governor monitoring)
- Trustees/governors understanding the progress made by different groups/key stages/curriculum areas of the trust/school
- Trustees/governors monitoring, evaluating and challenging the senior leadership team (in a relevant, positive and constructive manner)
- Trustee/governors' acknowledgment of success of the school, staff and pupils
- Board/committee involvement in formulating, promoting, monitoring and evaluating policies
- Reports being presented to the board by both trustees/governors and the senior leadership team