

How to arrange meetings

Who should I send meeting paperwork to?

How to use this document

Different boards send out meeting paperwork and minutes to different people, practice does vary and there is some discretion given to all types of governing board as to who in addition to the board members receives these things.

This document provides a summary of the legal and regulatory position so you can advise if needed.

Q. If you had invited someone to a board meeting who wasn't a board member would you send them all the papers?

A. For academy trusts

- Reg 108 of the current model articles Trustees can decide who they want to send trust board meeting agendas and paperwork to
- Regs.124 &125 (which are intended to cover post trust board meeting requirements) the agenda and meeting paperwork need to be made available for public inspection as soon as reasonably practicable, so sending both to non-trustees is permitted but not required
- There are no standard set of rules for all academy committees - you will have to check the position under your MAT's articles, the terms of reference and any other policy documentation

A. For LA maintained school governing bodies under the 2013 Regs the position is very similar save that governors are not explicitly given discretion to decide who agendas and paperwork are sent to and there is one limited case when the LA should receive the agenda and paperwork namely where an agenda item for the meeting involves consideration of a change of school category.

Q. Should the draft minutes be sent to a non-board member ?

A. There is no requirement to do this under the model articles for academy trusts or under the Regs for governing bodies. The minutes become public documents in effect once approved by the governing body or in the case of a trust approved and signed by the chair or approved by the board. Equally there is no restriction so unless the articles or terms of reference say the contrary the board can decide who the draft minutes are sent to.

Q. Would you send draft minutes to a diocese and LA?

A. To whom minutes are sent will depend in each case and is for the board to decide. If you are clerking in a maintained school, there may be an agreement with the LA to forward draft minutes and similarly, if you are clerking in any faith school organisation there may be an agreement with the Diocese for draft minutes to be sent to them.

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Conclusion

So, what is sent to non-board members depends who it is, what their role at the meeting is and what is in the papers.

It will be for the trustees or governors to decide but for a trust board you should always check the articles and for MAT academy committees the terms of reference and any other policy documentation to see if there are particular rules for the board you are clerking.