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| **DGAT Clerk to Governors Meeting Checklist** |
| Meeting preparation |
| Action | Action completed? | Comments |
| Yes | No |
| Draft the agenda using the DGAT annual schedule of work and send to meeting chair and headteacher a minimum of 14 days before the meeting date for finalising |  |  |  |
| Include on the agenda matters arising from the last meeting – this can be in the form of an action list. |  |  |  |
| Include policies to ratify on the agenda |  |  |  |
| Request for amendments to the agenda from the meeting chair and headteacher, any reports to accompany the agenda to be with you at least 8 days before the meeting. |  |  |  |
| Check all documents to make sure you understand what will happen at the meeting and the order in which papers will be referred to. |  |  |  |
| Send documents out to meeting attendees a minimum of 7 days before the meeting date using the agreed communication system e.g., GovernorHub |  |  |  |
| Request governors confirm attendance at the meeting or send apologies accompanied by a reason for their absence at the meeting.  |  |  |  |
| During the meeting |
| Action | Action completed? | Comments |
| Yes | No |
| Arrive in plenty of time to prepare yourself for the meeting. |  |  |  |
| Record attendees, including visitors who are not governors, and note the time of late arrivals and early leavers. |  |  |  |
| Where apologies have been received request that these either be authorised or declined. Record as appropriate. |  |  |  |
| Record absences. |  |  |  |
| Ensure you record any attendee leaving for a period of time during the meeting, including the time left and the time they re-joined the meeting. |  |  |  |
| Note the quorum and ensure the meeting is quorate to make decisions and for any required vote to take place. |  |  |  |
| Record any newly declared conflicts of interest or conflicts of interest declared that pertain to the agenda. |  |  |  |
| Ensure the meeting’s previous minutes are signed and dated by the chair, once deemed accurate by the full governing board or committee. |  |  |  |
| Where possible, write the meeting minutes using past tense. |  |  |  |
| Ensure the minutes are factual and do not contain opinions. |  |  |  |
| Record any acronyms in full in the first instance and consider using an acronyms list at the start of your minutes. |  |  |  |
| Refrain from using the names or other forms of identification of individual governors. *[Note: the clerk may be asked specifically to note something requested by a named governor on occasion and should comply with this request.]* |  |  |  |
| Note any specific actions allocated to an individual governor and the timeline set. |  |  |  |
| Identify questions and answers in minutes to demonstrate governors holding senior leaders to account and challenge.*[Note: it is permissible to record governor questions in a sperate colour to enable these to be easily identified in the minutes.]* |  |  |  |
| Clearly identify decisions made by the board – refrain from recording names even if there has been an abstainer or objector to a decision. Use terms such as ‘a majority’ or ‘unanimous’. |  |  |  |
| Ensure confidential minutes – often referred to as part two minutes – are recorded and filed separately. |  |  |  |
| Ensure the minutes provide a clear and accurate account of the meeting and are presented in the order in which they are taken during the meeting, not the agenda sequence. |  |  |  |
| Record the date of the next meeting. |  |  |  |
| Quality assurance |
| Action | Action completed? | Comments |
| Yes | No |
| Proofread the minutes using a spell checker. Ask yourself if the minutes accurately reflect the meeting; are they factual or do they show opinion? Anyone reading the minutes should be able to understand and know what happened at the meeting without being in attendance. |  |  |  |
| Send a copy of the draft minutes to the chair of the meeting and the headteacher within 7 working days of the meeting asking for their amendments. This exercise is a fact check, not for either the chair or head to alter the content or tone of the minutes. |  |  |  |
| Final actions |
| Action | Action completed? | Comments |
| Yes | No |
| Finalise the minutes and distribute them in draft form to all meeting attendees, ensuring any confidential items are only shared with those who were present for the confidential item discussed. |  |  |  |
| Ensure the signed minutes from the previous meeting are filed in the governance file. |  |  |  |