Text

Description automatically generated

**Minutes** of the **NAME OF SCHOOL** Local Governing Body / Committee Meeting held on XXX, XXXpm at XXXX

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| --- | --- |
| **Present:** | Name (Type of Local Governor, Chair)  Name (Type of Local Governor, Vice Chair)  Name (Type of Local Governor, Initials) |
| **Apologies:** | Name (Type of Local Governor, Initials)  or  None |
| **Absent:** | Name (Type of Local Governor, Initials)  or  None  (To include Governors who gave no or retrospective apologies) |
| **In attendance:** | Name (Clerk)  Name (Position, Initials) |

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| --- | --- |
| **Acronyms used within the minutes** | |
| LGB  DGAT  SoD | Local Governing Body  Diocese of Gloucester Academies Trust  Scheme of Delegation |

Governor Challenge in red. Responses in green. Actions highlighted in yellow and summaried is an Action Table at the end of the minutes.

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| 1. **Welcome and introductions** 2. **Apologies**   Apologies were noted and accepted by those present / Apologies from XYZ were not accepted by those present / Absence from XYZ was noted.   1. **Declarations of interest**   No new declarations of interest were noted / XYZ declared an interest in item XYZ as a XYZ. Local Governors agreed for XYZ to leave the room or have no vote during item XYZ. |
| 1. **Minutes of the Local Governing Body / Committee Meeting held on XXXX** 2. **Accuracy**   The minutes from the LGB / Committee meeting held on XYZ were agreed as a true and accurate record of the meeting. This was proposed by the Chair and seconded by the XXX. Local Governors were in unanimous agreement / Local Governors approved the minutes at a vote of 7 to 1.  Or  Local Governors reviewed the minutes from the LGB / Committee meeting held on XYZ and requested the following amendments. Local Governors approved the minutes subject to the amendments noted.   1. **Matters arising**   Local Governors reviewed the action table at the end of the minutes and noted the following updates:  (Copy and paste action table from last meetings and include updates + RAG rating)   |  |  |  |  | | --- | --- | --- | --- | | Actions | Responsibility | Action progress | **Impact** | |  |  | Complete |  | |  |  | In progress |  | |  |  | Not started |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
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| 1. **Main items according to the agenda** |
| 1. **AOB**   (Any items which came in after the meeting notification (aka agenda and papers) was sent out.   1. **Date of the next meeting**   The next meeting will be held on XXX, XXXpm at XXX |
| 1. **Confidential business** |
| The meeting ended at XYZ  Minutes taken by NAME, Clerk to Governors |
| Signature of Chair of Local Governing Body / Chair of Committee: …………………... |
| Date: ………………… |

**Actions from previous meetings**

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| --- | --- | --- | --- | --- |
| Actions | Responsibility | Due by | Action progress | **Impact** |
|  |  |  | Complete |  |
|  |  |  | In progress |  |
|  |  |  | Not started |  |

**Actions from this meeting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Actions | Responsibility | Due by | Action progress | **Impact** |
|  |  |  | Complete |  |
|  |  |  | In progress |  |
|  |  |  | Not started |  |