

## AURORA ACADEMIES TRUST

<b>Policy Title:</b>	AAT Minutes & Papers Policy for its Board, Committees & Local Advisory Bodies
<b>Policy Reference:</b>	AAT – M&P - Exp July 2018
<b>Function:</b>	For Information and Guidance/ <b><u>Statutory</u></b>
<b>Audience:</b>	Prospective Parents, Trustees, Governors, Executive Headteachers, Head, Teachers, Support Staff, as necessary
<b>Ownership/ Implementation:</b>	The Trustees/LAB Governing Body (as required) have overall responsibility for ensuring that this policy is implemented
<b>Version:</b>	001
<b>Approved by Trust Board:</b>	July 2016
<b>Next Date for Review:</b>	April 2018



## **AAT Minutes & Papers Policy for its Board, Committees & Local Advisory Bodies**

We are aware that the minutes are the official record of the main matters discussed and of decisions taken during a meeting of the Trust Board, of its Finance, Audit and Human Resources Committee and of the school's Local Advisory Bodies. The Trust's clerk is responsible for drawing-up the minutes of the Board, the Committees and the Local Advisory Bodies. The procedure is for the draft board minutes to have been finalised by the Chief Executive Officer; the draft Finance and Audit Committee minutes to have been finalised by the Director of Finance and the draft Local Advisory Body minutes to have been finalised by the Head, prior to requesting initial approval by the Chair of that meeting. Following procedure, the minutes must then be approved or ratified by the Board/Committee/Local Advisory Bodies at the next meeting and signed by the Chair.

We understand that we have an obligation under the Freedom of Information Act to make available information on request depending on whether the Trust considers such information is deemed to be confidential under the Act.

### **Aims**

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

### **Responsibility for the Policy and Procedure**

The Trust has:

- Appointed a clerk to the Board/Committees/Local Advisory Bodies,
- The responsibility for ensuring all the Board/Committees/Local Advisory Bodies are clerked,
- Responsibility for approving the minutes of the Board/Committees/Local Advisory Bodies,
- Responsibility for ensuring all Board and Committee minutes are readily available, in the school where the board meetings are held,
- Responsibility for ensuring all Local Advisory Body minutes are readily available, in the school,
- Delegated powers and responsibilities to the Chief Executive Officer to ensure all school personnel and stakeholders are aware of and comply with this policy with respects to the Board and Committees and the Head with respect to Local Advisory Bodies,
- 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 ensuring all policies are made available to parents,
- Responsibility for the effective implementation, monitoring and evaluation of this policy.



### **Approval of the Minutes**

The Chair of the Board signs the minutes after their approval by the Board at the next meeting, likewise the Chair of the Committee or the Local Advisory Body signs their minutes after the approval by the next Committee or Local Advisory Body meeting.

### **Availability of Minutes**

All minutes will be made available to any interested person. Sensitive information however, for example, where an individual is named will be redacted.

### **Minutes Agenda and Other Documentation**

We will make available to any interested person the minutes, agenda and other documentation for the next meeting.

### **Confidentiality**

We will make every effort to maintain the confidentiality of any person named in the minutes.

### **Matters Arising from the Minutes**

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

### **Governance**

See Articles of Association and AAT Appointment Procedures.

### **Rising Awareness of this Policy**

We will raise awareness of this policy via the school website.

### **Training**

All members and governors:

- Are welcome to an introductory welcome tour of the school,
- Are encouraged to attend the training sessions provided by the Trust,
- Are welcome to request documentation relating to previous training provided by the Trust,
- All governors are issued with the latest Department for Education, Governance Handbook.

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed biennially or when the need arises.

