

Guidelines for 'naming people' in minutes

Remember that governing bodies need to demonstrate accountability, transparency and openness and minutes are a public domain document.

NAMES – recommended to use title and full name to avoid confusion e.g. Mrs Ann Taylor, Rev James Bailey etc

Apologies

Governors who are not present must be named. The Minutes must state whether apologies are accepted or refused. Non-receipt of apologies must be recorded.

Declarations of Interest

Introductions of new governors or staff present

Staff Presentations

Any member of staff present who is presenting eg. Maths Lead, Deputy head teacher etc

Approval of minutes

The name of the proposer and seconder

Presenting a document

This may be head teachers report, governor visit report, SEND governor etc

Head Teacher is responding to questions

HT or Head Teacher responded ... etc

Governor Visits

This may be a visit report and allocation of assigned visits.

Committee Minutes

Name the title eg Chair of Finance reported that ... etc

Assigned role

Chair, Vice chair, SEND governor, LAC governor, etc

Assigned action

Any actions which are assigned or delegated to individual governors

NO NAMES

Any reference to pupils

Any reference to individual staff BUT... in the HT's report there may be reference to naming staff in terms of Training of staff or school outings etc..... for example for CPD eg Ann Walker attended SENCO training etc. Also good practice to refer to titles eg Deputy HT, Maths Lead, Chair, Vice Chair

Governors asking questions

Governors should not be named when asking questions to protect anonymity and governors work together as a 'body' rather than individuals. So minutes should refer to Governor asked, Governor challenged or GQ etc

Governors responding to questions

Governors should not be named if they respond to questions BUT titles CAN be used eg Chair of Finance responded, SEN governor responded etc.