



# Protocol for Governing Body Meetings

## The Governing Body of Newtown Primary School is committed to the following protocol:

- ⤴ The Governing Body understands and is committed to putting into practice its strategic role. At its meetings it will focus on securing the school's future direction and priorities for improvement. It will establish and uphold the school's aims and ethos; agree, monitor and evaluate the school's plan for improvement; ensure that resources are appropriately deployed. In these ways it will ensure accountability for the school's performance.
- ⤴ We acknowledge that time is limited and valuable and meetings should be focused, productive and business like. Our meetings will start on time and will run for no longer than two hours. Every governor will prepare for meetings by reading the information that is sent to them.
- ⤴ We need to receive appropriate information to help them undertake their role. We will not seek excessive information that puts an unnecessary burden on school staff but will focus on outcomes for children and information that aids our understanding of whether objectives have been met or not and other measures of progress and success.
- ⤴ Information will be sent to governors a week in advance of meetings in the normal course of events.
- ⤴ Agendas will be set by the chair of governors (or committee as appropriate), the clerk to governors and the headteacher. Any governor wishing to include an item at a meeting should contact the chair in advance of the meeting before the agenda is set so that time can be allocated as appropriate.
- ⤴ Every governor recognises that s/he has a responsibility to contribute to focused, timely, productive meetings. Everyone's contribution is valued and encouraged but governors will commit to their contributions being relevant and to the point.
- ⤴ The chair of the meeting will ensure that the meeting keeps to time; focuses on the agenda while allowing sufficient time for discussion.
- ⤴ The team will monitor its own practice and members will, with respect and good humour, point out when a meeting is 'going off course' and challenge those who undermine a strategic approach.