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Quality Assurance Policies & Procedures

PREPARATION AND APPROVAL OF MINUTES

1 Procedure for Minutes of Board and Committee Meetings

- 1.1 The Clerk to the Governors and the minute clerk will attend all board and committee meetings.
- 1.2 Under normal circumstances, within seven working days of the meeting the minute clerk will draft the minutes and e-mail them, marked "DRAFT" to the Clerk to the Governors who will approve them within two working days and return them to the minute clerk.
- 1.3 The minute clerk will send them to the relevant Assistant Principal and Principal for comment within three working days and then post them to the chairman of the meeting for his/her approval within seven days. When they are returned approved, or with amendments, "DRAFT" will be removed and a copy given to the Clerk to the Governors to retain for signature at the next meeting and subsequent filing in the relevant minute book.
- 1.4 Copies of all committee minutes will be included with the agenda for the subsequent board meeting for information and to enable board members to raise any questions (unless this closely follows the committee meeting in which case they will go to the following board meeting).