**Guidance Notes for Meetings**

**Before Meeting:**

* Send draft agenda to Chair and Headteacher 2 weeks prior to meeting
  + Make sure they are aware of what papers are expected and give deadline for submission
* Double check venue and any required bookings
* Save agenda and papers to secure meeting folder(e.g. OneDrive)
* Itemise and PDF papers
* Send papers out 1 week prior to the meeting – email Governors with meeting information and attachments (NB: only send out hardcopies of papers if specifically requested)
* Print one copy of papers for Clerk and Meeting Minutes folder
* Make a note of any apologies and inform Chair
* Check any outstanding actions from previous meeting and update Actions Table
* Prepare minutes template
* Prepare final version of minutes from previous meeting for signature (assuming these get approved)

**On day of meeting:**

* Copy/Print any tabled papers
* Double check for any apologies
* Prepare meeting room – table layout with chairs, water and glasses, tea, coffee and biscuits
* Try to sit opposite the Chair if possible
* Welcome Governors and offer refreshments
* If minutes of the previous meeting are approved get these signed by the Chair

**After Meeting:**

* Complete draft minutes and email to Chair and Head teacher for review (ensuring clear of any tracked changes). Aim to send within one week of the meeting.
* Once reviewed re-name draft minutes ending Chair/HT review and circulate to Governors highlighting action table at the end of the minutes.
* Make any required amendments to the minutes of the previous meeting
* Forward minutes to Linda Rolfe at the Diocese ([lrolfe@glosdioc.org.uk](mailto:lrolfe@glosdioc.org.uk))
* File hardcopies of agenda and papers in the Meeting Minutes Folder
* Complete any actions for the Clerk