



## Protocol for Governing Board Meetings

***The Governing Board of the Otter Valley Federation is committed to the following protocol:***

The Governing Board 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 and thereby ensure accountability for the school's performance.

Agendas will be set by the chair of governors (or committee as appropriate), the clerk to governors and the Executive Headteacher/ Heads of School. Any governor wishing to raise 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.

Governors 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. Governors acknowledge that time is limited and valuable and meetings should be focused, productive and business like.

Every governor will prepare for meetings by reading the information that is sent to them. Our meetings will start on time and will run for no longer than two hours.

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 ultimately ensure that the meeting keeps to time; focuses on the agenda and that red herrings and tangents are resisted!

Governors will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.

Governors will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.

All governors will not reveal the details of any governing board vote.

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 'strategic hijackers'.