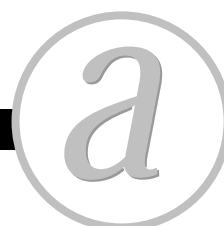


**Bryan Slater**  
**Director of Education**

#### **Distribution**

Chairs of Governors  
 Clerks to Governors



The attached document requires your action as detailed below:

<b>ACTION BY GOVERNING BODIES</b>	<b>Title</b>	Minutes of Governors' Meetings		
	<b>Summary of contents</b>	Letter from Director of Education		
	<b>Associated documents</b>	Governors' Guide to the Law		
	<b>Date</b>	23 January 2002		
	<b>Summary of action required</b>	Minutes of all full governing body meetings and committee meetings to be sent to the Governor Support Service		
	<b>To be completed by</b>	Ongoing		
	<b>LEA Contact</b>	Anne Genge	<b>Tel:</b>	01603 433276 e-mail: anne.genge.edu@ norfolk.gov.uk
	<b>Document reference</b>	GI 9/2002		

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23 January 2002

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To: Chairs of Governors – All Schools  
Clerks to governing bodies – All Schools

Dear Colleague,

### **Minutes of Governors' Meetings**

Over the last year I have met with many of you at various meetings and I have frequently explained how keen I am that the working partnership with governing bodies will assist them to become more effective in planning for improvement in schools.

As part of that partnership, each school's Review and Development Adviser (RDA) is looking to work more closely with the governing body. The aim is to ensure that the governors are actively and appropriately involved in the decision-making and monitoring necessary to fulfil their roles. There should also be more awareness of governors' accountability for the overall performance of the school. The current OFSTED Framework for Inspection also considers, more thoroughly, the role of the governing body in providing strategic direction and, therefore, I hope that this additional support will better prepare governors for any future inspection of their school.

One of the best ways by which the RDA can be kept informed of the work of the governing body is by reading the minutes of meetings. However, to date, the LEA has made only an informal request for minutes to be sent in for this purpose. As a result, over the course of the 2000/2001 school year, 251 governing bodies sent in copies of their minutes. I am now keen to ensure that all governing bodies make their minutes available to the LEA. This is in accordance with chapter 4, section 12 of the 'Governors' Guide to the Law':

"Governing bodies must make minutes of their meetings, including draft minutes, available for inspection by the maintaining LEA on request. This requirement also applies to the minutes of any governing body committee."

continued/...

In making this formal request that you send to the LEA copies of the minutes of all of your full governing body meetings and committee meetings I hope you will agree that it will help us to better understand the issues you are focussing on in your school.

It would be helpful if you could send the minutes to the Governor Support Service, preferably electronically, at [governorsupport.edu@norfolk.gov.uk](mailto:governorsupport.edu@norfolk.gov.uk) or through the school post for those clerks who do not have access to e-mail.

I hope that this will add significantly to our communications and I appreciate your co-operation in this matter.

Yours sincerely,

Dr Bryan Slater  
Director of Education