Access to Minutes of the Governing Body

Ratification Date: 8th October 2026

Review: September 2027

The Flourish Federation

ACCESS TO MINUTES OF THE GOVERNING BODY

This policy is for the Flourish Federation, being Brookfield Infant School and Brookfield Junior School. We work very closely and have written this policy to take account of the needs of both schools whilst enabling us to have just a joint and consistent approach.

The Flourish Federation is committed to raising and maintaining standards by setting strategic direction, ensuring accountability, and acting as a support system for the schools. The governing body focuses on specific areas of school life through its monitoring.

Governing body meetings are held at least six times a year. The minutes of each meeting are drawn up by the clerk and approved and signed by the chair of governors at the next meeting following approval from governors. The agenda for the next meeting will be circulated at least seven days prior to the date of that meeting.

The papers and minutes of the meetings of the governing body of the Flourish Federation are available to any member of the public who wishes to access them. There may be certain times when access to these documents is restricted. This could be when a specific member of staff or a pupil (or prospective staff member or pupil) is named or referred to, or when items are deemed commercially sensitive or otherwise confidential.

The chair of governors annually reviews information that is restricted from public access to assess whether or not this information should continue to be classified or whether it can be released into the public domain.

Minutes and papers can be accessed during normal school hours. Requests for access should be made to Trisha Ferrus – Clerk to Governors and can be contacted via the school office or by emailing directly – Patricia.Ferrus@theeducationpeople.org. Non-confidential minutes are located on the school's website. If a printed copy of minutes is requested, a charge of 10p per page will be charged.

Attending governing body meetings

Members of the public are welcome to attend meetings of the governing body at the discretion of the chair of governors but are required to give at least 7 working days written notice to the clerk of governors. Members of the public who are permitted to attend are invited purely as spectators and will take no part in the meeting unless specifically invited to by the chair of governors. Anyone in attendance can be asked to leave by the chair of governors at any point during discussion of particular items.