

# EQUITAS ACADEMIES TRUST



**EQUITAS**  
— ACADEMIES TRUST —

## **Minutes of Trust Board Meetings Policy**

**Review Date:** December 2021  
**To be Reviewed:** December 2023  
**Agreed:** Full Trust Board  
**Policy Lead:** CEO

**MINUTES OF TRUST BOARD MEETINGS POLICY**

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## **Equitas Academies Trust**

### **1. INTRODUCTION**

- 1.1 Equitas Academies Trust is aware that the minutes taken from all Trust Board meetings are the official record of the main matters discussed during a meeting and of any decisions taken.
- 1.2 The Trust understands that there is an obligation under the Freedom of Information Act to make available information on request depending on whether the Trust Board considers such information is deemed to be confidential under the Act.

### **2. AIMS**

- 2.1 To ensure that the minutes taken by the clerk are a true written record of a meeting and correspond with the Trustee's recollection of what was discussed at that meeting.
- 2.2 To work with other schools to share good practice in order to improve this policy.

### **3. RESPONSIBILITY FOR THE POLICY AND PROCEDURE – ROLE OF THE TRUST BOARD**

- 3.1 The Trust Board has:
  - (a) Appointed a Governance Professional to the Trust
  - (b) The responsibility for ensuring all Full Trust Board and sub-committee meetings are clerked
  - (c) Responsibility for approving the minutes of the Trust Board and sub-committee meetings
  - (d) Responsibility for ensuring all minutes are readily available upon request
  - (e) Delegated powers and responsibilities to the Chief Executive Officer to ensure all Trust personnel and stakeholders are aware of and comply with this policy
  - (f) Responsibility for ensuring that the Trust complies with all equalities' legislation
  - (g) Responsibility for ensuring funding is in place to support this policy
  - (h) Responsibility for ensuring this policy and all policies are maintained and updated regularly
  - (i) Responsibility for ensuring all policies are made available to parents;
  - (j) Responsibility for the effective implementation, monitoring and evaluation of this policy

## Equitas Academies Trust

### **4. APPROVAL OF THE MINUTES**

- 4.1 In order to establish whether the minutes are a true record of the last meeting, there will be a proposer and a seconder to confirm this or all those present will confirm approval.
- 4.2 The Chair of the Trust Board or sub-committee Chair always signs the minutes after their approval by the Trust Board or sub-committee at the next meeting.

### **5. AVAILABILITY OF THE MINUTES**

- 5.1 All minutes will be made available to any interested person.

### **6. MINUTES AGENDA AND OTHER DOCUMENTATION**

- 6.1 The Trust will make available to any interested person the minutes, agenda and other documentation for the next meeting.

### **7. CONFIDENTIALITY**

- 7.1 The Trust will make every effort to maintain the confidentiality of any one named in the minutes.

### **8. MATTERS ARISING FROM THE MINUTES**

- 8.1 At each meeting the Chair will go through the minutes of the previous meeting and Trustees can query or ask for further information on any item in those minutes.

### **9. REVIEW OF POLICY**

- 9.1 This policy will be reviewed by the CEO biannually. At every review, the policy will be shared with the Trust board.

Reviewed and approved by:	Date approved:	Next review date:
Full Trust Board	December 2021	December 2023