**Board Paper and Actions Process**

1. Ideally subcommittees will meet 2 weeks before the FGB so that their minutes can be available for all governors to review before the FGB (this is not the case in 2017/18)
2. Agenda and papers for the FGB will be sent out no later than 1 week in advance. Any emergent issues arising later than this, can be submitted by exceptional agreement of the chair, and any papers pertaining to these matters must be no more than 1-page long.
3. At the time of issuing the papers, Governors will be asked to submit in writing, no less than 48 hours before the meeting:  
   1. The outcome of their completed actions – stating the action number
   2. Progress on outstanding actions and a revised completion date. Any issues stopping completion should be clearly stated
   3. Questions on the head’s report / update, so that critical questioning can be responded to in the meeting / dealt with promptly.
4. During the meeting any actions agreed to by governors, should include an estimated completion date. If on reflection the governor wishes to adjust this date, that should be done promptly when the draft actions summary is distributed.
5. A draft actions summary will be published within a week of the meeting, and the minutes within 2 weeks.
6. All governors are expected to log into their secure e-mail account at least once a week, to view updates / respond to actions. Personal e-mail accounts will not be used for school documents so as to comply with upcoming data protection legislation. The secure governor portal will generally be used for the distribution of meeting papers.