
WELSH STATUTORY INSTRUMENTS

2014 No. 1132

The Federation of Maintained
Schools (Wales) Regulations 2014

PART 8

MEETINGS AND PROCEEDINGS OF GOVERNING BODIES

Minutes and papers

59.—(1) The clerk (or the person appointed to act as clerk for the purpose of the meeting in accordance with regulation 53(4)) must ensure that minutes of the proceedings of a meeting of the governing body are drawn up and signed (subject to the approval of the governing body) by the chair (or the person acting as chair) at the next meeting.

(2) The person acting as clerk to the governing body for the purposes of any meeting must record immediately before the entry recording the minutes of that meeting in the book or pages used for that purpose the names of those members of the governing body and of any other person present at the meeting concerned.

(3) The governing body must supply a copy of the draft or signed minutes of a particular meeting to the local authority that maintains the school in question on request by the local authority concerned.