

## **CONFIDENTIALITY AGREEMENT FOR THE GOVERNING BOARD 2021- 2022**

**As well as acting as a corporate organisation, Governing Bodies must act with integrity, objectivity and honesty, and in the best interests of the school. They must be open about, and prepared to explain, their decisions and actions.**

**The following are some guidelines regarding the principle of confidentiality of governing body meetings. Governing bodies should consider adoption of these principles by all governors.**

- Governing body meetings are not open to the public by right.
- Most of what is said at a meeting is not recorded in the minutes and governors need to be careful about passing it on. It is wrong to disclose information or comments that could embarrass or harm those to whom they relate. Governors should also not disclose what particular people said or how they voted at a meeting as this could restrict a person's readiness to speak freely and, as such, work against the future effectiveness of the governing body.
- Governors should not say or engage in any activity that could bring the school into disrupt or damage the school's reputation
- A person wishing to attend a governing board meeting must inform the governing board beforehand, detailing their reason for attending. The clerk will ensure they receive and sign a copy of the confidentiality agreement.
- By law it is necessary for signed copies of the minutes and agendas of all meetings of governing bodies to be made available in school for inspection this includes being accessible to staff, parents and pupils.
- Documents and information circulated by governors, teaching staff and the clerk must be used for the intended purpose at meetings
- Only the Chair receives the confidential minutes (part 2). The clerk will keep the signed copy on a secure file. Only one copy will be circulated to governors present at that meeting. These minutes are not for public viewing or inspection
- A confidential matter is not to be discussed by any governor outside the meeting, including with fellow governors.
- Individual governors will be asked to account for any breaches in confidentiality. Repeated breaches in confidentiality could lead, in appropriate cases, to consideration of the suspension of the 'offending' governor/s.

**Signed .....** **Date .....**

**Approved by the Full governing board on 29<sup>th</sup> October 2018**  
**Reviewed summer term 2021**

