

# GOVERNING BODY MEETINGS PROTOCOL

## ***We will:***

- arrive on time for the start of the meeting;
- read all relevant papers before the meeting;
- make contributions through the Chair;
- be aware that all governors should have the opportunity to contribute and that they may be prevented from doing so if individuals dominate the discussion;
- wherever possible, inform the Chair or clerk before the meeting if we want to place an item on the agenda;
- only raise items under the 'urgent business' agenda item that are urgent;
- be polite and courteous to others;
- be aware of the constraints of time;
- make a note of any tasks we agree at the meeting to undertake;
- exercise extreme caution when naming individuals and be aware of the implications for grievances / complaints / disciplinary and other panel hearings.