

Appendix A – Willingdon School Governing Board – Internal Guidelines

Willingdon School Governing Board- Internal Guidelines

All Governing Board members and the school principal and vice-principal will:

Before meetings:

- Circulate documents, including minutes and agendas, to be deliberated on at a meeting at least five days before the scheduled meeting, failing which consideration of the issue will be tabbed.
- Prepare by reviewing carefully documents and correspondence duly circulated in advanced

At meetings:

- Arrive on time
- Attend regularly
- Entertain questions to the Board and agenda items only when these have been submitted at least 48 hours before the scheduled meeting
- Follow the scheduled agenda
- Speak in turn and wait to be called on by the Chair before speaking
- Address the Chair when intervening in the discussion.
- Keep interventions relevant, objective, concise and non-redundant to facilitate effective and efficient discussions and decision-making
- Express opinions freely and respectfully
- Respect the right of non-members to intervene during the period reserved for questions

Following meetings:

- Support Governing Board decisions taken, regardless of one's personal view

General rules:

- Meetings will end at 8:15. A motion must be passed and approved in order for the meeting to be extended.