



**ST PAUL'S CATHOLIC PRIMARY SCHOOL & NURSERY**  
**PAULSGROVE, PORTSMOUTH**  
**"Do everything with love"**

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**MINUTES OF THE GOVERNING BOARD**

The minutes of governor meetings are public documents, and as such are open to be viewed by anyone interested. This covers the minutes of the Governing Board.

The Governing Board has opted not to place its minutes on the school's website, preferring instead to have them available in the school on request. We have taken this approach as, by their nature, minutes are the ***"written record of an official proceeding. The notes recounting the transactions occurring at a meeting or official proceeding for future reference"*** (Ref. *The Free Dictionary*). The minutes are therefore not exhaustive records of everything that was said at the meeting.

As a result, the members of the Governing Board have a concern that reading the minutes in isolation, without the ability to understand the context of the discussion, could be misinterpreted. Minutes are therefore available to be read at the school, where a member of the senior staff or the governing board could be available to answer any questions or set the context of the material being discussed.

Please contact the Clerk to Governors or Mrs Sharman at St Paul's Catholic Primary School.