



# TUNBRIDGE WELLS GRAMMAR SCHOOL for BOYS

## Governing Body Committee Meetings Academic Year 2010-11

### Overview

There are three committees with scheduled meetings. 'Finance and Premises', 'Students, Curriculum and Standards' and 'Personnel'. All meetings are on Wednesdays and have a start time of 7.00pm. Meetings should last no longer than 90 minutes.

The school operates a 6 term year.

In terms 1, 3 and 5 each committee has a scheduled meeting. In terms 2, 4 and 6 each committee has a provisional meeting scheduled in case the business scheduled in terms 1, 3 and 5 could not be completed within the 90 minutes. This meeting may take place if required and I would ask that staff and governors keep those dates free if at all possible.

Full Governing Body (FGB) meetings take place four times a year in terms 1, 2, 4 and 5. These meetings start at 7.30pm.

Every effort should be made to circulate minutes of committee meetings in order that governors can read those minutes prior to FGB meetings to eliminate the need for chairs of committees to provide verbal reports of meetings.

A FGB early in term 1 allows the team to meet at the beginning of the year and agree committee membership amongst other issues.

### Meetings Timetable

Term	Committee	Date
1	Full Governing Body	22/09/10
	Students, Curriculum and Standards	29/09/10
	Personnel	13/10/10
	Finance/Premises	20/10/10
2	Students, Curriculum and Standards*	10/11/10
	Personnel*	17/11/10
	Finance/Premises*	24/11/10
	Full Governing Body	01/12/10
3	Students, Curriculum and Standards	26/01/11
	Personnel	02/02/11
	Finance/Premises	09/02/11
4	Students, Curriculum and Standards*	02/03/11
	Personnel*	09/03/11
	Finance/Premises*	16/03/11
	Full Governing Body	30/03/11
5	Students, Curriculum and Standards	27/04/11
	Personnel	04/05/11
	Finance/Premises - Budget	11/05/11
	Full Governing Body**	18/05/11
6	Students, Curriculum and Standards*	22/06/11
	Personnel*	29/06/11
	Finance/Premises*	06/07/11

\*Provisional meeting if required.

\*\* FGB on 18/5/11 to allow FGB to ratify budget in time for county return

John Harrison  
10 May 2010