
STATUTORY INSTRUMENTS

2003 No. 1558

New Schools (General) (England) Regulations 2003

PART 6

General Conduct of New Schools

Minutes and papers

45.—(1) The clerk (or the person appointed to act as clerk for the purpose of the meeting in accordance with regulation 39(5)) shall ensure that minutes of the proceedings of a meeting of the governing body are drawn up and signed (subject to the approval of the temporary governing body) by the chair of the next meeting.

(2) Subject to paragraph (3), the temporary governing body shall, as soon as reasonably practicable, make available for inspection by any interested person, a copy of —

- (a) the agenda for every meeting;
- (b) the signed minutes of every such meeting; and

(3) The temporary governing body may exclude from any item required to be made available in pursuance of paragraph (2) any material relating to—

- (a) a named person who works, or who it is proposed should work, at the new school;
- (b) a named pupil at, or candidate for admission to, the new school;
- (c) any other matter that, by reason of its nature, the temporary governing body is satisfied should remain confidential.