

## Glossary of Governance Meeting Terms

Academy Advisory Board (AAB)	Usually one per school. The AAB consists of a group of people who could be parents, community nominees, or academy staff, with a minimum of 5 and a maximum of 9 people. A member of the Regional Governing Body may also sit on the AAB if required
Agenda	The plan for a meeting, it lists the items to be discussed in the order in which they will be discussed
Any Other Business	An item on the agenda (usually the last) that provides an opportunity for those present to suggest additional matters for discussion
Apologies	Formal notifications of inability to attend a meeting
Articles of Association	Rules governing the internal conduct of a company's affairs, such as appointment, powers, and proceedings of directors/trustees, alteration of capital structure, dividends, and so on
Board	A group of elected or appointed individuals who are collectively responsible for the governance and strategic direction of the Trust
Business Arising	Discussion on any matter recorded in the minutes of the previous meeting
Business Interests	Declaration of any direct or indirect business interests an individual may have
Chair	The person who controls the conduct of the meeting
Dissent	The holding or expression of opinions at odds with those commonly or officially held
Due diligence	A systematic investigation into a company's financial position, past performance, assets, legal liabilities, etc. before a deal is done to ensure that no unexpected problems emerge afterwards
Governors	Governors are responsible for overseeing the management side of a school: strategy, policy, budgeting and staffing. They enable their school to run as effectively as possible, working alongside senior leaders and supporting teachers to provide excellent education to children
In Attendance	An individual who is in attendance at the meeting due to their role/position but has no voting rights
Minutes	The formal written record of a meeting. Copies are circulated to attendees and those who apologised (and sometimes to other interested parties), and formally confirmed at the next meeting as being a true record
Motion	A formal statement, usually involving some proposed action, put to a meeting for discussion and subsequent decision by vote
Non-attendees	Governors who do not attend the meeting but who have not provided apologies in advance
Quorate	Attended by a quorum and so having valid proceedings
Quorum	The minimum number (or percentage of those invited) required to be at a meeting for it to proceed legitimately. For RGB, the quorum shall be any three of the governors of the RGB, or where greater, any one third (rounded up to a whole number) of the total number of governors of the RGB. For AAB, the meeting should proceed if three AAB members are present. If a meeting cannot be convened before the next RGB meeting, the RGB and Head of Governance and Compliance should be informed
Ratify	To sign or give formal consent to (a treaty, contract, or agreement), making it officially valid
Regional Governing Body (RGB)	The Regional Governing Bodies consist of a group of eight people who are elected onto the Board for a period of 4 years. This is a skills-based governing body, with people who have skills in Business/Legal, Finance, HR, Estates and Health and Safety, Marketing/ Communications and Education. Each Executive Principal will be a member of the relevant RGB and the CEO is an ex-officio member
Risks, Opportunities and Threats	Risks, opportunities and threats for each school are identified by the AAB and collated to be passed to the RGB for review