

## Resource list for: Writing Effective Minutes

Website links for documents that you may find useful:

Competency Framework for Governance <a href="http://www.gov.uk">www.gov.uk</a>
Governance Handbook <a href="http://www.gov.uk">www.gov.uk</a>
Clerking Competency Framework <a href="http://www.gov.uk">www.gov.uk</a>
Academies Financial Handbook <a href="http://www.gov.uk">www.gov.uk</a>
The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 - regulation 11 <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270783/school_governance_regulations_2013_departmental_advice.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270783/school_governance_regulations_2013_departmental_advice.pdf</a>
ICSA - Institute of Chartered Secretaries and Administrators - January 2015 <a href="https://www.icsa.org.uk/assets/files/ireland/guidance-notes/ireland-guidance-note-minute-taking.pdf">https://www.icsa.org.uk/assets/files/ireland/guidance-notes/ireland-guidance-note-minute-taking.pdf</a>
Additional Information <a href="https://www.businessproductivity.com/how-to-take-good-meeting-minutes/">https://www.businessproductivity.com/how-to-take-good-meeting-minutes/</a>