

11th Andover Scout Group

Meetings Policy - 2024

14-07-2024

Revision 1

OPEN

	Revision	Updates	Author	Reviewed by	Approved by
1	0.1	First Draft for review	DD 20-05-24	JC 21-05-24	05-05-24
2	0.2	First Draft with amendments	JC 21-05-24	DD	
3	0.3	Incorporate PC review comments	JC 03-06-24		
4	1	First release	DD 03-06-24	JC 03-06-24	PC 14-07-24

Revision control;

1. Policy

This document outlines the 11th Andover (St. Michael's) Scout Group policy for advertising, running and recording meetings of the Trustee Board in line with the Scout Association Policy Organisation and Rules.

2. Trustee Board

- 2.1. Meetings will be convened with at least two weeks' notice. A meeting may be convened on shorter or no notice if half of the Trustee Board gives approval.
- 2.2. Meetings are chaired by the Group Chair. If the chair is unavailable, a delegate chair may be appointed at the start of the meeting by a majority of Trustee Board members at the meeting. Only Trustee Board members may vote at the meeting.
- 2.3. The meeting must be quorate - a third of trustees (ex officio, appointed and co-opted) plus one. If the meeting is not quorate, it must be closed and reconvened.
- 2.4. Decisions will be made by the majority of the votes present. If the votes for and against are equal, the chair does not have the deciding vote, the item is deemed to not be carried.
- 2.5. Meetings by video conferencing or telephone are acceptable when agreed upon with the group chair, including hybrid meetings.
- 2.6. Should an urgent matter arise between meetings, it is permitted to use an electronic method of voting (email). Approval must be a minimum of 75% of the Trustee Board. The outcome must be reported and minuted at the next Trustee Board Meeting.
- 2.7. Documents requiring reading before the meeting will be circulated typically 7 days before, but a minimum of three days before the meeting.

3. Meeting Etiquette

- 3.1. The Group chair will run the meeting. Please raise your hand if you wish to speak.
- 3.2. Please listen to what is being said, and do not have conversations while someone else is speaking.
- 3.3. Please do your best to read the minutes, action plan and any documents before the meeting.
- 3.4. Agenda items should be submitted to the admin a minimum of three days before the meeting.
- 3.5. Urgent Any Other Business (AOB) will be permitted at the meeting at the discretion of the Group chair.

4. Meeting Records

- 4.1. The administrator will take minutes of the meeting and send a draft copy to the Group Chair and Group Lead Volunteer within 2 weeks of the meeting ending for review before publishing.

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- 4.2. The trustee board members will approve the last meeting's minutes at the start of each trustee board meeting.
- 4.3. The administrator will record any actions on the trustee board action plan and will send it to the Group Chair and Group Lead Volunteer within 2 weeks of the meeting for review prior to publishing.
- 4.4. The trustee board members will review and approve the status of the group action plan during the trustee board meeting.
- 4.5. The minutes should include the following;
 - 4.5.1. the type of meeting
 - 4.5.2. the date and time of the meeting
 - 4.5.3. the names of those present
 - 4.5.4. who chaired the meeting
 - 4.5.5. what capacity people attended in, such as a trustee or invited attendee
 - 4.5.6. any absences for agenda items due to conflicts of interest
 - 4.5.7. apologies for absence
- 4.6. The minutes should record exactly what was agreed upon, particularly for important or controversial decisions. For example:
 - 4.6.1. the exact wording of any resolution and who proposed it
 - 4.6.2. a summary of the discussion on each item of business
 - 4.6.3. information used to make decisions
 - 4.6.4. how many votes were made for and against, and how many didn't vote
 - 4.6.5. what action is needed, and who is responsible for taking it
 - 4.6.6. the date, time and venue of the next meeting
- 4.7. All meeting records will be stored in the group's shared working environment (SWE) cloud storage (e.g., Google Drive) when fully operational.
 - 4.7.1. All scout group members and parents who have registered their email addresses, may view the published records on the cloud storage.
 - 4.7.2. The group's administrators, lead volunteers, and chair will have read/write access to documents published in the cloud storage.
 - 4.7.3. Any confidential meeting minutes related to economic assistance will be held in a separate cloud storage folder and will only be accessible to those with a need to know, such as the Group's; Lead Volunteer, Chair or Treasurer.
 - 4.7.4. Meeting minutes will be held for at least 6 years in accordance with the requirements of the Charity Commission guidelines for financial records (Charities Act 2011 section 131).