



REGISTER

Attendance register for governor meetings

Use this template to keep track of attendance on your governing board.

› This template lets you record:

- The names of your governors/trustees
- The date of the meeting
- Whether the meeting was a full governing board (FGB) or committee (C) meeting
- Whether each governor/trustee was present

› Ask governors/trustees to mark their attendance with their initials rather than a tick, as this is an extra confirmation that they attended

› Find out more about attendance at meetings in our article [Governor meetings: attendance and absence](#)

› We worked with our associate education expert Fred Birkett to create this template. An experienced teacher and education consultant, Fred has been a governor for 20 years in primary and secondary schools and a chair of governors for half that time

Attendance register – 2019/2020

Name	Date	FGB or C	✓	Date	FGB or C	✓	Date	FGB or C	✓	Date	FGB or C	✓	Date	FGB or C	✓	Date	FGB or C	✓	Total attended
Alison Cooke	22/10/19	FGB	✓	10/12/19	FGB	✓	11/02/20	FGB	✓	31/03/20	FGB telecon	✓	19/05/20	FGB Zoom	✓	07/07/20	FGB Teams	✓	6/6
Patricia Carrington	22/10/19	FGB	✓	10/12/19	FGB	✓	11/02/20	FGB	✓	31/03/20	FGB telecon	✓	19/05/20	FGB Zoom	✓	07/07/20	FGB Teams	✓	6/6
Sarah Kiddle	22/10/19	FGB	✓	10/12/19	FGB	✓	11/02/20	FGB	✓	31/03/20	FGB telecon	✓	19/05/20	FGB Zoom	✓	07/07/20	FGB Teams	✓	6/6
Adrian Jordan **	22/10/19	FGB	✓	10/12/19	FGB	F													1/2
Chris Ford	22/10/19	FGB	A	10/12/19	FGB	✓	11/02/20	FGB	✓	31/03/20	FGB telecon	A	19/05/20	FGB Zoom	A	07/07/20	FGB Teams	✓	3/6
Lindsay Evans	22/10/19	FGB	✓	10/12/19	FGB	A	11/02/20	FGB	✓	31/03/20	FGB telecon	✓	19/05/20	FGB Zoom	A	07/07/20	FGB Teams	✓	4/6
Adrian Peatman	22/10/19	FGB	✓	10/12/19	FGB	✓	11/02/20	FGB	✓	31/03/20	FGB telecon	✓	19/05/20	FGB Zoom	✓	07/07/20	FGB Teams	✓	6/6
Julie Nutland	22/10/19	FGB	✓	10/12/19	FGB	✓	11/02/20	FGB	✓	31/03/20	FGB telecon	A	19/05/20	FGB Zoom	✓	07/07/20	FGB Teams	A	4/6
Nikki Elliott (Clerk)	22/10/19	FGB	✓	10/12/19	FGB	✓	11/02/20	FGB	✓	31/03/20	FGB telecon	A	19/05/20	FGB Zoom	A	07/07/20	FGB Teams	✓	4/6

A – apologies received and accepted by FGB, **F** – absent, ****** - Governor resigned in Term 3 2020

The first number is the number of meetings attended, the second number is the number of meetings held while this governor was appointed to the relevant body. For example, 2/3 means that a governor attended 2 meetings out of a possible 3.