**CAST Schools Website Checklist – Governance**

School name and area:

Please confirm you have the following on your website and any updates have been completed since the last check:

|  |  |
| --- | --- |
| **Information** | **Tick to confirm** |
| Governor Information Document (template provided by CAST) to include;Full Name, Governor type, Appointing body, Date of current appointment, End of current term, Meeting attendance, Business interests, Other Governorships  |  |
| Governor Pen Portraits |  |
| Meeting Summary or LGB Minutes |  |
| CAST Board Structure – Link to CAST Website |  |
| CAST Board Meeting Attendance – Link to CAST Website |  |
| Current Scheme of Delegation (October 2018) |  |
| CAST Financial Information – Link to CAST Website |  |
| **GIAS** |
| Get Information About Schools – all Governor Information has been updated |  |

Notes from the Clerk