

## 15.2 Meeting Agenda

An example of an agenda follows:

### **Board of Trustees Meeting Agenda: Wednesday 20<sup>th</sup> June 6.30pm**

	<b>Led By</b>	<b>Time</b>
1. <b>Administration</b> <ul style="list-style-type: none"> <li>• Present</li> <li>• Apologies</li> <li>• Declaration of Interests</li> </ul>	<i>Presiding Member</i>	2 mins
2. <b>Monitoring</b> <ul style="list-style-type: none"> <li>• Principal's Report</li> <li>• Curriculum Review – Science</li> <li>• Finance Report</li> <li>• Property Report</li> <li>• Self Audit - Finance</li> </ul>	<i>Principal</i> <i>Deputy Principal</i> <i>Finance</i> <i>Property</i> <i>Presiding Member</i>	10 15 10 15 5
3. <b>Decisions</b> <ul style="list-style-type: none"> <li>• In Committee – Review Committee</li> <li>• Community Survey – Survey Questions</li> </ul>	<i>Presiding Member</i> <i>Principal</i>	10 15
4. <b>Discussions</b> <ul style="list-style-type: none"> <li>• Charter Check: Ongoing summary of progress in relation to annual plan</li> <li>• Policy/Procedure Review: Governance Manual Bullying Policy</li> <li>• Vision &amp; Values &amp; PB4L</li> <li>• Board Operations: Trustee Training</li> </ul>	<i>Principal/ Presiding Member</i> <i>Presiding Member</i> <i>Principal</i> <i>Presiding Member</i>	10 20 20 10
5. <b>Agenda Items for Next Meeting</b>	<i>Presiding Member</i>	2
6. <b>Administration</b> <ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Minutes of previous meeting</li> <li>• Matters arising</li> </ul>	<i>Presiding Member</i>	5
7. <b>Meeting closure</b> <ul style="list-style-type: none"> <li>• Comments on meeting procedure and outcomes</li> <li>• Preparation for next meeting</li> </ul>	<i>Presiding Member</i>	2

• See policy list over page  
(C)=Chair; (P)=Principal; (F)=Finance Trustee; (Pr)=Property Trustee; (T)=Trustee; (ST)=Staff Trustee;  
(S)=Staff; (DP)=Deputy Principal; (IV)=Invited Visitor; (MP)=Member of Public

The next board meeting is scheduled for **Wednesday 22<sup>th</sup> July 2015** at 6.30pm  
Agenda closes Monday 20<sup>th</sup> July at 12 noon.

*Review Schedule: Triennial*

*Last Reviewed: September 2021*

*Next Review: September 2024*

*Signed:*