

15.2 Meeting Agenda

An example of an agenda follows:

Board of Trustees Meeting Agenda: Wednesday 20th June 6.30pm

	Policy Reference*	Led By	Time
1. Administration <ul style="list-style-type: none"> • Present • Apologies • Declaration of Interests 	➤ GP14 & GP15	Shaun (C)	2 mins
2. Monitoring <ul style="list-style-type: none"> • Principal's Report • Curriculum Review – Science • Finance Report • Property Report • Self Audit - Finance 	<ul style="list-style-type: none"> ➤ GP5 ➤ OP1& NAG1(SA1) ➤ NAG4; GP18.3 & OP 4 ➤ NAG 4 & OP6 ➤ NAG2 	<ul style="list-style-type: none"> Steve (P) Craig (DP) Janet(F) Simon(Pr/Steve(P) Shaun (C) 	<ul style="list-style-type: none"> 10 15 10 15 5
3. Decisions <ul style="list-style-type: none"> • In Committee – Review Committee • Community Survey – Survey Questions 	<ul style="list-style-type: none"> ➤ GP18.1 ➤ Charter: Community Consultation&NAG 2 	<ul style="list-style-type: none"> Shaun (C) Steve (P) 	<ul style="list-style-type: none"> 10 15
4. Discussions <ul style="list-style-type: none"> • Charter Check: Ongoing summary of progress in relation to annual plan • Policy/Procedure Review: Governance Manual Bullying Policy • Vision & Values & PB4L • Board Operations: Trustee Training 	<ul style="list-style-type: none"> ➤ NAG1 (SA 4/5)& NAG 5/6 ➤ OP 7; NAG 5 ➤ Charter: Vision & Values; NAG 1(SA1) ➤ GP6 	<ul style="list-style-type: none"> Shaun (C), Steve (P) Shaun (C) Steve (P) Shaun (C) 	<ul style="list-style-type: none"> 10 20 20 10
5. Agenda Items for Next Meeting		Shaun (C)	2
6. Administration <ul style="list-style-type: none"> • Correspondence • Minutes of previous meeting Matters arising 	➤ GP15	Shaun (C)	5
7. Meeting closure <ul style="list-style-type: none"> • Comments on meeting procedure and outcomes • Preparation for next meeting 	➤ GP15	Shaun (C)	2

• See policy list over page 2.5
 (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 hrs

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

Review Schedule: Triennial

Last Reviewed: December 2018

Next Review: December 2021

Signed:

TO GROW



TO THRIVE



TO PROSPER