

## NOTES ON THE AGENDA

### **What is an agenda?**

An agenda is a plan of the business to be dealt with during a meeting and the order in which it will occur. It can be compared to a map of the meeting, a means of deciding where you are and where you are going next.

### **Who decides what to put on the agenda?**

Local Authority (LA) advice is that the headteacher, the Chair and the clerk meet to discuss the content of the agenda. Items for inclusion may be put forward by any individual governor, by the clerk or by the headteacher. Occasionally, the LA may request that the governors consider an item they have brought forward. Certain items will always appear and some items will appear at regular times in the yearly cycle of meetings.

### **Always include**

Date, time and location of the meeting to be held.

Information about the meeting. Full governing body? Committee?

List of enclosures

### **Which agenda items always appear?**

- Apologies.
- Minutes of the last meeting.
- Matters arising on the minutes of the last meeting.
- Headteacher's report (once per term).
- Matters arising on the headteacher's report (once per term).
- Reports from committees (if you report in this way)
- Any other business.
- Date and time of next meeting.

### **Which items will appear regularly?**

- The election of the Chair and the Vice-Chair will usually be an item of business at the first meeting in the autumn term.
- The School Improvement Plan (sometimes called the School Development Plan).
- Review and membership of committees (usually at the first meeting of the autumn term).
- The School Profile.
- The Self-Evaluation Form (SEF).
- Review of Policies.
- Approval of budget plan (April/May of each year).
- Target Setting.

### **What else will be on the agenda?**

Other 'optional extras' may include items such as correspondence, visits to school, staff presentation, report from Link Governor, etc. Other suggested items for discussion can be slotted into the agenda in an appropriate order as required. A good agenda will have a framework that can be used repeatedly yet which can retain flexibility.

### **When is the agenda circulated?**

Legally the agenda and associated papers must be circulated at least 7 clear days before the date of the meeting to all governors. These papers should be sent to the usual home address of each governor, sent by e mail or left at the school for collection if you know that the governor will pick it up. In the last case, it is advisable to email or speak to the governor to let them know it is there for them to pick up.