

# How to arrange meetings

## Exemplar agenda template – Summer term

### How to use this document

There are many right ways to format and present agendas and the exemplar template is not intended to be the only or definitive way.

Instead, it is intended to provide a starting point for consideration.

With this in mind it identifies with numbering some key areas for consideration and contains in the notes at the end, explanation of the area and guidance as to how to approach it.

If you are new to clerking and need a template to work from then you can use this template.

If you already have a format to work from (this may just be previous meeting agendas) then you may wish to compare the existing format and this template to see if there is room for improvement.

Just remember, for many aspects there is no right or wrong, it's going to be a matter of preference and so it would be sensible to review possible changes with your chair.

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Name of school / trust

Agenda of governing body/ trust board/[name] committee meeting

Day, date and time

Venue/platform

No <sup>i</sup>	Item <sup>ii</sup>	Attachment <sup>iii</sup>	Led By <sup>iv</sup>
1.	<b>Apologies and absence</b> Please inform the governance professional prior to the meeting if you are not able to be present		Governance Professional
2.	<b>Declarations of interest<sup>v</sup></b>		Clerk
3.	<b>Any other business notified to the chair<sup>vi</sup></b>		Chair
<b>For discussion and agreement<sup>vii</sup></b>			
4.	<b>Approval of meeting minutes</b>	Yes	Chair
4.1	<b>For approval:</b> The minutes of the meeting held on (date) <sup>viii</sup>		
4.2	<b>Matters arising not on the agenda:<sup>ix</sup></b>		
5.	<b>Example agenda item: Senior Executive Leader's Report and governor/trustee questions</b>	Yes	SEL
6.	<b>Example agenda item: Academy/school improvement plan (AIP/SIP) update</b>	Yes	SEL
7.	<b>Example agenda item: SEND update</b>	Yes	SENCO
8.	<b>Example agenda item: Policies to be approved</b>	Yes	SEL
8.1.	<b>Curriculum Policy</b>		
<b>Governing board matters</b>			
9.	<b>Example agenda item: Parent governor/trustee vacancy.</b>	Yes	Clerk
10.	<b>Evaluation of governance impact<sup>x</sup></b>		Chair
11.	<b>Confidential items<sup>xi</sup></b>		Chair
12.	<b>Date of next meeting</b>		Clerk

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- <sup>i</sup> This will be the agenda item number and may be a continuation of the numbers from the previous meeting
  - <sup>ii</sup> This will be the agenda item heading
  - <sup>iii</sup> This is used to indicate whether there is a document to be referred to as part of the agenda item
  - <sup>iv</sup> Note here who is responsible for leading the agenda item
  - <sup>v</sup> This is a standard agenda item to allow governors/trustees the opportunity at the meeting to declare an interest in any of the agenda items
  - <sup>vi</sup> This is included to allow any other business to be addressed at the beginning of the meeting rather than at the end; it allows the chair to identify when these items will be discussed and avoids prolonged any other business discussions at the end of the meeting. This is only for business which could not have been included as an agenda item for this meeting and cannot reasonably be included as an agenda item for discussion at the next meeting
  - <sup>vii</sup> This will help signal that the necessary administration at the beginning of the meeting has been addressed
  - <sup>viii</sup> List here the minutes of previous meeting(s) which need to be approved and indicate that they are an attachment to the agenda
  - <sup>ix</sup> This allows an opportunity to address the action points from the previous meeting
  - <sup>x</sup> Likely to be a short item to summarise the effectiveness of the meeting and how this will positively impact the pupils
  - <sup>xi</sup> Included to clarify if any of the previous items are confidential