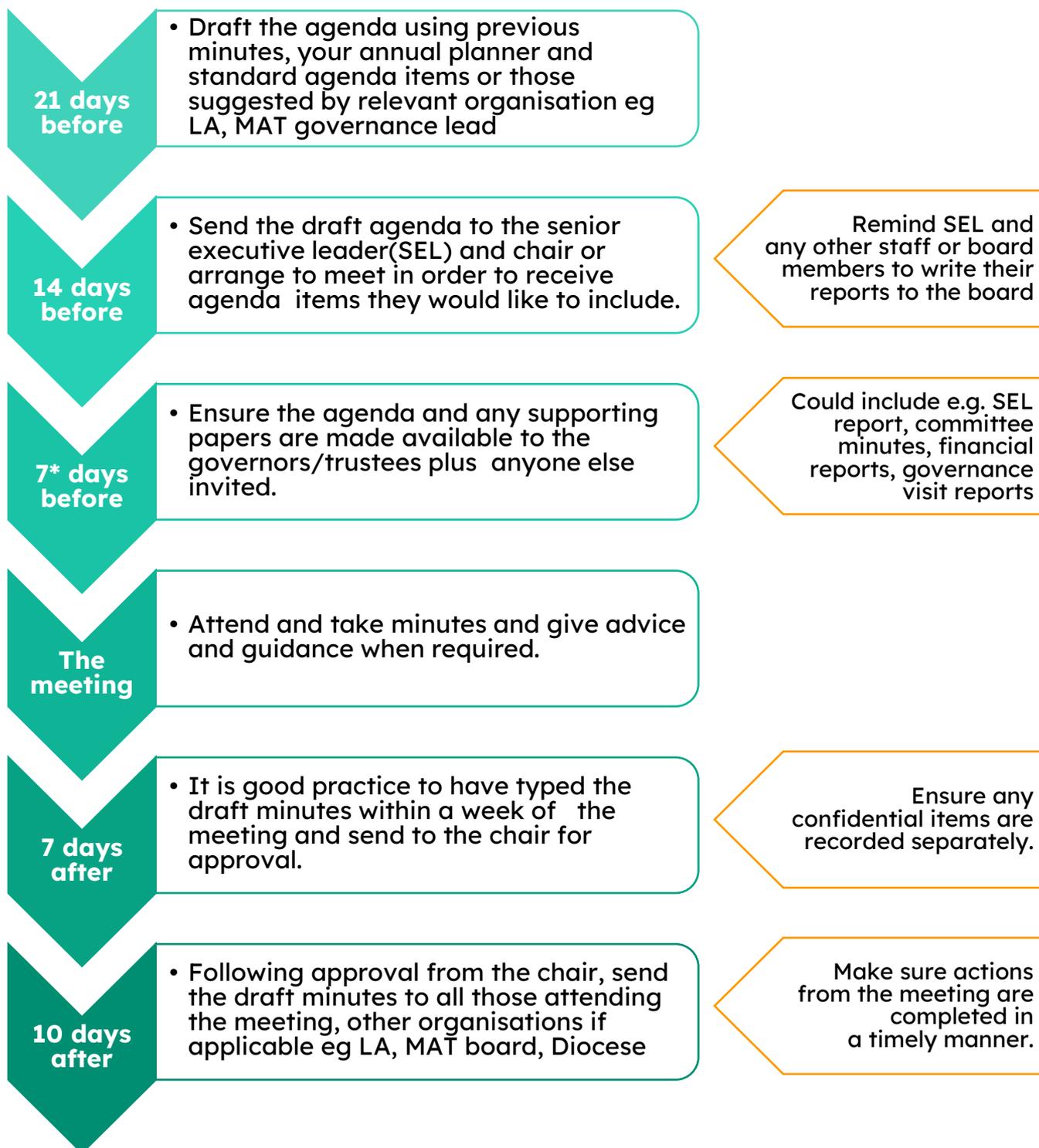


How to arrange meetings

Who should I send meeting paperwork to?

How to use this document

This guide can be adapted to be used in all school settings as a process to convene and complete all the actions necessary for an effective governing board meeting to take place.



*Please note that some articles of association require 14 days for trust board meetings, but most trusts work on 7 days. Also, there may be circumstances in which people will need more notice than we are showing here for example if a report requires considerable writing and bring together lots of evidence/research.