

Meetings Agenda



To fulfil its governance responsibilities, the board will follow an annual agenda that Improves board performance through regular education and focus on governance effectiveness.

A typical agenda will:

1. Regularly review its strategic plan and relevant strategic issues
2. Provide assurance that all compliances are being met

Board of Trustees Meeting Agenda Template – date	
Devotion & Karakia Presiding Member Welcome Present Apologies Declaration of conflicts of interests	10 mins
<u>Strategic Focus Decisions</u> Principal's Report: ongoing summary of progress to date & report on key result areas eg goals, curriculum, achievement Finance & property report Special Issue or Project eg Budget, PPA, delegations.	60-90 mins
<u>Monitoring & Decisions required</u> Board discussion & decisions on compliance & audit issues Actions completed from the last meeting	30 mins
<u>Identify Agenda Items for Next Meeting</u>	5 mins
<u>Administration</u> Confirmation of previous minutes Correspondence	10 mins
<u>Presiding Member Closing</u> Comments on meeting procedures and outcomes Preparation for the next meeting	5 mins

Effectiveness Review

1. This Policy will be reviewed in accordance with the Board's triennial programme of self-review, 2022-2025.
2. The review will be conducted in meetings with feedback from the board and/or staff to ensure that the Policy reflects the current needs of the school and thus is an effective document.

Presiding Member: Alison Sewter

Approved: August 2013

Reviewed: June 2025