

2. Notice and agenda. Drawing up an Agenda

The standard agenda that is offered in the Tools & Templates can be used as-is or adapted by the Secretary (or any sub-committee) to suit their purposes.

School				
NOTICE OF MEETING				
Notice is hereby given of the Governing Body meeting at				
Time				
Date				
Venue				
AGENDA				
				Person
1	Welcome / Apologies / Absences			
2	Notice of meeting and confirmation of minutes of the Governing Body meeting on _____			
3	Principals Report			
4	Sub-Committee Reports			
4.1				
4.2				
4.3				
4.4				
4.5				
4.6				
4.7				
4.8				
5	Correspondence			
6	Policy Ratification (with or without amendment) and Other Documents (see minutes for list)			
7	General			
8	Date of next meetings			
	Sub-committee	Day and Date	Time	Venue
9	Closure			