

2.5 Meeting Agenda

Statement of Intent

Board agendas will be strategically focussed, enabling the Board to fulfil its role and responsibilities.

Agenda timetable (An asterisk [*] indicates a legislative requirement)

Due	Responsible	Details
10 days prior	Trustees	Notify Chair of agenda items. Late acceptance at discretion of Chair.
9 days prior	Chair	Draft agenda for discussion with Principal. Include draft motions for discussion and an expected timeframe working towards conclusion at 9.30pm
7 days prior	Chair/Board members	Circulate agenda to Board members for confirmation. Provide supporting papers to Board Secretary.
3 days prior	Chair/Board Secretary	Send agenda and papers to Trustees. <i>* Agenda and associated reports must be circulated to Board members and available for public inspection within 2 working days before every meeting.</i>

Typical agenda structure

- 1) Opening Karakia
- 2) Welcomes and Apologies

- 3) Strategy
 - a. Student Achievement Reporting
 - b. Strategic Plan Update

- 4) Administration
 - a. Minutes
 - b. Matters arising
 - c. Action points
 - d. Correspondence

- 5) Monitoring
 - a. Planning calendar
 - b. Principal's report
 - c. Student report
 - d. Policy Committee
 - e. Finance Committee
 - f. Property Committee
 - g. Personnel Committee
 - h. (Any other matters arising)

- 6) Any other business

- 7) Closing karakia

Items excluded from the agenda *

Minor matters relating to general business may be discussed if the Chair explains at the beginning of the meeting (when open to public) that it will be discussed. However, no resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting for further discussion.

Any other item not on the agenda may be discussed at the meeting if:

- the Board decides by resolution to discuss it; and
- the Chair explains during the meeting (when open to the public) the reason for its exclusion from the agenda and the reason discussion cannot be delayed until a subsequent meeting.

Exclusion of the public

Exclusion of the public shall be noted under the appropriate item of the agenda. *

Delegations

None

Approval Date(s): 24 June 2014, 23 June 2015, 20 September 2016, September 2017

Review Date (Annual): September 2018

Signed by the Chairperson of the
Board of Trustees on behalf
of the Board of Trustees


