Agendas. What's the actual point?

**The Good, the Bad and the Ugly**

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12
11
10

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Timelines
Purpose
Clarity of decisions
Responsibility
Streamlining
Values
Action orientated
Reducing Admin.

# How about…

1. Re-order the top and tail?
2. Adding timings – where's the focus?
3. Cross referencing? Embedding links?
4. Is everyone present?
5. Adding some Additional reading?

# Using, not Losing, your RAG

| Agenda item | Commentary | RAG |
|---|---|---|
| Put the cat out | FS had agreed to ensure that before every meeting the cat was put out. Verbal report. Ongoing action. Review at next meeting. | **Forgot we had one – put in on next agenda - URGENT** |
| Take in the washing | Once an item of washing has been taken in it needs to be folded, ironed and put away. W&I Audit visit 12th March at 10.00am. All welcome. Link governor to complete paperwork. | **It's not raining at the moment: this is important but not urgent** |
| Feed the fish | Fish fed every morning – evidence if impact – fish alive and floating the right way up. | **Completed successfully; happy fish** |
| Book trip to Aquarium – EYFS | This trip has been postponed. | |

# What was it I was supposed to have read again?

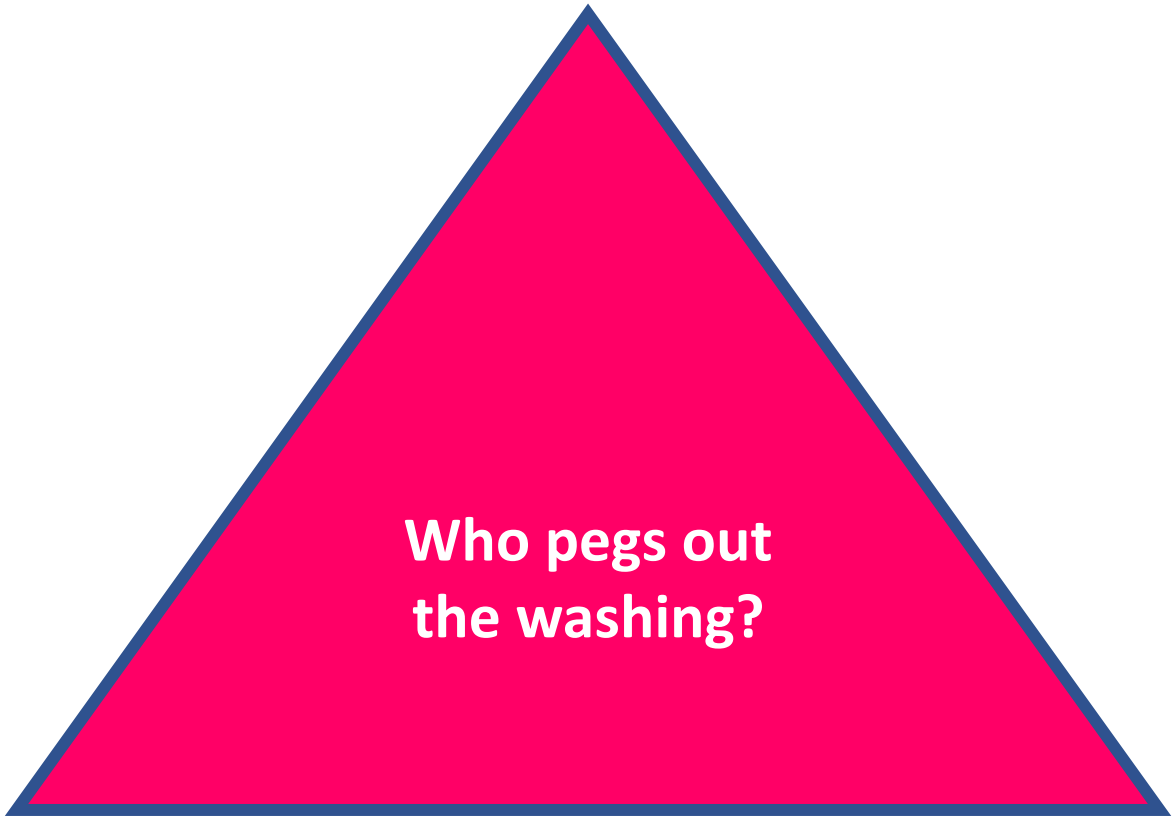
| Item No. | Agenda Ite, | Decision type | Essential Reading | Key issues for consideration | Supporting Information |
|---|---|---|---|---|---|
| TB/52 | Opening remarks<br>Confirmation of Chair and Vice Chair | Approve | None | **Confirmation** of the Vice Chair as Interim Chair of Trustees<br>Appointment of an Interim Vice Chair.<br>Remind and reiterate purpose of meeting and explanation key decisions needed at agenda items a, b, c | None |
| TB/53 | Apologies for absence and declarations of interest, confirmation of quorum | Approve | None | Any issues for trustees preventing them attending or proposals on change of timing.<br>Address any conflict of interest – mitigation if required | Conflict of Interest Policy |
| TB/54 | Minutes of last meeting xxx. 2020 | Approve | Minutes Action Log | Do minutes accurately reflect business conducted at the last meeting and have actions been completed? | None |
| TB/55 | CEO Update Report | Discussion and approval | Minutes and project plan | Minutes of and documents for the last meeting are available here:<br>https://app.governorhub.com/g/<br>Key decision | All docs are available in Governor Hub |
| **Decision Outline** | | | | | |

## Decision Types

- Approve
- Ratify
- Adopt
- Consult
- Inform
- Defer

# Who decides?

Chair




Clerk

Head

# Q&A