



Raglan Area School
Te Kura A Rohe O Whaingaroa

C1.2 Meeting agenda

A typical agenda will be as follows:

Item:	Time:
1. Opening karakia	
1. Administration	5-10 mins
<ol style="list-style-type: none"> 1. Welcome 2. Present/Apologies 3. Approval of previous meeting minutes 4. Matters arising from previous minutes (items moved to General Business if in-depth discussion required) 5. Correspondence - Inward/Outward 	
1. Monitoring	30 mins
<ol style="list-style-type: none"> 1. Finance Report from meeting held xxx (Property Report from meeting held xxx) 2. Principal's Report / Student Achievement & Progress against strategic objectives 3. Sub-committee Reports 4. Student Rep's Report - if any 5. Board To Do List Review 	
1. In Committee Discussions	15 mins
<ol style="list-style-type: none"> 1. Discussion point 2. Discussion point 	
1. General Business /Strategic Discussions-Decisions	15 mins
<ol style="list-style-type: none"> 1. Discussion point/decision 2. Discussion point/decision 	
1. Summary/Meeting Closure	5 mins
<ol style="list-style-type: none"> 1. Comments on meeting procedures and outcomes 2. Preparation for next meeting. Identify agenda items. 3. Closing Karakia 	

Reviewed: April 2021

Next review: May 2025

Signed BOT Chair

Date:

J
J R Barham (Principal)

March 2022
March 2022