

Conduct of Board Meetings

2.2

Rationale

1. To allow the Principal to report to the Board
2. To provide opportunity for important issues to be debated, while keeping Board meetings to a reasonable length.
3. To complete Board business efficiently.
4. To enable each member to feel well briefed and fully involved in decision making.

Requirements

1. Board meetings will be held once per month, normally on the second Tuesday of the month.
2. The agenda will close at 12.00pm on the Friday prior to the meeting. Agenda items must be in writing and given to the secretary with a brief written comment backgrounding the topic. This will be sent out with the agenda so that members can give the topic some thought. General business will be arranged in order of priority. Agenda and supporting materials will be posted to Moodle on Friday afternoon prior to the meeting. An email will be sent to all Board members to notify them when the papers have been posted to Moodle.
3. Items not on the agenda will not be accepted at the meeting, unless the Board resolves to grant emergency status to the item. Emergency status will be used sparingly.
4. Members reporting back under "Matters Arising from the Minutes" will do so briefly in writing, to be in the secretary's hands prior to the agenda closing time. These reports will be distributed with the agenda. (Matters not reported in writing will be carried forward to the next meeting).
5. Sub-committee minutes and other reports will be in writing and must be submitted prior to the agenda closing time.
6. To ensure that all members have the chance to express concerns, the last 10 minutes of the meeting will be devoted to the raising of "other matters". However, a brief introductory comment only will be accepted, there will be no debate, and the item will be placed on the agenda for the next meeting.
7. Meetings will commence promptly at 5.30pm, and should be concluded by 9.00pm. The Board may have to extend the meeting time by motion. Unfinished business will be transferred to the next meeting.
8. While debate will be kept as flexible as possible, it will be expected that members will not repeat previously stated views, and the Chairperson will accordingly seek to avoid unnecessarily long debate.
9. Applications by Board members for PLD funding must be submitted in writing by the specified close of agenda deadline.

10. A verbal report back on training attended should be given at the following Board meeting.

Adopted by Board of Trustees: 21 March 2017