# AGENDA TEMPLATE

## Forms of agendas

Here we show the traditional form of agenda and the contemporary consent agenda, which identifies those things the governing group (in normal circumstances) notes but does not spend time on at the meeting.

Key meeting principles:

* The governing group agenda is owned by the chair.
* The governing group’s time as far as possible is spent on strategic issues; looking forward not backward.
* Requests for permission, operational matters, routine correspondence and information ‘backgrounders’ imply flawed delegation and lack of direction to management about what needs to be reported.
* Agenda and papers are sent well in advance allowing governing group members time to properly prepare.
* Where there is no management role, prepare and run two separate meetings with separate agendas to split the governing role from the operational role.

## Traditional governing group agenda

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| Meeting of the Governing Group of XYZ Incorporated To be held at XXX on XXX 1.30pm – 4.30pm |
| **Minutes and administration** | **Time** |
| 1. Minutes of the previous meeting
2. Rolling action list
3. Governing group interests (for review, adoption)
4. Annual governing group work plan
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| **Monitoring performance** | **Time** |
| 1. Business performance (CEO) report for the period X to Y
2. Financial reporting
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| **Strategic issues** |  **Time** |
| 1. Item X
2. Item X
3. Item X
 |  |
| **Items for decision** | **Time** |
| Approval of XXAppointments of XX |  |
| **Items for decision** | **Time** |
| 1. Item X
2. Item X
 |  |
| **Meeting review** | **Time** |
| Did we use our time well? Did we achieve what was necessary? |  |

## Contemporary (consent) governing group agenda

A consent agenda includes a collection of items that do not require any discussion. This may include reports, decisions for ratification or material that has been adequately worked through in committee or by management. The governing group accepts or passes all items listed in one motion.

### Governing group only time

Sometimes governing groups need time to ‘warm up’ as a group and will meet either socially ahead of the meeting for a period or begin the meeting with relatively unstructured ‘governing group only’ time. This may also be used for matters related to management’s performance.

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| Meeting of the Governing Group of XYZ Incorporated To be held at XXX on XXX 1.30pm – 4.45pm |
| **Governing group time**  | **1.30pm** |
| **Administration** | **2.00pm** |
| Apologies Minutes of the meeting of XXXXXX Matters arising *Note that matters arising is not an opportunity to re-litigate decisions at an earlier meeting and should be brief and formal in nature*  |  |
| **Strategic items**  | **2.10pm** |
| Adoption of a new programme (paper attached) Review of stakeholder engagement survey and recommendations (paper attached) Bid for XYZ event  |  |
| **Annual agenda items**  |  **3.40pm** |
| Preparation for annual strategic retreat (paper attached) Review of policies D, B & T  |  |
| **Management’s report** | **3.55pm** |
| Progress against annual plan Financial report  |  |
| **Consent items** | **4.35pm** |
| It is resolved that the governing group received and noted the following:* Updated register of interests
* Updated register of governing group executed documents for the 20XX year
* Updated register of organisational risk
* XYZ report
* ABC report
 |  |
| **Meeting review** | **4.40pm** |
| Did we spend our time well? What could we do better?  |  |