

# Governing Body Meeting Agenda - Example

A **Governing Body Meeting Agenda** is used to organise and plan the meeting, including attendees', items to be discussed, key decisions required and allocated time for each item. Having a structured agenda and managing the timeframes helps to ensure meetings run smoothly and sufficient time is allocated for important discussions. It also supports open and transparent decision making and record keeping.

**Note:** The items included in the Meeting Agenda below are **examples only**. It is the responsibility of each provider to develop governance tools such as the below based on their own unique circumstances.

## Governing Body Meeting Agenda 02/2022

Meeting details					
When	2 - 4 pm, Monday 25 April 2022	Location	Rm 31, Best Care Australia, Head Office	Ref #	02/2022
Attendees	<b>Members:</b> <ul style="list-style-type: none"> <li>Judith Smith, Chair (JS)</li> <li>Barry Gold, non-Executive (BG)</li> <li>Mohammad Abu, non-Executive (MA)</li> <li>Anna Knight, non-Executive (AK)</li> <li>Christof Every, non-Executive (CE)</li> <li>Herbert Fisher, Consumer Representative (SF)</li> </ul>		<b>Standing invitees</b> <ul style="list-style-type: none"> <li>Elaine Garden, Chief Executive Officer (EG)</li> <li>Don Gold, Chief Financial Officer (DG)</li> <li>Geoff Write, Secretariat</li> </ul> <b>Guests/presenters:</b> <ul style="list-style-type: none"> <li>Sarah Black, Head of Risk (SB)</li> <li>Olivia White, Head of Clinical (OW)</li> </ul>		
Meeting agenda					
Item #	Description	For: Noting, Decision, Review, Discussion	Who	Time (min)	
<b>1. Administrative matters</b>					
1.1	Welcome/apologies	Noting	Chair	<5	
1.2	Conflict of interest	Review	All	5	
1.3	Minutes and actions	Decision	All	10	
<b>2. Strategic items</b>					
2.1	Expansion into home care - business case presentation	Decision	EG	20	
2.2	Risk Management Framework Policy	Review / Decision	SB	20	
2.3	Strategic Risk Profile Review	Review	SB	20	
<b>3. Reporting</b>					
3.1	Monthly Finance and Performance Report (Mar)	Review	DG	15	
3.2	Quarterly Serious Clinical Incident Report (Jan - Mar)	Review	OW	15	
<b>4. Meeting close</b>					
4.1	Meeting review	Discussion	JS	10	
4.2	Next meeting	Noting	JS	<5	

Attendees should distinguish between those who are members of the governing body, standing attendees and others, such as presenters or guests.

Basic meeting details, such as when the meeting was held and who attended, should be included in line with good record keeping principles. This often includes a reference number for the meeting to help with tracking meeting minutes and actions.

Categorising agenda items can help with prioritising items, with more strategic or 'once-off' items requiring a decision earlier in the agenda. It also helps with standardising the meeting format.

Including the required action helps to prioritise items for decision and clarifies the purpose of an item.

Including time at the end to self-reflect and discuss how the meeting went can be beneficial to continuously improve meeting effectiveness.

Allocating time helps to ensure sufficient time is available for important items. It helps the chair to run the meeting effectively and also indicates to members where more in-depth discussion is required.