

Meeting agenda

Produce the meeting agenda. This is the tool with which you control the meeting. Include all the relevant information and circulate it in advance. If you want to avoid having the time-wasting 'Any Other Business' on your agenda, circulate the agenda well in advance and ask for additional items to be submitted for consideration.

Agendas will normally develop an established fixed format, which applies for every meeting. This type of formal agenda normally begins with:

1. apologies for absence
2. approval of previous meeting's minutes (notes)
3. matters arising (from last meeting)

and then the main agenda, finishing with 'any other business'.

For each item, explain the purpose, and if a decision is required, say so. If it's a creative item, say so. If it's for information, say so. Put timings, or time-per-item, or both (having both is helpful for you as the chair). If you have guest speakers or presenters for items, name them. Plan natural 'comfort' breaks every 45 minutes or so, or people lose concentration and the meeting will become less productive.

Example

(Meeting Title) Parent Council Meeting

(Venue, Time, Date) Staff room, Anywhere High School - 1900hrs Monday 09/05/04

Agenda

19:00	Warm up and introductions	Welcome new starters Sue Smith and Ken Brown. Guest is Jane Green, School Business Manager	10
19:10	Child Protection Act (Information update)	Procedures for Disclosure regarding Parent Council members (see paper from last meeting)	15
19:25	Fund raising sub group update	Report on progress of disco night plans. Information item	15
19:40	Update by Head Teacher	Curriculum for Excellence: Introduction to learning outcomes	10
19:50	Break		10
20:00	Update on new maths project	Presentation by class teacher	20
20:20	Q & A session	Question and answer session on maths project	15
20:35	AOCB		5
20:40	Finish		