* **Opening: prayer/reflection**

Bereavements etc. noted here

* **Attendance and apologies**
* **Minutes:**
	+ Drawn up by Secretary
	+ Confidential to those entitled to be at the particular meeting/s
	+ Patron & DES can have access
	+ Decisions recorded and read aloud
	+ Agreed and signed by chairperson
* **Matters arising from minutes**
	+ Follow up on decisions …
* **Correspondence**
	+ Relevant correspondence to Chairperson should be brought to Board’s attention
	+ Circulars, newsletters etc.
	+ Letters of complaint etc. dealt with in accordance with procedures
	+ Legal advice
* **Finance**
	+ Treasurer’s report at every meeting
* **Ethos (as a separate Agenda item or included in Principal’s Report)**
	+ Religious events/Liturgical Calendar/Assemblies
	+ Sacramental preparation/celebration
	+ "Grow in Love”/ Religious Education Policy
	+ Catholic Schools Week
* **Principal Teacher’s report (See CPSMA Sample)**
* **Principal’s Child Protection Oversight Report**
* **AoB** (if included – see Section 10 of this publication)
* **Agreed report to be noted**

Confidentiality - What information? To whom? By whom? How?

* **Suggestion**

Section of Handbook/policy for review at each meeting …

* **Next meeting -** Date/time