* **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