



QAP	7.4.2
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AUTHOR	A Theakston
SHEET	1 of 1
Nº OF FORMS	

Quality Assurance Policies & Procedures

PREPARATION OF AGENDAS

- 1 The Clerk to the Governors, in conjunction with the chairman and Principal, will prepare the agendas for the board and committees.
 - 1.1 To ensure that all relevant items are included, in the case of the Audit Committee the Assistant Principal, Finance, will draft the agenda and submit this and supporting papers to the Principal 14 days in advance of the meeting, for consideration by the chairman, Principal and Clerk to the Governors. The Clerk to the Governors will add all items from the annual cycle of business for consideration as well as advising of any items which appeared on the same meeting for the previous year and matters arising from the previous meeting.
 - 1.2 Similarly, in the case of the Finance & General Purposes Committee and the Estates Committee, the Assistant Principal, Finance, and Assistant Principal, Facilities Management and Development, respectively, will draft those agendas and the Vice Principal will draft the agenda for the Curriculum and Standards Committee.
 - 1.3 The corporation board agenda will initially be drafted four weeks prior to the meeting by the Principal who will pass the first draft to the Clerk to the Governors to add relevant items as above after which it will be submitted to the chairman for approval.
 - 1.4 Agendas will be sent out at least seven days before the date of the meeting.