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## Gov 4    **BOARD MEETINGS**

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**Link to:** *Gov 4A Board Meeting Procedures*  
*Board Annual Agenda*

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- **Background**

As a minimum, boards of trustees are required to meet at least every three months (Section 8(1) Sixth Schedule Education Act 1989), but over and above this it is up to a board to determine the number of meetings it holds each year, based on its own needs. An annual agenda is a means of identifying the principal business that a board needs to address throughout the year, and can be used as a tool to assist the Board in organising its meetings accordingly.

Meetings of a board of trustees are legally required to comply with Sections 7 & 8 of the Sixth Schedule of the Education Act 1989, and the Local Government Information and Meetings Act 1987. It is therefore important for a board to develop some general procedures that will assist it in complying with these rules. Adoption of a set of meeting procedures also assists the board to conduct its meetings in a business-like, consistent and organised manner.

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- 4.1 Regular Board meetings will be based on an annual agenda, the purpose of which is to identify the principal regular business of the Board, and act as a prompt in the Board's scheduling of this business throughout each year.
  - 4.2 The Board will agree on the dates for regular meetings for the year at the first meeting of the Board each year.
  - 4.3 Board meetings will be conducted in accordance with the approved *Board Meeting Procedures (Gov 4A)*.