



## Diocese of Meath.

### (Sample) Board of Management Meeting Agenda

#### *(School Name & Date)*

1. **Welcome/Opening Prayer.**
2. **Attendance & apologies:** (Five members must be present for a meeting to be quorate).
3. **Conflict of Interest.** Chair must mention this at every meeting.
4. **Votes of Sympathy:**
5. **Minutes of Previous Meeting:** Decisions recorded and read aloud. Minutes must be agreed and signed by Chairperson.
6. **Matters arising from minutes.**
7. **Correspondence:** Relevant correspondence should be brought to BOM's attention.
8. **Finance:** - Treasurer's report and FSSU Monthly reconciliation.
9. **Policies and Procedures:** For consideration, review, and ratification.
10. **School Ethos:** How the school is promoting and celebrating its Catholic ethos.
11. **Principal Teacher's Report.** Child Protection Oversight Report (CL 0081/2017), Summary report on Bullying (CL 0045/2013), Staffing Update: Appointments, OLCS (C.24/2013), In-service, Enrolment, School Self Evaluation, Teaching and Learning, Leadership & Management-report/review (CL 0044/2019), Pupil absences – Education Welfare Act, Parental Communication/Involvement, Pupil Council, Public relations/School Events & Achievements/ Holidays & Closures/ Class allocation/etc.....
12. **Specific Issue(s) for consideration:** School/Parish Events, Complaint, Staffing Issue...
13. **Sub Committee Reports:** Health and Safety, Buildings and Grounds. Finance, Strategic Plan.
14. **AOB:**
15. **Agreed Report.**
16. **Date of next meeting:**