

## Preparing for a meeting

You may find the following guidelines helpful when you are considering preparing for a meeting (some points seem obvious but “Hey, let’s not take anything for granted!”)

- Read papers (they should be sent out before the meeting, if not ask why they were tabled).
- Order your file to correspond to the order of the agenda (have you got a file?).
- Make a note of any questions and areas that you don’t understand.
- Ensure that you have completed any tasks that you were asked to do.
- Make a note of any involvement that you have had with the school in order to record your action within the minutes. This will demonstrate and evidence base how well the governing body know the school and reflect the level of involvement.
- Arrive on time.
- Observe the meeting protocols.
- Accept a share of the responsibility for work required.
- Ask the challenging question (So what difference has it made?).
- Be clear about the remit of the meeting.
- Observe the terms of reference for the meeting.
- Reflect on the meeting and note what could have been done differently and what went well.

Remember, attending meetings is one only one way of being involved with the school. Discuss with the headteacher and governing body how you can get involved, see the school in action and meet the children who you are making decisions on behalf of, and enjoy!