[MEETING MATTERS]

Progressive (Rolling) Agenda

At a glance:

The purpose of a meeting agenda is to facilitate the business of a meeting by providing a clear and concise list of the items to be dealt with at a meeting and assisting with the organisation of any papers. A progressive or rolling agenda, however, is designed to provide a forecast of agenda items over a period of time, for example a calendar year. They are complementary meeting tools.

A rolling agenda provides all advisory body/board/council members with an opportunity to contribute to the setting of the agenda over the longer term. A rolling agenda also ensures that there is a structured approach to the consideration of important or strategic issues and that recurring issues are evenly spread across the meeting cycle.

A Progressive (rolling) agenda is useful in order to:

- better align each meeting agenda with key events/priorities in the life-cycle of the school and broader educational environment in a relevant and timely way
- help the committee/board/council act in a more strategic and planned way
- seek committee/board/council members’ suggestions for items that can help deliver the objectives of the Advisory Body/school plan
- assist members prepare for meetings ahead of time

The rolling agenda should become a standing item on the ordinary meeting agenda to allow members greater opportunity to input to both development of the forward plan and to the development of individual agenda items.

Allocating Time Within an Agenda

The following template provides a sample of how the liturgical, education and school calendars can be utilized to inform the board/council’s rolling agenda. Ideally, agenda items should have some link to Board/Council Annual Plan and/or the School Improvement Plan. These links can also be noted in the ordinary meeting agenda and the Progressive (rolling) agenda.

The following templates and/or activities can be modified to suit your needs.
# Progressive Agenda: St Charles’ School Board 2014

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<tr>
<th>Month</th>
<th>Jan</th>
<th>Feb</th>
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<td><strong>School</strong></td>
<td>Swimming Carnival</td>
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<td><strong>Preliminary Business</strong></td>
<td>Previous Meeting</td>
<td>Prayer Minutes</td>
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<td><strong>Current Business</strong></td>
<td>What’s happening in the school? Where are we now?</td>
<td>Principal’s Report</td>
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<td><strong>Future Business</strong></td>
<td>What does this mean? What do we need to do? Where are we going? Time for formation, discussion, acquiring new knowledge/skills. Goal setting/visioning.</td>
<td>Implications of HSC data for SIP Goals</td>
<td>Exploration of HSC data for SIP Goals</td>
<td>Board Formation exercise: Understanding the Principles of Effective Boards in a Catholic Context</td>
<td>Exploration of HSC data for SIP Goals</td>
<td>Exploration of Community Partnerships to support learning (Link to SIP: 4.3)</td>
<td>School Budget Planning</td>
<td>Board Formation exercise: Understanding educational data</td>
<td>Develop 2015 Annual School Improvement Plan</td>
<td>Reflecting on the work of the Board in 2014</td>
<td>Board Celebration</td>
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**Progressive Agenda:**

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<th>Calendar Events</th>
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**Time**

- Preliminary Business: 10%
- Current Business: 40%
- Future Business: 50%
### ANNUAL CALENDAR SAMPLE

#### JANUARY

- Mid year review of plan and goals
- Review priorities for current year strategic plan
- Review previous year’s evaluation
- Review HSC Results
- Prepare for Catholic Schools Week

#### FEBRUARY

- Plan communications/assistance for parents’ receiving NAPLAN results in September
- School budget planning

#### MARCH

- Review results of annual parent survey and plan for parent events
- Committee/Board/ Council formation activity linked to Lent

#### APRIL

- Prepare school community for NAPLAN (May)

#### MAY

- Discuss next year’s priorities
- Succession planning for next year

#### JUNE

- Review and accept audit
- Assess impact of Catholic Schools Week activities
- Committee/Board/ Council formation activity linked to Pentecost

#### JULY

- Review self-assessment report
- Celebrate achievements
- Finalise work plan for next year
- Confirm membership for next year