



[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.

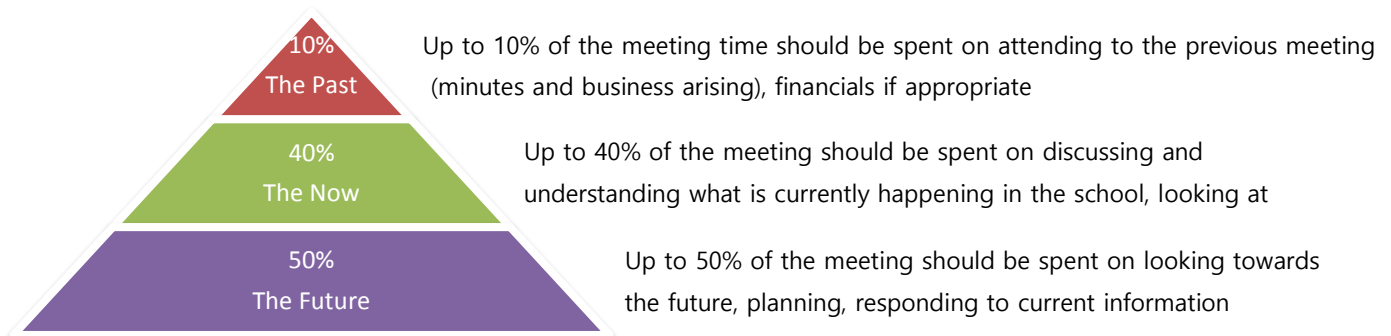
A rolling agenda provides all advisory body/board/council members with an opportunity to contribute to the setting of the agenda over the longer term. A rolling agenda also ensures that there is a structured approach to the consideration of important or strategic issues and that recurring issues are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



SAMPLE

Adapted From *Better Together: Catholic School Advisory Bodies*

www.btadvisorybodies.catholic.edu.au

Developing a Forward (Rolling Agenda)

Progressive Agenda: St Charles' School Board 2014													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Liturgical			Ash Wednesday Lent	Easter		Pentecost		The Assumption			St Charles' Feast Day Advent	Advent The Nativity	
Education	HSC Results				NAPLAN				NAPLAN Results	HSC			
School		Swimming Carnival				Athletics Carnival					St Charles' Day		Time
Preliminary Business Previous Meeting		Prayer Minutes	Prayer Minutes	Prayer Minutes	Prayer Minutes	Prayer Minutes	Prayer Minutes	Prayer Minutes	Prayer Minutes	Prayer Minutes	Prayer Minutes	Prayer Minutes	10%
Current Business What's happening in the school? Where are we now?		Principal's Report Analyse HSC Data	Principal's Report Preparing school community for NAPLAN	Principal's Report Easter Reflection	Principal's Report	Principal's Report	Principal's Report	Principal's Report Review of well-being and anti- bullying policy (Link to SIP: 2.1)	Principal's Report Planning for St Charles's Day Analysing NAPLAN data	Principal's Report Assess 2014 School Improvement Plan	Principal's Report Review of 2014 Work Plan Preparation of Annual Report	Principal's Report	40%
Future Business 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.		Implications of HSC data for SIP Goals Board Formation exercise: Understanding the Principles of Effective Boards in a Catholic Context	Exploration of Parent Engagement in Learning to support school improvement plan (Link to SIP: 3.3)		Board Formation exercise: Understanding the Practices of Effective Boards in a Catholic Context	Exploration of Community Partnerships to support learning (Link to SIP: 4.3)		School Budget Planning	Board Formation exercise: Understand ing educationa l data	Develop 2015 Annual School Improvement Plan	Reflecting on the work of the Board in 2014 Develop 2015 Work Plan	Board Celebration	50%

ANNUAL CALENDAR SAMPLE

JANUARY

FEBRUARY

- Review priorities for current year strategic plan
- Review previous year's evaluation
- Review HSC Results
- Prepare for Catholic Schools Week

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

- Review and accept audit
- Assess impact of Catholic Schools Week activities

JUNE

- Committee/Board/ Council formation activity linked to Pentecost
-

JULY

- Mid year review of plan and goals

AUGUST

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

SEPTEMBER

- Review NAPLAN results

OCTOBER

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

NOVEMBER

- Review annual plan
- Complete a committee/board/council self assessment

DECEMBER

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