|  |
| --- |
| **XXX Governing Body Meeting Sample Agenda / Minutes**  |
| Date: |  |
| Time: |  |
| Place: |  |
| Present: |  |
| Apologies: |  |
| Identified Conflicts of Interest Relevant to this Agenda  |  |
| Acknowledgement of Country |  |  |

| **Agenda items** | **Related Documents & Responsibility\*** | **Discussion** | **Actions** |
| --- | --- | --- | --- |
| Confirmation of Minutes | Previous Minutes |  |  |
| Business Arising (if not on agenda) |  |  |  |
| ***GOVERNANCE*** |  |  |  |
| Policy and Related Documents | Add any policies to be approved / updated |  |  |
| Legislative Updates |  |  |  |
| Compliance Updates* Compliance with Legislative and Regulatory Requirements
 | Compliance Calendar - Dir |  |  |
| Governing Body Calendar |  |  |  |
| Clinical Governance Update |  |  |  |
| ***STRATEGY*** |
| Monitor Performance Against Strategic Plan | Strategic / Business Plans |  |  |
|  |  |  |  |
| **HR**- Review listed registers / plans to ensure up-to-date & strategies implemented |
| Recruitment  |  |  |  |
| Induction* Compliance with Induction Checklist
 | HR Register |  |  |
| Education and Training | Annual Training Plan - Dir |  |  |
| Compliance with HR Register | HR Register |  |  |
| Performance and Reviews | HR Register |  |  |
| Culture  |  |  |  |
| ***FINANCE*** |
| Budget v’s Actuals* Year to date
* Same period last year compared to this year
 |  |  |  |
| Accounts Receivable |  |  |  |
| Accounts Payable |  |  |  |
| Cash flow |  |  |  |
| Investments |  |  |  |
| Balance Sheet* Liquidity ratio
* Solvency Check
 |  |  |  |
| Legislative and Regulatory reporting: e.g. * BAS
* Tax Return
* Superannuation
* Long Service Leave Accrual
 | Compliance Calendar |  |  |
| ***RISKS*** - Review listed registers to ensure up-to-date & strategies implemented |
| Work Health and Safety | Review Register and Actions |  |  |
| Incidents | Register and Actions |  |  |
| Feedback and Complaints | Register and Actions |  |  |
| Compliance | Compliance Calendar |  |  |
| Conflict of Interests | Disclosure of Interests Register |  |
| ***QUALITY IMPROVEMENT*** - Review listed plan to ensure up-to-date & strategies implemented |
| Quality Improvement | Quality Improvement PlanCompliance CalendarOutcomes of any audits / surveys etc |  |  |
| Opportunities for Service and Administrative Improvements Action / Updates |  |  |  |
| ***INFORMATION MANAGEMENT*** |  |  |  |
| Compliance |  |  |  |
| Innovations |  |  |  |
| *OTHER BUSINESS* |  |  |  |
| *NEXT MEETING* |  |  |  |

**\* Notes:**

* These will mostly be your registers and plans You will need to add your own items / documents
* In the small organisations we are targeting, it is likely the one person (owner / director) will be gathering / presenting any material. If so, delete ‘Responsibility’ in column