

## **Advice From GSU on agenda items:**

Agendas are agreed between the Chair of the Governing Body, Headteacher and Clerk. Any governor can request an item be added to the agenda, either via discussion with the Chair and Headteacher, or by written request to the Clerk to the Governing Body (at least 10 days before the meeting).

Governors can ask to raise an item under urgent business, however this should be on an **exceptional** basis, and should be notified to the Chair and Clerk before the start of the meeting. Urgent business should not be used to take items which require a vote of the governing body: as these should be notified to governors in advance in line with the requirement to give 7 days' notice of meetings, by way of an agenda and papers.

Some Governing Bodies have a 'Future Business' item on agendas where they can put forward suggestions for items to be discussed at a future meeting.