

# Governing body meeting agenda – Example

A **governing body meeting agenda** is used to organise and plan the meeting. It includes attendees', items to be discussed, key decisions needed and allocated time for each item. Having a structured agenda and managing the timeframes helps meetings run smoothly and ensures there is enough time allocated for important discussions. It also supports open and transparent decision making and record keeping. **Note:** items included in the agenda below are **examples only**. It is the responsibility of each provider to develop governance tools that are appropriate and tailored for their own unique circumstances.

## Governing body meeting agenda Ref # 02/2026

Attendees should distinguish between those who are members of the governing body, standing attendees and others, such as presenters or guests.

Categorising agenda items can help with prioritising items, with more strategic or 'once-off' items requiring a decision earlier in the agenda. It also helps with standardising the meeting format.

Including time at the end to self-reflect and discuss how the meeting went can be beneficial to continuously improve meeting effectiveness.

Meeting details					
When	2 – 4 pm, Tuesday 21 April 2026		Location	Rm 31, Best Care Australia, Head Office	
			Ref #	02/2026	
Attendees	<b>Members:</b> <ul style="list-style-type: none"><li>Judith Smith, Chair (JS)</li><li>Barry Gold, non-Executive (BG)</li><li>Mohammad Abu, non-Executive (MA)</li><li>Anna Knight, non-Executive (AK)</li><li>Christof Every, non-Executive (CE)</li><li>Herbert Fisher, Consumer Representative (SF)</li></ul>			<b>Standing invitees</b> <ul style="list-style-type: none"><li>Elaine Garden, Chief Executive Officer (EG)</li><li>Don Gold, Chief Financial Officer (DG)</li><li>Geoff Write, Secretariat</li></ul> <b>Guests/presenters:</b> <ul style="list-style-type: none"><li>Sarah Black, Head of Risk (SB)</li><li>Olivia White, Head of Clinical (OW)</li></ul>	
Meeting agenda					
Item #	Description			For: Noting, Decision, Review, Discussion	Who
					Time (min)
1. Administrative matters					
1.1	Welcome/apologies			Noting	Chair
1.2	Conflict of interest			Review	All
1.3	Minutes and actions			Decision	All
2. Strategic items					
2.1	Expansion into home care - business case presentation			Decision	EG
2.2	Risk Management Framework Policy			Review / Decision	SB
2.3	Strategic Risk Profile Review			Review	SB
3. Reporting					
3.1	Monthly Finance and Performance Report (Mar)			Review	DG
3.2	Quarterly Serious Clinical Incident Report (Jan - Mar)			Review	OW
4. Meeting close					
4.1	Meeting review			Discussion	JS
4.2	Next meeting			Noting	JS

Basic meeting details, such as when the meeting was held and who attended, should be included in line with good record keeping principles. This often includes a reference number for the meeting to help with tracking meeting minutes and actions.

Including the required action helps to prioritise items for decision and clarifies the purpose of an item.

Allocating time helps to ensure sufficient time is available for important items. It helps the chair to run the meeting effectively and indicates to members where more in-depth discussion is required.