**DGAT Local governor meeting planner**

For local governors to be able to contribute effectively during meetings and provide robust challenge, they must ensure they are adequately prepared for meetings, and arrive having taken the time to read meeting papers and identify any questions that arise from their preparation.

The DGAT local governor meeting planner has been created to support individual local governors to plan ahead of either a committee or full local governing board meeting. It can be used ahead of the meeting to record any questions to be asked during the meeting, identified in the governor’s preparation. The planner can also be used during the meeting to record any tasks agreed or delegated during the meeting, or additional reading or research to be undertaken whilst waiting for the meeting minutes and agreed actions to be distributed. There is also a column for governors to record when they have completed their actions, reading or research.

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| **Name:** | | | **Meeting and date:** | | |
| **Agenda item** | **Questions to ask during meeting** | **My agreed actions**  **and timescale for completion** | **Required reading ahead of next meeting** | **Any further actions or comments** | **Date completed** |
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