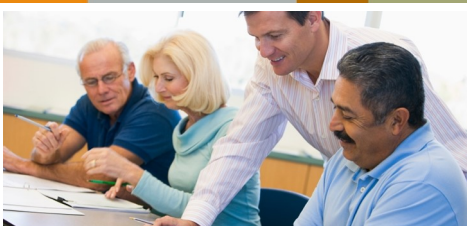


Chairs' Briefing

A termly briefing for Chairs of Governors



Monday 29 January 2024

Session 1 (1.30-2.30 pm) - In Person: Bolton Science & Technology Centre

**Session 2 - Will be a Virtual Recording available from 5.00 pm on the day
(you need only attend one session)**

The Governance Services Team would like to invite all Bolton Chairs to our termly Chairs' Briefing Session. The purpose of the briefing is to prepare Chairs for their forthcoming governing & trust board meetings and to equip them with the knowledge, information and advice needed to effectively undertake their role.

Areas of focus for the spring term session are:

- **Governance Services Update**
- **Spring Term Meeting Updates**
- **Meeting Procedures - Information and Documentation for Board Meetings**
- **Development segment: Nominated Governance Roles**

Bookings for the briefing are free of charge for all chairs of governing & trust boards that purchase the Governance Services Clerking and Support Service Level Agreement (SLA). A cost of £50.00 will be charged to those schools and academies for chairs attending from boards that do not buy into this service.

[Booking is essential for this event](#)

A recording of the briefing will be available should you be unable to attend the face-to-face afternoon session. If you would like access to the recording, please complete our online form for Session 2 which can be found by following the booking link below.

For further information and to reserve your place on the briefing, please visit the Governance Services website via this following link **[\[Book Now \]](#)**

Governance Services Team
Providing comprehensive support
for clerking, training and development

**Bolton
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