

Chairs' Briefing

A termly briefing for school and academy Chairs



Monday 12 May 2025

1.30 pm – 2.30 pm

**Session 1 - In Person at the Inclusive Education & Learning Centre,
Smithills Dean Road, Bolton, BL1 6JT (turn right after Smithills school)**

**Session 2 - Video Recording available from 5.00 pm
(you need only attend one session)**

The Governance Services Team would like to invite Bolton Chairs, and those that utilise our services, to the 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 this term's session are:

- **Governance Services Update**
- **Summer Term Meeting Updates**
 - **Admissions Procedures**
 - **Head Teacher and Deputy Ratification Process & Procedure**
- **Meeting Procedures – Role and Election of Chair / Vice Chair**
- **Development segment – Role of the Chair and Succession Planning**

The briefings 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 chargeable for delegates that do not access this service. For further information and to reserve your place on either the in person briefing, or receive the video recording, please visit the Governance Services website via this following link.

[\[Booking is essential - Reserve your place now\]](#)

Governance Services Team

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