



Chairing Governing Body Meetings

Modern Governor, a product within the Learning Pool portfolio, is a collection of bite-sized e-learning modules designed to help School Governors develop their skills.

This module examines the key skills involved in chairing meetings effectively, including pre-meeting preparation, how to ensure that everyone is heard and ensuring that the meeting's objectives are achieved.

We've all been in badly managed meetings before. This module will tell you how to handle those who hog the limelight in meetings and those who speak amongst themselves.

In this module, you'll learn:

- how you can chair a Governing Body meeting more effectively.
- some tips and hints to ensure everyone gets the chance to contribute equally.
- how you can keep meetings shorter but effective.

Module title:	Chairing Meetings
Module duration:	Approximately 30 minutes
Module composition:	Meetings and Attendees Preparation & Starting Meetings Running a Meeting Voting and Concluding Quiz

Developed in consultation with National Governors' Association

Email: info@moderngovernor.com



www.moderngovernor.com