



**Meeting of the Foundation Trust Council of Governors  
Tuesday 19<sup>th</sup> January 2016  
13.30  
Sycamore House, Ellesmere Port**

Item No	Title of item	Objectives/desired outcome	Process	Item presenter	Time allocated to item
2015/16/86	Welcome, apologies for absence and quoracy	Receive apologies and confirm quoracy.	Verbal	Chair	13.30 (1 min)
2015/16/87	Meeting guidelines	Receive meeting guidelines.	Written guidelines	Chair	13.31 (1 min)
2015/16/88	Declarations of interest	Identify and avoid conflicts of interest.	Verbal	Chair	13.32 (1 min)
2015/16/89	Chair's announcements	Announce items of significance not elsewhere on the agenda.	Verbal	Chair	13.33 (3 mins)
2015/16/90	Lead Governor's announcements	Lead Governor to update Governors on key issues.	Verbal	Lead Governor	13.36 (3 mins)
2015/16/91	Chief Executive's announcements	Announce items of significance not elsewhere on the agenda.	Verbal	Chief Executive	13.39 (3 mins)
2015/16/92	Governor updates	Governors to update on any key issues, events or training.	Verbal	All governors	13.42 (3 mins)
2015/16/93	Minutes of the previous Council of Governors Meetings held 2 <sup>nd</sup> December 2015	Confirm as an accurate record the minutes of the previous meeting.	Written	Chair	13.45 (2 mins)

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2015/16/94	Matters arising & action points	Request and provide updates in respect of ongoing items not elsewhere on the agenda, to ensure progress.	Written	Chair	13.47 (3 mins)
2015/16/95	Council of Governors 2015/16 Business Cycle	Confirm that agenda items provide assurance that the Council of Governors is undertaking its duties.	Written	Chair	13.50 (2 mins)
2015/16/96	Chair's Appointment process	Update on the chair's appointment process	Written	Lead Governor	13.52 (5 mins)
2015/16/97	Update on changes to the Council of Governors and elections	Update on changes to the Council of Governors	Verbal	Lead Governor	13.57 (5 mins)
2015/16/98	<p>Council of Governors Sub-committee/Group minutes/notes</p> <p>a) Nominations and Remuneration Committee (<i>approved</i> minutes of meeting of 2<sup>nd</sup> December 2015)</p> <p>b) Membership and Development sub-committee (<i>draft</i> minutes of meeting of 9<sup>th</sup> December 2015)</p> <p>c) Scrutiny sub-committee (<i>draft</i> minutes of meeting of 10<sup>th</sup> December 2015)</p>	To review and approve the final minutes of the previous sub group meetings.	Written Minutes/Notes	Governor Sub-Committee Chairs	14.02 (5 mins)

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2015/16/99	Governor Question Time	Provide an opportunity for Governors to ask questions	Verbal	Chair / all	14.07 (3 mins)
2015/16/100	Motions or Agenda Items on Notice	To receive 'Motions on Notice.'	Verbal	Chair/all	14.10 (3 mins)
2015/16/102	Review of risk impact of items discussed	Consider any items of particular risk.	Verbal	Chair	14.13 (2 mins)
2015/16/103	Feed back from meeting - review the effectiveness of the meeting (achievement of objectives/desired outcomes and management of time)	Review the effectiveness of the meeting (achievement of objectives/desired outcomes and management of time).	Verbal	Chair / all	14.15 (2 mins)
2015/16/104	Date, time and place of next meeting:  <b>Tuesday 12<sup>th</sup> April 2016 at 1.00pm,</b> Ellesmere Port Civic Hall	Confirm arrangements for next meeting.	Verbal	Chair	14.17