



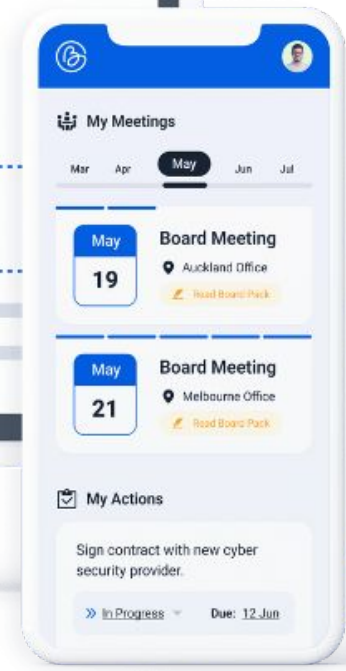
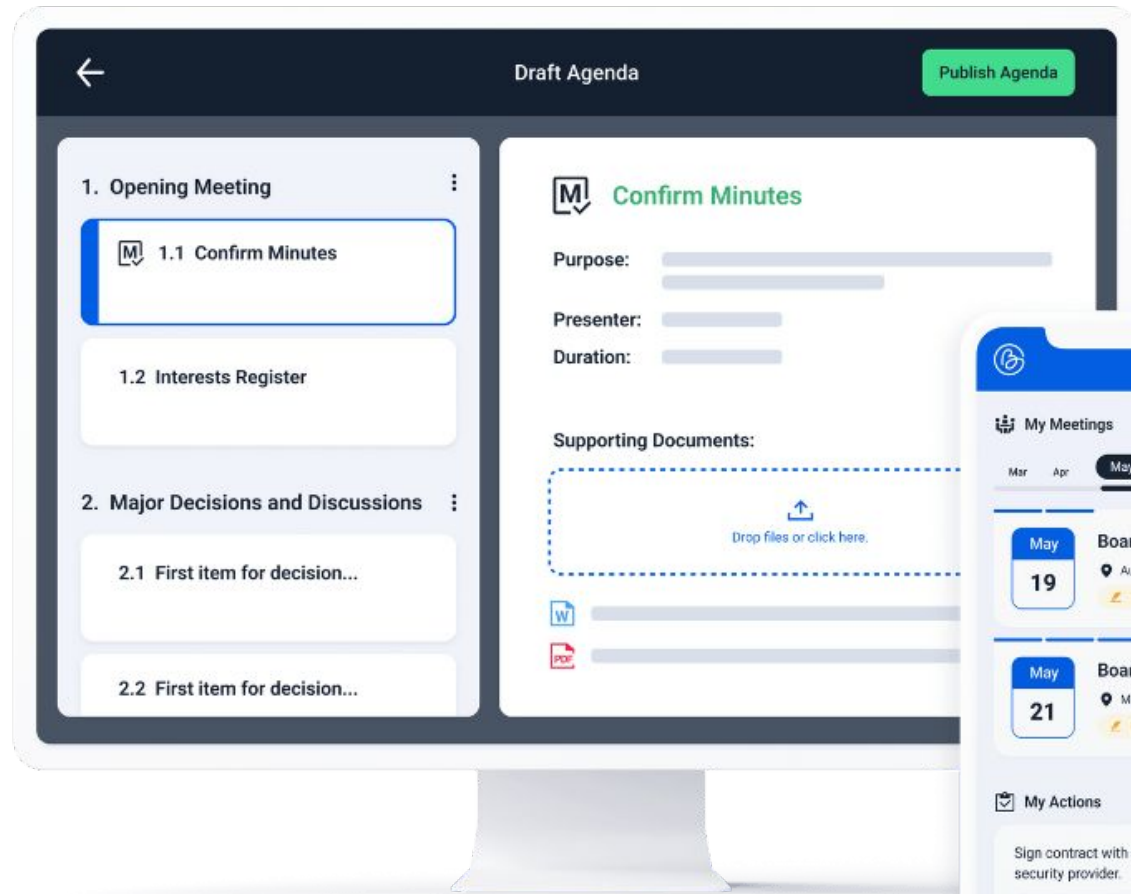
Webinar

Setting your strategic board agenda

Learn how to develop and structure a strategic board agenda that keeps the board focused on the important matters during the meeting







**Making the fundamentals of
governance free and
easy to implement**



Governance Made Easy

Governance Resource Centre

Explore free governance resources for growing your organisation and adopting good governance practises. From meeting minutes templates to CEO reporting templates, our comprehensive guides and templates will cover your governance and business essentials.

Content type

Topic

Persona

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**Slides, webinar video,
whitepaper, template
and presentation will
be sent to you.
Relax, listen and ask
questions**





08.10	10	CHANGES TO STRATEGIC ENVIRONMENT (i.e. Strategic Gossip)				
		10.1 Directors and Staff to disclose any early issues or 'rumours' that may have strategic impact on the organisation	For Discussion	N		All
08.15	11	STANDING REPORTS, OPERATIONAL MATTERS FOR BOARD NOTING				
		11.1 CEO Report	For Noting	Y	49	CEO
		11.2 CFO Report	For Noting	Y	59	CFO
		11.3 COVID-19 Report	For Noting	Y	66	CEO
		11.4 CEO Briefing on Preparation for 2022 AGM	For Noting	Y	68	CEO
		BOARD IN CAMERA SESSION				
		12.1 Discussion and Decision Regarding Approval of new Interim Director	For Decision	Y	72	Chair of Gov Ctee
		12.2 Preparing for Annual Board Performance Evaluation	For Discussion	N		Chair
		12.3 CEO Performance Review and early issues re Contract renegotiations	For Discussion	N		Chair
08.25	13	MEETING REVIEW – IN CAMERA				
		13.1 Feedback from Observer Director	For Noting	N		Observer
		13.2 Feedback from Other Directors	For Noting	N		Directors
	14	NEXT MEETING				
		Date: Thurs 10 Oct 2022	For Noting			
		Time: 06.30pm to 08.30pm				
		Venue: TRC				

NOTE: Standing Reports are For Noting. Any items for Board consideration will be added elsewhere as separate Agenda Items. Make sure that the CFO / Financial Report should also offer a Declaration that we are solvent, and up to date with Superannuation guarantee, PAYG and other tax payments.



The Strategic Agenda Template



Steven Bowman

Managing Director
**Conscious
Governance**



Margot Foster

Director & Governance
specialist
Boardroom Excellence



Sonya Beyers

Director
**Governance by
Design**



Context

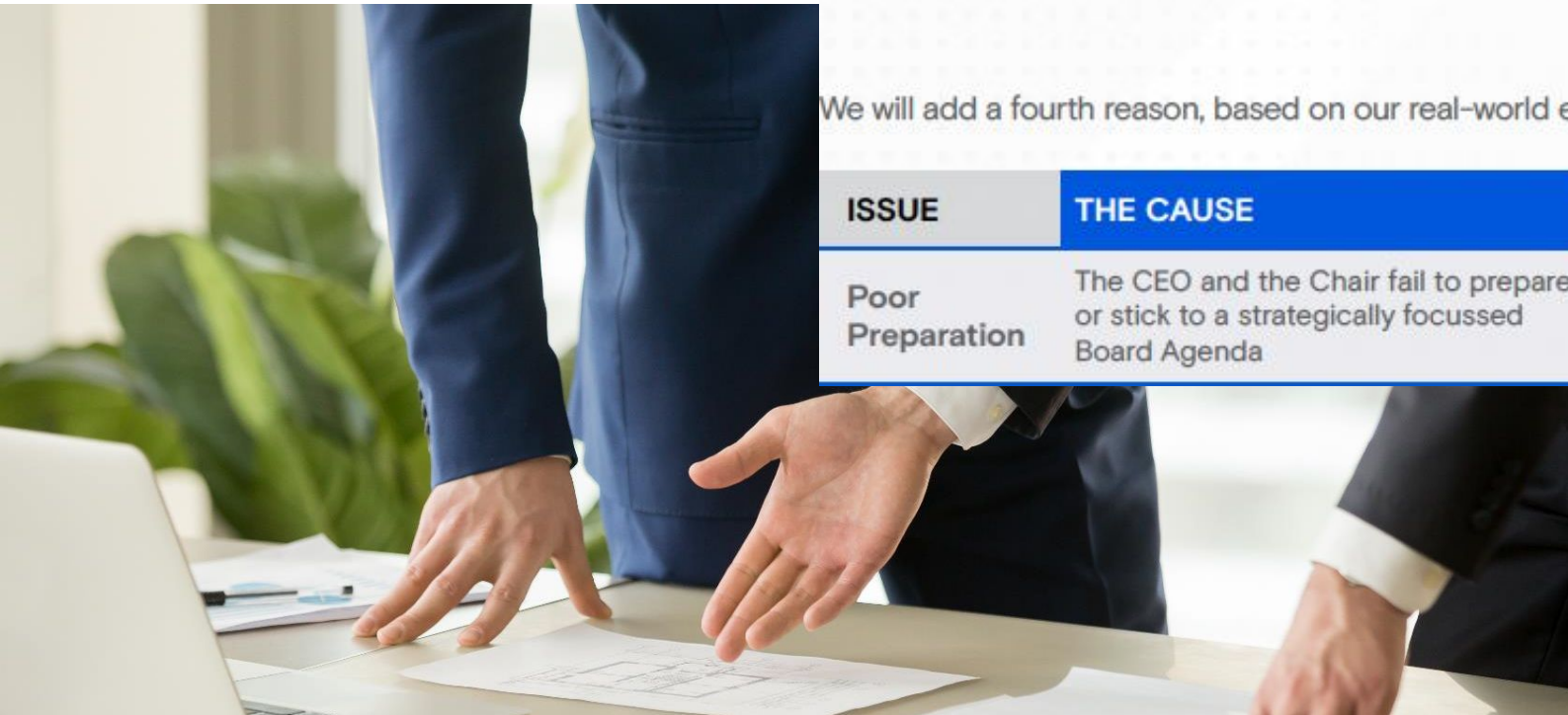


ISSUE	THE CAUSE	ACTION
Ignorance	Directors don't understand their role	Directors must learn their role
Familiarity	Directors understand and are comfortable with operations	Stop interfering in operational matters, and act like a Director
Faith	Directors lose faith in the CEO, evidence of dishonesty by CEO	Performance manage the CEO; remove them if needed

Adapted from https://www.skills2lead.com/Leader_Newsletter-governance-vs-management.html

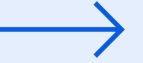
We will add a fourth reason, based on our real-world experience....

ISSUE	THE CAUSE	ACTION
Poor Preparation	The CEO and the Chair fail to prepare or stick to a strategically focussed Board Agenda	Dramatically enhance your Board Agenda, using the following thirteen Top Practices (and more!)





The Chair Owns the Sequence of Events



Place your vision at the top of the agenda

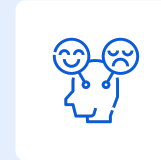
1



Why your organization exists



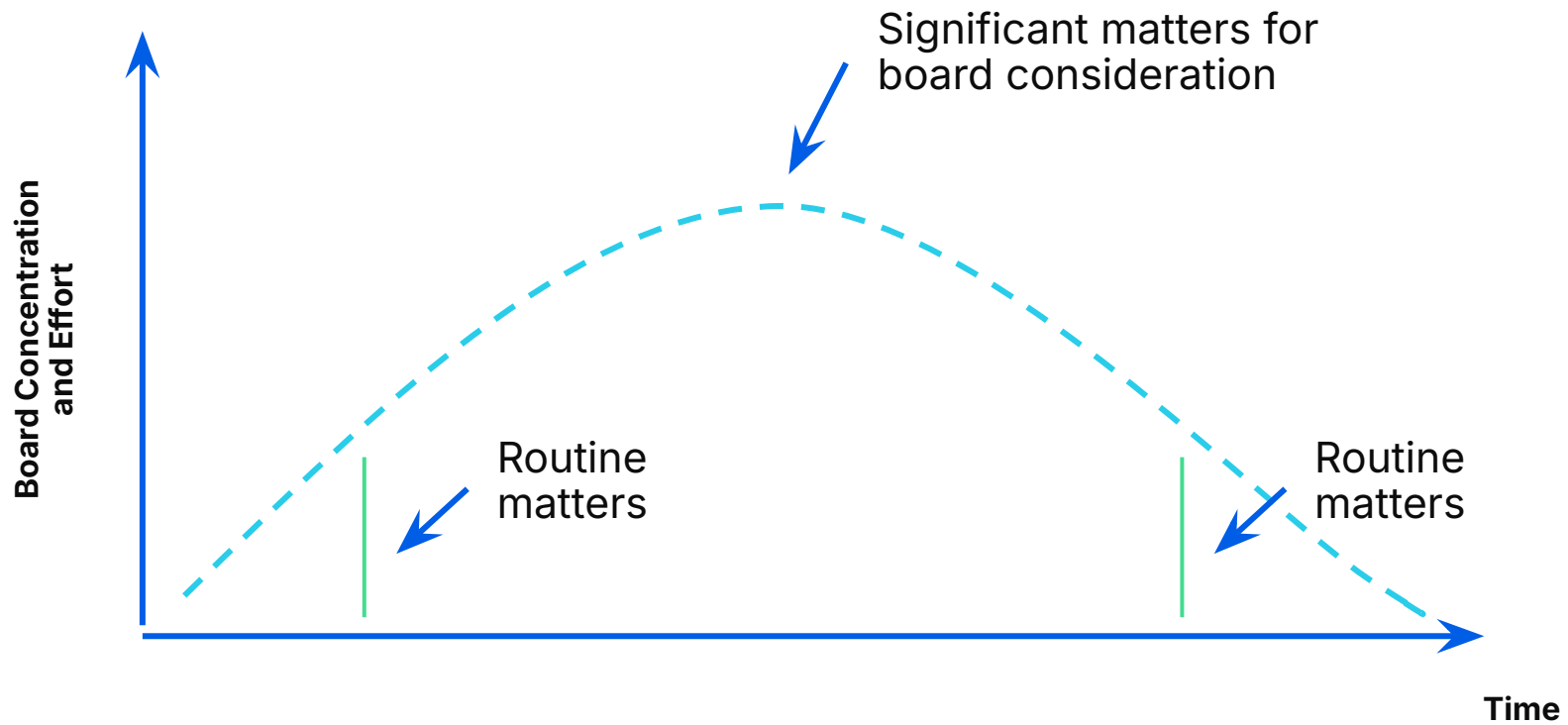
Steers the conversation



Guides behavior



The Meeting Agenda Flow



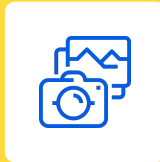
© Julie Garland McLellan 2005, reproduced with permission



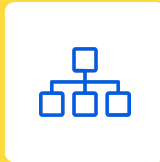


2

Create a cover sheet



Photograph of key work



Reminds directors why the organization exists



Explore your mission moment



3

Strategy ahead of operational matters

01.

Avoids 'rabbit holes'

02.

Prioritize first for strategic matters

03.

What keeps the CEO awake at night?



4

Use a consent agenda

> or....a 'block agenda'

Reduces time on ' for noting only'

Group of items placed together

48 hours before the meeting

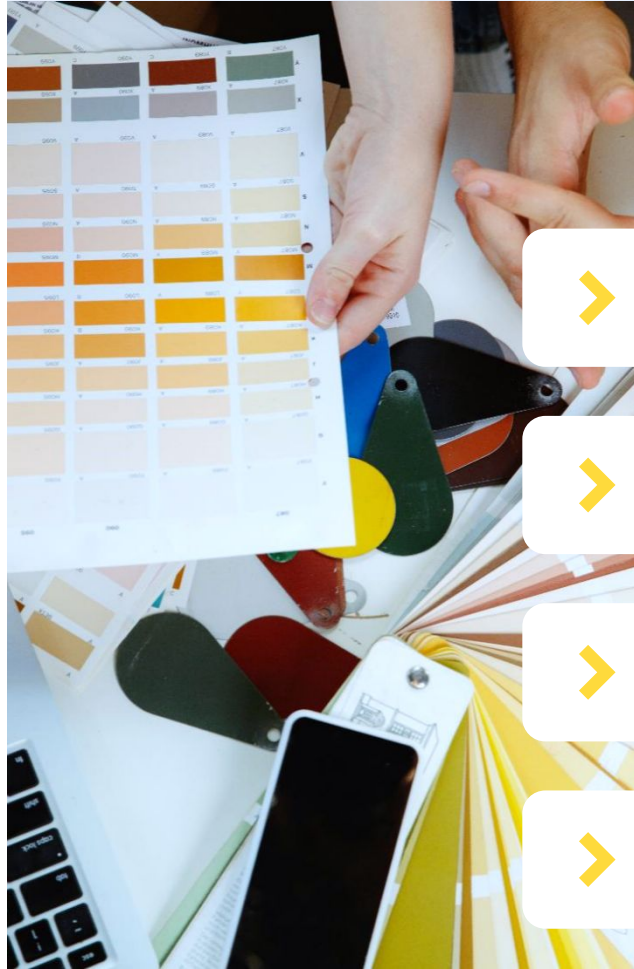
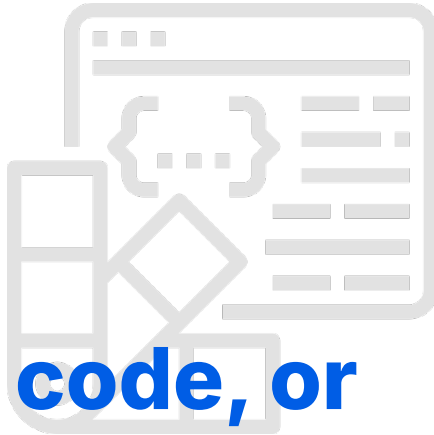
At the discretion of the chair





5

**Color code, or
better still, use
BoardPro !**

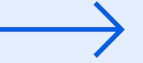


> **"Items for Noting"**

> **"Items for Discussion"**

> **"Items for Decision"**

> **"Items for Information"**





7

Careful use of ratios

When determined in advanced, some selected, key ratios can help the Board to focus on the strategic issues behind the finance and other numbers

01. Create a legend to explain what they mean
02. Define trigger points for action

> 4 TYPES OF RATIOS

PROFITABILITY RATIOS

How well does the company generate profits?

LEVERAGE RATIOS

How extensively is the company using debt?

LIQUIDITY RATIOS

Does the company have enough cash to pay the bills?

EFFICIENCY RATIOS

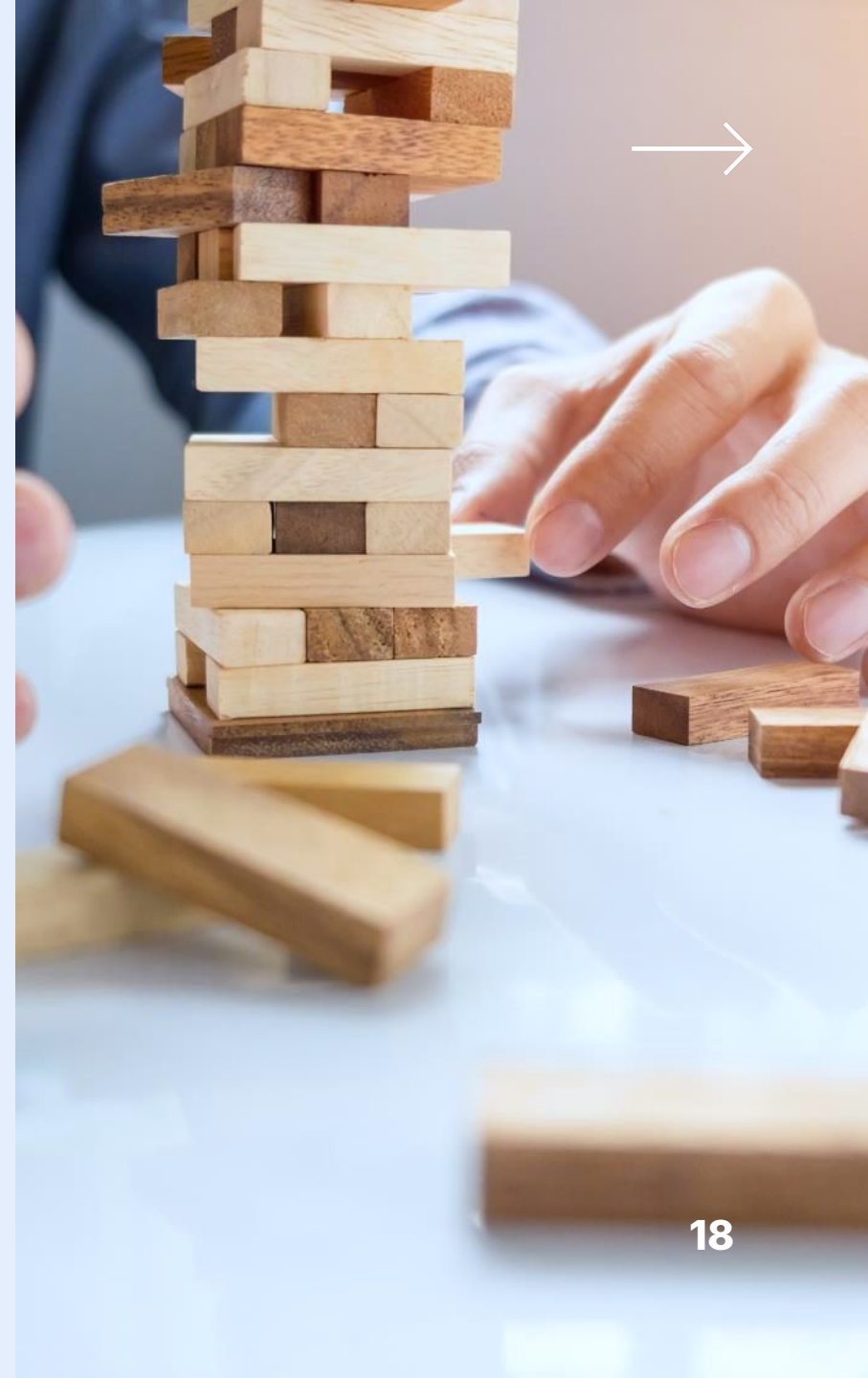
How efficiently does the company use its assets and capital?



8

Manage 'board owned risks'

- Separate classification for board owned risks
- CEO and exec team must remain vigilant over all risks
- Risks can be opportunities





9

Use dashboards... sparingly

These summary style reports can graphically represent and summaries key data

01. Measure items of real impact to the organization
02. Include 'people' and 'culture' measures
03. Trend information is very useful





Leading



Influence future performance

Analyze past performance



Lagging

10

Use leading indicators not lagging indicators



11

Measure the right things

➤ Client and target numbers

➤ Clients lost

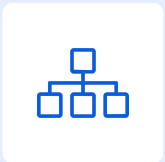
➤ Benchmarks





12

The CFO and CEO Declaration

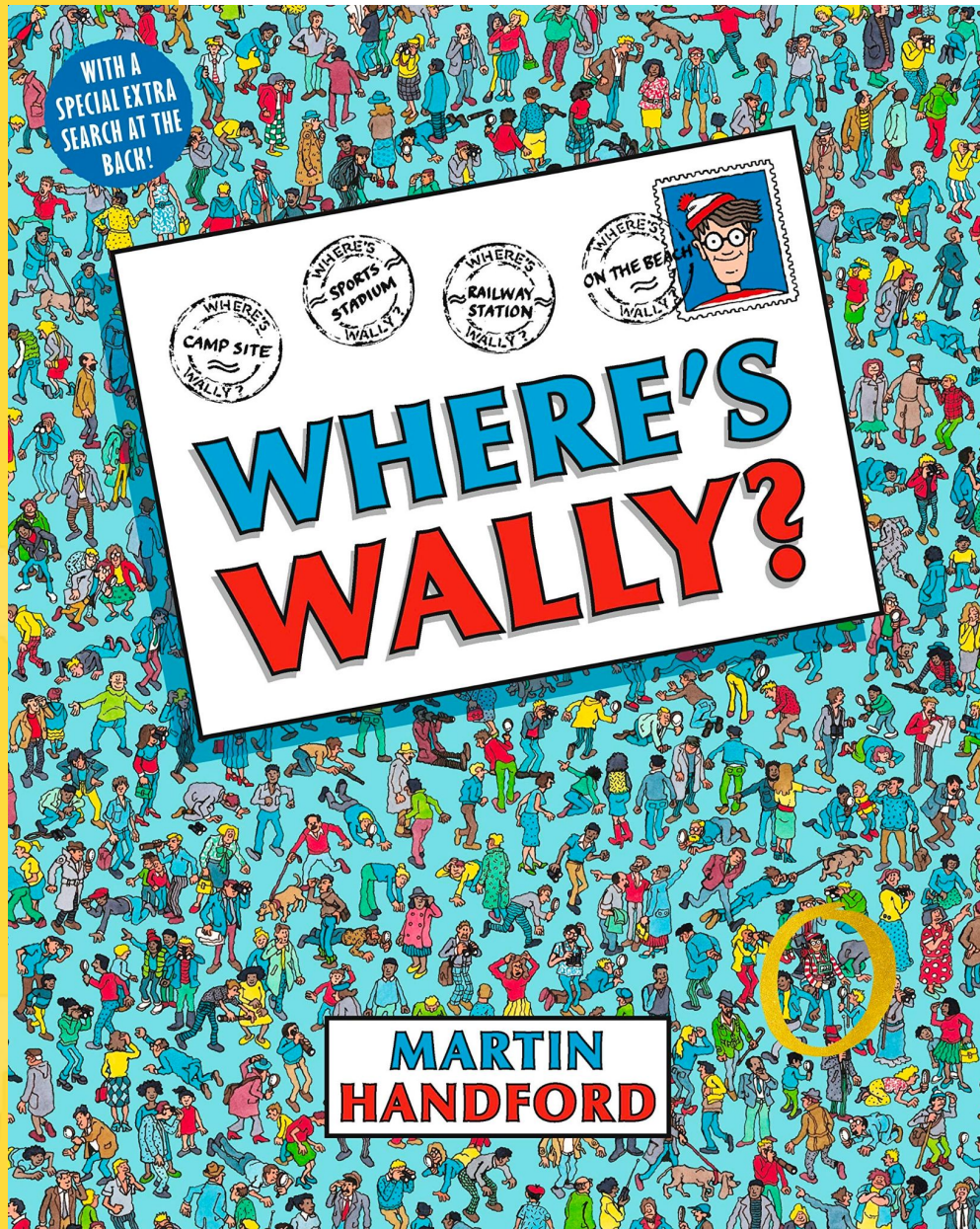


The organization is solvent



Key payments update







CONSCIOUS  GOVERNANCE

XYZ Ltd
AGENDA
Board of Directors

A Strategically Focussed Agenda for the Board Meeting...

The Consent Agenda technique used in this Agenda is a powerful tool that reduces the amount of time spent on reports that are 'For Noting' only. This is sometimes called a Block Agenda (Le where a group of items are placed together and approved by the Board as a 'block').

Note to Directors: An Agenda item with the green background colour means this item is for Noting Only, and these items will be voted to be accepted as group (or as a block item) under Agenda Item 4. Up to 48 hours before the meeting, Board Directors may request that the Chair take an item off the Consent Agenda item so that it can be discussed by the full Board. It is at the discretion of the Chair whether to allow the item to be moved onto the Agenda for discussion (or not).

Insert **Vision Statement** here – The Chair and CEO can use this to focus the discussions.

Date:		Thursday 19 July 2022
Time:		2:15pm to 4:30pm
Location:		Macquarie Room, 60 Martin Place Sydney
		Zoom URL: TBA
TO BE PRESENT		
Board of Directors:	AB (Chair), CD (Dep Chair), EF (Treasurer), and Directors GH, IJ, KL, MN.	
Management:	YZ (CEO), WX (GM), UV (GM),	
Apologies:	Director OP	
Secretariat Support:	ST (EA to CEO)	



The Strategic Agenda Template



In association with

CONSCIOUS  GOVERNANCE

The Strategic Agenda Template

[Return to Meeting List](#)

Notice

Agenda

Board Pack

Minutes



January Board Meeting

No Agenda

[Build Agenda](#)

Date: 16 Jan 2025 (NZDT)

Time: 10:00 am - 12:00 pm

[Add To Calendar](#)

Location: BOP Clubrooms
721 Basin Drive, BOP
Time zone: Pacific/Auckl

Video URL: [Add Meeting URL](#)

Meeting Administrator: Sean McDonald

Attendees/Apologies: Attendees

Sean McDonald
Chair, Board member

Kim Thibault
Board member

Build Agenda



Clone a previous agenda, or use our best practice template.

Clone another Agenda

Best Practice Template

Strategic Agenda Template New

Cancel

Build Agenda



Start: 10:00 am (NZDT)

1. Our Vision

1.1 Vision and Purpose

1.2 Note for administrator and directors

For Information

+ Agenda Item

+ Section

2. Opening Meeting

2.1 Welcome, Present and Apologies

For Noting

2.2 Interest Register

For Noting

2.3 Declaration that directors have reviewed material ahead of the meeting

For Decision

Vision and Purpose

Description: **Example:** Our vision is to empower communities worldwide by harnessing the power of innovative technology solutions. We strive to be a catalyst for sustainable growth, enabling individuals and businesses to thrive in an increasingly interconnected world. By fostering inclusivity and creating opportunities, we envision a future where technology serves as a bridge, reducing barriers and driving positive social and economic change.

Purpose: None Selected

Presenter: For Noting

Duration: For Decision

Supporting Documents: For Discussion

For Information

Governance Doc

No documents uploaded.



Start: 10:00 am (NZDT)

1. Our Vision

1.1 Vision and Purpose

1.2 Note for admin

For Information

+ Agenda Item

2. Opening Meet

2.1 Welcome, Pres

For Noting

2.2 Interest Register

For Noting

2.3 Declaration that directors have reviewed material ahead of the meeting

For Decision

Interest Register

Description: Use this field to describe this item.
What is entered here is printed on the agenda.

AGENDA PREPARATION NOTES:

All directors and staff attending the meeting of the Board of Directors must make contact with the Board Chair or update this BoardPro schedule as soon as they are aware that they need to declare an interest in a matter that is scheduled on the Agenda. Please refer all Directors to the Board and organisational policies relating to Declarations of Interests (Add link to relevant policies).

Declarations of Interests should be of Directors / Staff, including Related Party Transactions, Integrity Matters
Remember: Directors and staff should be reminded that a matter on the Agenda may require 'Declaration of Interest' if it could lead to a real, potential, or perceived conflict of interest. Also note that this Agenda states that Directors must declare they have read the minutes

Directors and officers including actual, potential or perceived conflicts:

Add Interest

Organisation	Interest	Notified Date
ABC Company	Board member	6 Jun 2024
ABC Organisation	Board member	6 Mar 2024
Alpha Compnay	Board Member	6 Oct 2021
Automatic Bindings and Casings Limited	Investor in this business	4 Oct 2019
Kim Thibault	Apex Construction Director of Apex	4 Sep 2019





Margot Foster

in www.linkedin.com/in/margotfosteram



Steven Bowman

in www.linkedin.com/in/stevenbowmangovernance



Sonya Beyers

in www.linkedin.com/in/sonya-beyers



in www.linkedin.com/company/boardpro-limited



Webinar Schedule

- Nov 2024



95.	How to know your governance is fit for purpose	On Demand
96.	Skill matrixes for succession planning and onboarding	On Demand
97.	Setting the strategic board agenda	On Demand
98.	Using strategy to shape boardroom conversations	Oct 10
99.	Create a CEO Report that will delight your board	Oct 24
100.	The four key elements of board induction	Oct 31
101.	How to think differently about enterprise governance, not just board governance	Nov 7



Thank you

