# **Education Board Agenda Item Submission**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Author of Submission** |  | | | | |
| **Role** |  | | | | |
| **School or Rep Group** | **Choose an item.** | | | | |
| **Contact name for further info** |  | | Contact details:  Email /phone |  | |
| **Are you:** | Raising an agenda item | **Choose an item.** | Reporting/updating against an existing agenda item/action request | | **Choose an item.** |
| Date of Board you would like the agenda item on | | Choose an item. | Date of the Board where action to report back on was agreed | | Choose an item. |
| Agenda Item title:  Summary of key points you want to be raised/or you are reporting back against:  Any related data or papers (embed here) | | | | | |
| Please return this form to Secondary Forum Chair  Current contact: Steve Howell Headteacher at COBS  [stevehowell@cobschool.com](mailto:stevehowell@cobschool.com) | | | | | |

Please note the Secondary Forum Chair may:

* Call you to discuss the report or agenda item so they can discuss your ask for the Board as an agenda item or understand your report back following a request from the Board.
* Request you attend the Board as a guest to present or report on the item