**Introduction**

This report aims to inform fellow trustees about the professional development activities I, [*Insert Name Here*], have attended since our last board meeting on *[Insert Date of the Last Meeting].* The purpose of these activities is to enhance our understanding of educational practices, policies, and trends, thereby benefiting our leadership and decision-making.

**Summary of Professional Development Activities**

**Activity:** [Title of the Event / Workshop]

**Date & Location:** [Insert Date and Location]

**Organizer:** [Insert Name of the Organizer]

**Objective:** [Briefly describe the objective of the activity]

**Key Takeaways:** [List or describe what you learned and how it might apply to your role as a trustee]

**Impact on Board Practices and Decision Making**

* Provide an analysis of how the professional development activities attended can impact or enhance the board's practices, governance, and decision-making processes

**Recommendations and Future Engagements**

* Offer recommendations for other trustees who might be interested in similar professional development or propose future engagements that the board might consider participating in