# Sample meeting agenda

| Board name | | |  | | |
| --- | --- | --- | --- | --- | --- |
| Meeting time and date | | |  | | |
| Meeting location | | |  | | |
| Meeting number | | |  | | |
| Attendees (names of those invited and note known apologies) | | |  | | |
|  |  |  | Action to take |  | Estimated time |
| **1** |  | **Meeting opening** |  | **Chair** | **15 minutes** |
|  | 1.1 | Welcome and apologies |  |  |  |
|  | 1.2 | Conflict of interest disclosure [refer to attachment XXX Register of Standing Conflicts of Interest]. |  |  |  |
|  | 1.3 | Previous minutes | Confirm | Chair |  |
|  | 1.4 | Actions arising [refer to attachment XXX actions arising] | Note | Chair |  |
|  | 1.5 | Out of session resolutions | Ratify |  |  |
| **2** |  | **Reports** |  |  | **40 minutes** |
|  | 2.1 | CEO report |  | CFO |  |
|  | 2.2 | Finance report |  | CFO |  |
|  | 2.3 | Board committees’ reports |  | Chairs |  |
| **3** |  | **Matters for decision** |  |  | **60 minutes** |
|  |  | Decision papers and discussion of strategic issues | |  |  |
|  | 3.1 | Paper 1 |  |  |  |
|  | 3.2 | Paper 2 |  |  |  |
|  | 3.3 | Paper 3 |  |  |  |
| **4** |  | **Matters for noting (discussed only on an exception basis)** | |  | **5 minutes** |
|  | 4.1 | Major correspondence |  |  |  |
|  | 4.2 | Updated board calendar |  |  |  |
|  |  | Include other matters for noting |  |  |  |
| **5** |  | **Other business** |  |  | **10 minutes** |
|  | 5.1 | Items not on the agenda can be raised for discussion (with the chair’s permission) |  |  |  |
| **6** |  | **Meeting finalisation** |  |  | **5 minutes** |
|  | 6.1 | Review of actions to be taken |  | Chair |  |
|  | 6.2 | Next meeting [insert date and time] |  | Chair |  |
|  | 6.3 | Meeting close |  | Chair |  |