**Template: Meeting agenda**

**TEMPLATE**

**for conducting a**

**GOVERNING BODY MEETING**

**Notice is hereby given that the next governing body meeting of
*[group or organisation name]***

 **will be held on *[meeting date]***

 **at *[location]* commencing at *[starting time]*.**

**Your attendance at the meeting will be appreciated.**

**AGENDA**

1. **PERSONS PRESENT AT THE MEETING OR ON THE TELEPHONE**
2. **APOLOGIES FROM MEMBERS WHO WILL BE ABSENT FROM THE**

**MEETING**

1. **NOTIFICATION OF CONFLICT(S) OF INTERESTS**

*Members are asked to declare any conflict(s) of interest that they may have regarding any of the agenda items at this meeting.*

**4. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING**

**Model resolution**

*THAT the minutes of the previous meeting, held on [previous meeting date] as circulated be confirmed as a true and correct record of that meeting.*

*Moved:*

*Seconded:*

*Passed:*

**5. ACCEPTANCE OF THE AGENDA AND NOTIFICATION OF GENERAL BUSINESS ITEMS**

**Model resolution**

*THAT the papers as circulated be received for consideration at the meeting and that members provide notification of matters to be raised in general business.*

*Moved:*

*Seconded:*

*Passed:*

**6. SUMMARY OF DECISIONS THE GOVERNING BODY IS BEING ASKED TO MAKE THIS MEETING (See also: template for decision-making process)**

|  |  |  |
| --- | --- | --- |
| **Item** | **Decision title** | **Agenda item number and page** |
| 6.1 |  |  |
| 6.2 |  |  |
| 6.3 |  |  |
| 6.4 |  |  |
| 6.5 |  |  |
| 6.6 |  |  |
| 6.7 |  |  |

**7. REPORTS ON ACTIONS REQUIRED TO BE DONE FROM THE LAST MEETING (See also: template for decision-making process)**

|  |  |  |
| --- | --- | --- |
| **Item** | **Follow-up action** | **Agenda item number and page** |
| 7.1 |  |  |
| 7.2 |  |  |
| 7.3 |  |  |
| 7.4 |  |  |
| 7.5 |  |  |

**Model resolution**

*THAT the governing body receives and notes the reports on actions to be done from the last meeting.*

*Moved:*

*Seconded:*

*Passed:*

**8. BUSINESS WHICH ONLY REQUIRES THE GOVERNING BODY TO RECEIVE AND NOTE INFORMATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
| **Item** | **Information** | **Agenda item number**  |
| 8.1 |  |  |
| 8.2 |  |  |
| 8.3 |  |  |
| 8.4 |  |  |

 |  |  |

**Model resolution**

*THAT the governing body receives and notes the information.*

*Moved:*

*Seconded:*

*Passed*

**9. CHAIR OR PRESIDENT’S REPORT**

**10. POLICY UPDATE**

|  |  |  |
| --- | --- | --- |
| **Update** | **Information**  | **Agenda item number**  |
| 10.1 | New policies  |  |
| 10.2 | Policies under consideration  |  |
| 10.3 | Review of policies |  |

**11. FEEDBACK ON CONSULTATIONS WITH COMMUNITY/MEMBERS**

11.1Feedback (verbal) from any governing body members on issues arising from any consultations and meetings they have had with the organisation’s members/communities since the last meeting.

**12. COMMUNITY MEMBERS’ QUESTIONS AND ISSUES**

|  |  |  |
| --- | --- | --- |
| **Question/Issue** | **With or without notice** | **Agenda item number**  |
| 12.1 | With notice |  |
| 12.2 | Without notice |  |

1. **GENERAL BUSINESS**

All items as listed below on the agenda (each item may be supported by a written background material)

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Agenda item number**  |
| 13.1 |  |  |
| 13.2 |  |  |
| 13.3 |  |  |
| 13.4 |  |  |
| 13.5 |  |  |
| 13.6 |  |  |

**Resolution**

*These items may each have decisions made in the form of number resolutions.*

*Moved:*

*Seconded:*

*Passed:*

**14. NEXT MEETING**

The next meeting of the governing body will be held on *[date of next meeting]* commencing at *[starting time]* at *[location of meeting]*.

**15. CLOSURE**