# [Name of board] minutes [date]

| No. | Item | Commentary | Lead |
| --- | --- | --- | --- |
| 1 | Acknowledgement of Country  Welcome  Conflicts of interest |  | Chair |
| 2 | Apologies |  | Chair |
| 3 | Previous minutes | Confirm the minutes and note any amendments.  Note any action taken arising from the previous minutes. | Chair |
| 4 | Reports for approval | Note each report approved and any dissenting views.  Note action required such as follow up to any queries. | [Insert name/s] |
| 5 | Reports for discussion | Note the outcome of each discussion and whether there were any dissenting views. | [Insert name/s] |
| 6 | Reports for noting | Note each report | Chair |
| 7 | Other business |  | Chair |
| 8 | Meeting closure |  | Chair |
| End of table |  |  |  |

## New actions

| No. | Action | Owner |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| End of table |  |  |

## Previous outstanding actions

| No. | Action | Owner |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| End of table |  |  |