# [Name of board and meeting date]

|  |  |
| --- | --- |
| Item | Detail |
| Chairperson | [Insert name] |
| Notetaker | [Insert name] |
| Date and time | Click or tap to enter a date. **[Insert time]** |
| Location | [Insert link if it is an online meeting] |
| Invitees | [Insert name] |
| Apologies | [Insert name] |
| Next meeting | Click or tap to enter a date. **[Insert time]** |
| End of table |  |

| No. | Item | Paper | Time | Lead |
| --- | --- | --- | --- | --- |
| 1 | Acknowledgement of CountryWelcome:* Invited guests
* Confirm agenda and quorum
* Conflict of interest
 | Yes [Insert name of paper] | 5 mins | Chair |
| 2 | Apologies |  | 1 min | Chair |
| 3 | Minutes of the previous meeting* Confirmation of minutes
* Matters arising from minutes and actions taken
 |  | [Insert time] | Chair |
| 4 | Reports for approval* Major strategy decisions
* Routine decisions
 |  | [Insert time] | [Insert name/s] |
| 5 | Reports for discussion* Chief Executive Officer’s report
* Corporate reports
* Committee minutes
* Management presentations
 |  | [Insert time] | [Insert name/s] |
| 6 | Reports for noting* Matters decided out-of-session
* Correspondence
* Appointments
* Documents
 |  | [Insert time] | Chair |
| 7 | Other business |  | [Insert time] | Chair |
| 8 | Meeting closure* Review actions to be taken
* Next meeting
* Close
 |  | [Insert time] | Chair |
| End of table |  |  |  |  |

## Action items from previous meeting(s)

| Time | Item | Lead | Status |
| --- | --- | --- | --- |
| [Insert time] | [Insert item] | [Insert names] | Choose an item. |
| [Insert time] | [Insert item] | [Insert names] | Choose an item. |
| End of table |  |  |  |