# [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 Country  Welcome:   * 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 |  |  |  |