**BOARD MEETING AGENDA**

Time:

Date:

Location:

| **Items** | | **Action** | **Responsible** |
| --- | --- | --- | --- |
|  | **Welcome and Apologies**  Board members:  Apologies: |  | *Chair/Secretary* |
|  | **Minutes of the Previous Meeting** |  | *Chair* |
|  | **Standing Agenda Item – Conflict of interest declarations for agenda items** |  | *All* |
|  | **Standing Agenda Item – CEO Report** |  |  |
|  | **Standing Agenda Item – Financial update** |  |  |
|  | **Items for Decision** |  |  |
|  | **Items for Discussion** |  |  |
|  | **Items for Noting** |  |  |
|  | **Conclusion**   * Review action items * Next meeting date |  |  |
|  | **Forward Agenda** |  |  |