**Notice of Meeting:** The next meeting of the [Committee Name] will be held on:

**Date:** Day, Date Month Year

**Time:** Starting time – ending time

**Venue:** Room Number, Floor, Building Name

**Presiding Member:** Title First Name Surname

**Secretary:** Title First Name Surname

Quorum: [Number]

**CONFIDENTIAL AGENDA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Action** | **Paper** | **Time** |
| **A** | **Procedural Matters** |  |  | [9:00am] |
|  | Welcome and Apologies | Note | Yes |  |
|  | Declarations of interest and conflicts of interest | Note | No |  |
|  | Minutes of previous meeting held on [Date Month Year] | Approve | Yes |  |
|  | Matters arising, and business carried forward | Note | Yes |  |
|  | [Year] Agenda Schedule | Note | Yes |  |
|  | Adoption and starring items and confirmation of confidential items |  |  |  |
| **B** | **[Enter Category] e.g. Reports** |  |  | hour.mins |
|  | Enter Title of Agenda Item | Approve/Discuss/Note | Yes/No |  |
|  | Enter Title of Agenda Item | Approve/Discuss/Note | Yes/No |  |
| **C** | **[Enter Category]** |  |  |  |
|  | Enter Tile of Agenda Item | Approve/Discuss/Note | Yes/No |  |
| **D** | **[Enter Category]** |  |  | hour.mins |
|  | Enter Title of Agenda Item | Approve/Discuss/Note | Yes/No |  |
| **E** | **Governance** |  |  | hour.mins |
|  | Committee Membership | Approve/Discuss/Note | Yes/No |  |
| **F** | **Other business** |  |  | hour.mins |
|  | [Enter Other Business 1] | Endorse | Yes |  |
|  | Any other business |  |  |  |
|  | *Meeting close* |  |  | *[11.00am]* |

**Next meetings:**

|  |  |  |
| --- | --- | --- |
| **Day/Date** | **Time** | **Venue** |
| Day, Date Month Year | Start–End time | Room Number, Building Name |
| Day, Date Month Year | Start–End time | Room Number, Building Name |