[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Board Meeting Agenda

[Company name] **This agenda sets out the business for a meeting of the board of directors of** [Company name]**. Supporting papers are listed against each item so directors can read them in advance. Items marked for decision need a resolution; items marked for noting need no vote.**

Meeting details: Company name: _____ **Meeting:** _____ **Date:** _____

Time: [Start time] to [End time] **Venue:** _____ **Chair:** _____

Company secretary: _____ **Meeting link (if online):** _____ **Attendees and apologies:**

Name	Role	Attending
[Director name 1]	**[Job title]**	**[Yes / No]**
[Director name 2]	**[Job title]**	**[Yes / No]**
[Director name 3]	**[Job title]**	**[Yes / No]**
[Name of company secretary]	**[Job title]**	**[Yes / No]**
[Name of invited attendee]	**[Job title]**	**[Yes / No]**

Apologies received from: [Name of director] ([Reason for absence]). Apologies should be sent to [Name of company secretary] by [Apology deadline] before the meeting. **Quorum:** [Quorum number] directors must be present for the meeting to proceed. If the meeting is not quorate at [Start time], the chair will wait [Waiting time] minutes before adjourning. **Declarations of interest At the start of the meeting, each director will be asked to declare any interest in the business on this agenda. Declarations will be recorded in the minutes. A director with a declared interest in an item will** [Action, e.g. leave the room while that item is discussed]**. Agenda:**

Director name	Item	Interest declared
[Director name]	**[Agenda item number]**	**[Details of interest]**
[Director name]	**[Agenda item number]**	**[Details of interest]**

Item	Topic	Lead	Time	Papers	Purpose
1	Welcome, apologies and declarations of interest	**[Name of chair]**	**[Time]**	**[Paper reference]**	For noting
2	Approval of the minutes of the meeting held on **[Date of previous meeting]**	**[Name of chair]**	**[Time]**	**[Paper reference]**	For decision
3	Matters arising from the previous minutes	**[Name of chair]**	**[Time]**	**[Paper reference]**	For discussion
4	**[Report title, e.g. Chief Executive report]**	**[Name of presenter]**	**[Time]**	**[Paper reference]**	For discussion
5	**[Report title, e.g. Finance report and management accounts]**	**[Name of presenter]**	**[Time]**	**[Paper reference]**	For discussion
6	**[Report title, e.g. Risk and compliance update]**	**[Name of presenter]**	**[Time]**	**[Paper reference]**	For noting
7	**[Resolution title]**	**[Name of presenter]**	**[Time]**	**[Paper reference]**	For decision
8	**[Resolution title]**	**[Name of presenter]**	**[Time]**	**[Paper reference]**	For decision
9	Any other business	**[Name of chair]**	**[Time]**	None	For discussion
10	Date of the next meeting	**[Name of chair]**	**[Time]**	None	For noting

Approval of prior minutes The minutes of the meeting held on [Date of previous meeting] **are attached as Paper** [Paper reference]**. Directors are asked to confirm that the minutes are an accurate record, or to propose corrections before the meeting. Matters arising The following actions from the previous meeting will be reviewed:**

Action from previous minutes	Owner	Status
[Action]	**[Name of owner]**	**[Complete / In progress / Overdue]**
[Action]	**[Name of owner]**	**[Complete / In progress / Overdue]**
[Action]	**[Name of owner]**	**[Complete / In progress / Overdue]**

Resolutions to be considered

Resolution	Proposed by	Supporting paper
[Resolution wording]	**[Name of proposer]**	**[Paper reference]**
[Resolution wording]	**[Name of proposer]**	**[Paper reference]**

Supporting papers Supporting papers are listed below. Papers should be read before the meeting. Late papers will be accepted only with the agreement of [Name of chair]**.**

Paper reference	Title	Author
[Paper reference]	**[Paper title]**	**[Name of author]**
[Paper reference]	**[Paper title]**	**[Name of author]**
[Paper reference]	**[Paper title]**	**[Name of author]**

Closed session A closed session will be held at [Time] **for** [Closed session topic, e.g. a confidential staffing matter]**. Only** [Attendees for closed session, e.g. directors and the company secretary] **will attend. The closed session will be recorded separately in the minutes.**

- **Notes Please confirm your attendance to** [Name of company secretary] **by** [Confirmation deadline]**.**
- **Please bring** [Item to bring, e.g. a copy of the supporting papers] **to the meeting.**
- **The meeting will finish at** [End time]**. If business is unfinished, the remaining items will be carried forward to the meeting on** [Date of next meeting]**.**