[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 Minutes

Producing minutes that stand up to scrutiny: attendees, quorum, decisions, votes, and actions, in a consistent formal format.

Document control: Document: Board Meeting Minutes Template **Version:** 1.0 **Organisation:** _____

Meeting: Board meeting **Date:** _____ **Time:** _____

Location: _____ **Chair:** _____ **Minute-taker:** _____

Prepared by: _____ **Owner:** _____ **Review date:** _____ **Attendance and quorum:**

Member	Role	Present?

Quorum required: _____ **Quorum met:** _____ **Apologies:**

Member	Apology received	Reason

Matters discussed Copy an item block below for each further agenda item; add rows as needed. Item [Item number] - [Item title]: Supporting papers: [Paper title] **Discussion:** [Discussion summary]

Discussion: [Discussion summary] Decision: [Decision] - proposed by [Proposer name], seconded by [Seconder name]; votes for [Votes for], votes against [Votes against]; outcome: [Outcome].

Discussion: [Discussion summary] Decision: [Decision] - proposed by [Proposer name], seconded by [Seconder name]; votes for [Votes for], votes against [Votes against]; outcome: [Outcome].

Discussion: [Discussion summary] Decision: [Decision] - proposed by [Proposer name], seconded by [Seconder name]; votes for [Votes for], votes against [Votes against]; outcome: [Outcome].

Decision: [Decision] - proposed by [Proposer name], seconded by [Seconder name]; votes for [Votes for], votes against [Votes against]; outcome: [Outcome]. **Action:** [Action] - owner: [Owner name], due: [Due date].

Item [Item number] - [Item title]: Supporting papers: [Paper title] **Discussion:** [Discussion summary] **Decision:** [Decision] - proposed by [Proposer name], seconded by [Seconder name]; votes for [Votes for], votes against [Votes against]; outcome: [Outcome]. **Action:** [Action] - owner: [Owner name], due: [Due date].

Item [Item number] - [Item title]: Supporting papers: [Paper title] **Discussion:** [Discussion summary] **Decision:** [Decision] - proposed by [Proposer name], seconded by [Seconder name]; votes for [Votes for], votes against [Votes against]; outcome: [Outcome]. **Action:** [Action] - owner: [Owner name], due: [Due date].

Completion checklist: [ ] Quorum is recorded and the attendance list matches who was actually present.

[ ] Every agenda item ends with a decision or a deferred item with a reason.

[ ] Every action has an owner and a due date, and the minutes are signed and circulated.

Next meeting and approvals: Next meeting date: _____ **Minutes approved by:** _____

Approval date: _____ **Minutes circulated to:** _____

Signatures Signed (Chair): _____ **Date:** [Date] **Signed (Minute-taker):** _____ Date: [Date]