[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. Add or remove table rows to fit your needs. 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

Decisions and actions first: the record of a board meeting, ordered for follow-up.

Meeting snapshot

Meeting	Board meeting
Meeting no.	**[Meeting number]**
Organisation	**[Organisation name]**
Date	**[Meeting date]**
Time	**[Meeting time]**
Location	**[Location]**
Chair	**[Chair name]**
Minute-taker	**[Minute-taker name]**

Attendance and apologies

Member	Role	Present / Apology	Apology reason

Quorum required: [Quorum requirement] · Quorum met: [Yes / No]

[Company name]

Decisions

Decision	Proposed by	Seconded by	Votes for	Votes against	Outcome

Actions

Action	Owner	Deadline	Status

Carry-forward actions

*Actions not closed at the previous meeting that carry forward. Status: **[Open]** / **[Carried forward]** / **[Complete]**.*

Action	Owner	Original deadline	Status	Notes

[Company name]

Discussion summary

#	Item	Summary	Supporting papers

Sign-off

✓	Check before filing
	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.

Minutes approved by [Name and role] on [Approval date]; next meeting: [Meeting date]; circulated to [Names].

*Document control - Prepared by: **[Name and role]** · Owner: **[Name and role]** · Version: 1.0 · Review date: **[DD Month YYYY]**.*