[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

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

Document control

Document	Board Meeting Minutes
Meeting no.	**[Meeting number]**
Organisation	**[Organisation name]**
Meeting	Board meeting
Date	**[Meeting date]**
Time	**[Meeting time]**
Location	**[Location]**
Chair	**[Chair name]**
Minute-taker	**[Minute-taker name]**
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	1.0
Review date	**[DD Month YYYY]**

Attendance and quorum

Member	Role	Present?

[Company name]

Quorum required: [Quorum requirement]

Quorum met: [Yes / No]

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]

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].

[Company name]

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

✓	Check
	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	**[Meeting date]**
Minutes approved by	**[Name and role]**
Approval date	**[DD Month YYYY]**
Minutes circulated to	**[Names]**

Signatures

Signed (Chair): _____ Date: **[Date]**

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