**[Name of Union] [Meeting Name] Agenda**

**Time and Date of Meeting, Location of Meeting**

**Charity Number: xxxx Company Number:**

|  |  |
| --- | --- |
| Members Present  |  |
| Others Present |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Part 1: Opening Item** | **Lead** | **Time** | **Paper** |
| 1 | To **welcome** members, note apologies, request additional items of business and request discussion of items in part 4 |  |  |  |
| 2 | To **declare** any Conflicts of Interest arising from the agenda |  |  |  |
| 3 | To **approve** the Minutes of the meeting and note matters arising note present on the agenda |  |  |  |
| 4 | To **note** Chairs Actions taken since the last meeting |  |  |  |
|  | **Part 2: Standing Items** |  |  |  |
| 5 | To **note** the Senior Staff Report |  |  |  |  |  |  |
| 6 | To **note** the most recent management accounts |  |  |  |
| 7 | xxx |  |  |  |
|  | **Part 3: Additional Items** |  |  |  |
| 8 | To **approve** xxx |  |  |  |
| 9 | To **approve** xxx |  |  |  |
| 10 | To **approve** xxx |  |  |  |

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| 11 | To **approve** xxx |  |  |  |
|  | **Part 4: items to note (no discussion expected)** |  |  |  |
| 12 | To note xxx |  |  |  |
| 13 | To **note** the agenda for the next board meeting |  |  |  |
|  | **Part 5: Closed Business** |  |  |  |
| 14 | CEO Business |  |  |  |
| 15 | Trustees only meeting |  |  |  |
|  |  |  |  |  |

**UPCOMING MEETINGS:**

* Next meeting
* Meetings for rest of academic year
* Meetings for rest of academic year