

## Board Agenda Template: Explanatory Notes

This document contains explanatory notes to be read alongside the [Board Agenda Template](#).

### Title and members:

- All agendas should have the name of the Union, the meeting name, the time and the date of the meeting and the location. If the Union has a charity number or a company number, these should also be included in the title.
- Members Present: List all the trustees/members here. We suggest Chair is listed first and then every other member in alphabetical order.
- Others Present: List staff members or guests at the meeting.

### An explanation of the columns Lead, Time and Paper:

- Lead - person leading the item. This could be the Chair for the first section, the paper author or a staff member presenting a paper on the author's behalf.
- Time - when you expect the item to start. This may move in the meeting but helps people stay focused.
- Paper - the paper reference. If you are sending separate files this should be at the start of the file name (01 - Minutes.doc; 02 - Senior Staff.doc etc.) to help members find and organise papers

### Part 1: Opening Item

- Requesting if anyone would like to discuss any business raised in Part 4 will help the chair adapt the timings of the meeting
- Item 2 ensures that the members always have an opportunity to raise any conflicts that have arisen from the business being discussed.
- Item 4 will rarely be used but there may be times a chair has had to act on behalf of the meeting in an emergency and this ensures it is reported

### Part 2: Standing Items

Part 2: Items will typically come to every meeting. The examples here are for a Trustee Board to make sure the senior staff are accountable to the board and they are aware of the finances

### Part 3: Additional Items

Part 3: Items are for approval and will need a decision by the meeting

### Part 4: items to note (no discussion expected)

Part 4: Items will be for information and will not normally need a lot of discussion.

### Part 5: Closed Business

Part 5: Will really only be used for Trustee Boards and is where information that should not be publicly shared will be discussed. They will need to be minuted separately.