**Template: Trustee Board Paper Front Sheet**

**[Title of your paper]**

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| --- | --- |
| Author name & role | Name of the person writing the paper  Role of the person writing the paper |
| Paper for | Trustee Board / Sub Committee / Task Group |
| Date Written | Date you completed writing the paper |
| Date of Meeting | Date of the meeting the paper is being sent to |
| Relevant Aims | Outline here the Charitable Objectives, Strategic goals or legal requirements this paper addresses (e.g. 1994 Education Act, company law) |
| Relevant Risks | Outline any areas of Risk involved with this paper.  Are there Risk Register items this paper addresses or may be impacted by?  Does this paper lead to new risks being added to the Risk Register? |
| Equality and Diversity | How does this paper promote Equality and Diversity?  Do any proposed actions impact on protected groups of students or other specific areas of the student body?  If there is no expected impact record this, but most papers will have an impact in some way. |
| Considered by | Outline who has considered this paper before the meeting (e.g. a subcommittee before the board or the senior leadership team or officers) |
| Summary | In no more than 100 words outline what is contained in the paper – do this first to help focus your thinking. |
| Action for meeting | To **note** – if this is for information only  To **approve** – if a decision is needed  To **recommend** – if a subcommittee/Task Group needs to recommend action to the Board  **Never** “update” or “discuss” (discussion of the paper should lead to an action it isn’t a purpose in itself). Different sections of paper may need different actions |
| Appendices | List appendices here if present or write “none”. |

**Background and context**

In the first section explain the reason why the meeting need to know about this issue or act on it   
and any relevant history and context. Explain any acronyms or information that different types of trustee may need to understand and make an informed decision.

**Options and future risks**

If the meeting needs to make a decision you should outline any options here, including the risks   
of them (or if there is only one option then explain how you have come to this conclusion).

**Recommendations**

If there are multiple options, outline your recommendation here. This acts as a summary of the   
paper. Also include the action for the meeting relevant to the option.