

Board meeting agenda		Charity Name
Date:		
Time:		
Location:		

Item	Description	Action	Time allotted
1	Present, in attendance and apologies		
2	Declaration of interests		
3	Review of actions from previous meeting		
4	Approve minutes of previous meeting		
5	<i>Agenda items, for example:</i>		
	<ul style="list-style-type: none"> • <i>Financial update</i> 		
6	<ul style="list-style-type: none"> • <i>Project update</i> 		
7	<ul style="list-style-type: none"> • <i>Review of governing document</i> 		
8	<ul style="list-style-type: none"> • <i>Operational update</i> 		
9	Any other business		
10	Next meeting [Time, date and location of next meeting]		