**[Heading] e.g. - JUNE BOARD MEETING MINUTES**

**Organisation name**

[Date of meeting]

[Time the meeting was called to order]

Board members present



Name of the presiding officer/chairperson

Absent board members



Note whether the session meets quorum

Guests and organizational staff present



**1.0 Opening Meeting**

*\*Note name of all persons reporting, motioning, dissenting and all voting results*

**1.1 Acknowledgment of Country**

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

**1.2 Welcome, Present and Apologies Accepted by Chair**

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

**1.3** **Agenda Items for Noting Only**

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

**1.4** **Confirm Previous Minutes**

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

**1.5** **Interests Register**

|  |  |
| --- | --- |
| *Interests* | *Record Interests and owners here* |

**1.6** **Action Register**

|  |  |  |
| --- | --- | --- |
| *Name* | *Action Assignment* | *Date Action to be completed* |
|  |  |  |
|  |  |  |

**2.0 Strategic Matters**

* **2.1 Exec Team Report on Strategic Priorities**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

* **2.2 Strategic Planning 202X – 202X (CEO Briefing)**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

**3.0 Board Operations**

* **3.1 Minutes - Finance and Audit**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

* **3.2 Minutes – Governance Committee**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

* **3.3 Board Committee Membership**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

* **3.4 Board Professional Development**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

**4.0 Professional Board Development**

* **4.1 Guest Presentation- Key Issues Facing our Sector**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

* **4.2 Exec team – Key Strategic Issues**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

**5.0 Changes to Strategic Environment**

* **5.1 Strategic Issues, Rumours**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

**6.0 Management and Operational Reports**

* **6.1 CEO Report**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

* **6.2 CFO Report**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

* **6.3 Health and Safety**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

* **6.4 Covid -19 Report/Briefing**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

**7.0 Board Only Session**

As required, there may be times where it is appropriate to have a confidential discussion on matters which only involves Directors. The Chair may list items to seek early advice from Director colleagues, before requesting attention or action by the CEO and staff. Only decisions that arise from this meeting need to be minuted.

* **7.1 Discussion and Key Decisions**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

* **7.3 Board Performance and Evaluation**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

* **7.4 CEO Performance Review**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

* **7.5 Feedback – Observer Director**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

* **7.6 Feedback – Observer / Other Directors**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

**8.0 Next Meeting**

* Optional: Review actions raised in the minutes

**9.0 Close Meeting**

* Select date for next meeting
* Optional: Review actions raised in the minutes

**Signature** (digital or physical) from secretary or designated minute note taker

Name: Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_