**(ORGANISATION NAME HERE)**

**BOARD MEETING**

**(Date) at (Time)**

**VENUE:**

**AGENDA**

1. **Welcome & apologies for absence**
2. **Conflicts of interest arising from items on the agenda**
3. **Minutes of the previous board meeting**

1. **Matters arising**
2. **Group business**
3. **Any other business**
4. **Date of next meeting**