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| **Charity Name****Board meeting agenda** |
| **Date:** |  |
| **Time:** |  |
| **Location:** |  |

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| **Item** | **Description** | **Action** | **Time allotted** |
| 1 | Present and apologies  |  |  |
| 2 | Declaration of interests |  |  |
| 3 | Review of actions from previous meeting  |  |  |
| 4 | Approve minutes of previous meeting |  |  |
| 5 | *Agenda items, for example:** *Operational update*
 |  |  |
| 6 | * *Financial update*
 |  |  |
| 7 | * *Project update*
 |  |  |
| 8 | * *Review of governing document*
 |  |  |
| 9 | Any other business  |  |  |
| 10 | Next meeting[Time, date and location of next meeting] |  |  |