

**Meeting Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / Meeting Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Meeting Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your Company Name**

Your Company addresses - Your Company Contact No - Your Company Email

**Meeting Agenda**

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| **Description** | **Estimated Time** |
| 1. In-camera Session | 25 mins |
| 2. Meeting Opening   * Apologies * Director Conflict of Interest Disclosures * Previous Minutes * Confirmation * Matters Arising/Action List | 30 mins |
| 3. Matters for Decision:   * Major strategy decisions (always have board paper and recommendations) * Routine decisions including capital equipment approval and expenditure (discussed only if requested by a director) | 60-120 minutes |
| 4. Matters for Discussion   * CEO’s Report * Current Significant Issues * Matters for Approval * Update on Strategic Plan Implementation * Major Key Performance Indicators * Risk and Compliance Update * Matters for Noting * CFO’s Report * Discussions concerning forthcoming strategic decisions * Committee Minutes * Audit * Other * Other matters for discussion * Chairman’s Update * Presentation by management (if required) | 60-120 minutes |
| 5. Matters for Noting [discussed only on exception basis]   * Major Correspondence * Company Seal * Updated board calendar * Other matters for noting | 10 minutes |
| 6. Meeting Finalization   * Review actions to be taken * Meeting evaluation * Next meeting * Meeting close | 10 minutes |