**Agenda**

**NAME OF Committee Meeting**

**DAY, DATE at TIME in the Trust Boardroom**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Subject** | | **Presenter** | **Page** | **Time** | **Action** |
| **Preliminary Matters** | | | | | | |
|  | Chair’s Welcome and Apologies | Chair | | Verbal | 14:30 | Note |
|  | Quorum | Chair | | Verbal | 14:31 | Note |
|  | Declarations of Interest | Chair | | Verbal | 14:32 | Note |
| **Minutes of last meeting and Action Log** | | | | | | |
|  | Minutes of the last meeting held on DATE | Chair | | 3 | 14:33 | Approve |
|  | Matters arising and actions from last meeting | Chair | | 11 | 14:35 | Discuss |
| **TITLE** | | | | | | |
|  | REPORT NAME OR DISCUSSION | Director of …. | |  |  |  |
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|  |  |  | |  |  |  |
| **Closing** | | | | | | |
|  | Any other business | Chair | | Verbal |  | Note |
|  | Date and time of next meeting: DAY, DATE, TIME, Trust Boardroom | | | | | |