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| **Agenda**  Board of XYZ Company | | Meeting number: \_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Time: From: \_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_  Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  | **Item** | | **Presented By** | **Time Allocation** |
| **Administrative** | | | | |
| **1** | Board-alone time | | Chair | 15mins |
| **2** | Welcome | | Chair | 2mins |
| **3** | Interests register and conflicts of interest | | Chair | 2mins |
| **4** | Minutes of the last meeting | | Chair | 5mins |
| **5** | Action items from last meeting | | Chair | 5mins |
| **Reporting** | | | | |
| **6** | ***Management reporting*** | |  |  |
| **6.1** | Performance against strategic KPIs | | CEO | 10mins |
| **6.2** | ***Financials, actual vs. budget and forecast*** | |  |  |
| **6.2.1** | Statement of financial performance | | CEO and CFO | 7mins |
| **6.2.2** | Statement of financial position | | CEO and CFO | 7mins |
| **6.2.3** | Statement of cashflow | | CEO and CFO | 7mins |
| **Substantive Items** | | | | |
| **7** | ***Decision papers and discussion of strategic issues*** | |  |  |
| **7.1** | Paper 1 | | As relevant | 20mins |
| **7.2** | Paper 2 | | As relevant | 20mins |
| **7.3** | Paper 3 | | As relevant | 20mins |
| **Information** | | | | |
| **8** | ***Information papers for the board to note*** | |  |  |
| **8.1** | Paper 1 | | As relevant | 5mins |
| **8.2** | Paper 2 | | As relevant | 5mins |
| **8.3** | Paper 3 | | As relevant | 5mins |
| **9** | Any general business | | As relevant | 5mins |
| **In Closing** | | | | |
| **10** | Review of meeting | | All | 5mins |
| **11** | Last question of the day | | As relevant | 5mins |
| **Next meeting** | | **Meeting number: \_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Time: From: \_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_**  **Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |

**Appendix 1 – Agenda Template**

*Items/times in agenda for example purposes only. Agendas should be tailored to organisational needs*