[Insert School/Dept name and Meeting Title]

[Insert Meeting Date and Location]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Attending | Insert list of attendees, alphabetically by surname | | | |
|  |  |  |  |  |
| Apologies | Insert list of apologies received, alphabetically by surname | | | |

|  |  |  |
| --- | --- | --- |
|  | **Agenda Item** | **Lead** |
| **1.** | **Welcome, introductions and apologies** |  |
| **2.** | **Terms of Reference [for first meeting of each academic year ONLY]**  *To agree the Terms of Reference and Constitution* |  |
| **3.** | **Report on the last meeting and Matters Arising / Review of Action Log** |  |
| **4.** |  |  |
| **5.** |  |  |
| **6.** |  |  |
| **7.** |  |  |
| **8.** | **Any Other Business (AOB)** |  |
| **9.** | **Date of next meeting:** |  |