Company Three Blueprint Library

Board meeting agenda: two-hour meeting (adaptable)

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[COMPANY NAME] BOARD OF TRUSTEES
Meeting Agenda
Date and time:
Location:

Welcome and board business *The first section of the meeting should be a brief run-through of formalities. You might wish to add an activity, ice-breaker, inspiration point – whatever might help trustees engage and connect with the work and the discussions to come.*			**00:00 – 00:15**
1.1	Welcome and apologies	*Noting apologies from anyone unable to attend the meeting.*	
1.2	Check-in/welcome activity	*e.g. All trustees share one interaction they've had with the organisation since the last meeting.*	
1.3	Minutes from the last meeting and matters arising	*Formally agreeing the minutes as a true and accurate reflection of the last meeting and noting any matters arising from them. It might be useful at this point to separately produce a list of actions from the last meeting and show which have been completed.*	
1.4	Trustee appointments and resignation	*Any action required regarding the election or resignation of trustees.*	

Standing Items – Executive Report *A chance for the board to note and respond to a report from the CEO(s) about the progress of the charity in key operational and strategic areas – C3's are listed below, but you may with to frame this differently.*			**00:15 – 00:45**
2.1	Programme, Productions, Exchange and Partnerships	*Review progress and approve actions.*	
2.2	Safeguarding and Equity	*Review incidents.*	
2.3	Finance and Fundraising	*Review and approve management accounts and fundraising progress.*	
2.4	Staffing	*Receive updates and approve changes.*	
2.5	Risk Register	*A chart assessing organisational risk across different areas of activity. Agenda should highlight areas of change since the last meeting.*	
2.6	Business Plan objectives, Activity Plan and Investment Principles	*A review of business plan objectives (ideally presented as an overview with simple ratings to show where the*	

		major areas of risk are). This may be linked to key requirements from funders (e.g Arts Council).

Strategic discussions *Key strategic discussions and decisions that the board need to have and make today. These should ideally include papers and proposals that board members can read in advance of the meeting and discuss with CEO, staff and other trustees.*	**00:45 – 01:45**

3.1	Strategic Item 1	
3.2	Strategic Item 2	

Wrap up and review	**01:45**

4.1	Any Other Business	*Anything not covered in the agenda that needs some discussion or thinking. Ideally this should be raised to be covered in future meetings, rather than agreed without notice here.*
4.2	Meeting review and close	*A space for trustees to feed into how they felt the meeting was run and what they would like to do differently next time. Or a chance to revise actions, reflect on key learning or ask questions to inform the next meeting.*