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:

The fir		a brief run-through of formalities. You might ion point – whatever might help trustees 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 of resignation of trustees.	or

A cha the pi	ling Items – Executive Report nce for the board to note and respond ogress of the charity in key operational below, but you may with to frame this o	l and strategic areas – C3's are	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	

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		major areas of risk are). This may be linked requirements from funders (e.g Arts Counc		
Key st today meml	gic discussions rategic discussions and decisions tha These should ideally include pape pers can read in advance of the me and other trustees.	ers and proposals that board	00:45 – 01:45	
3.1	Strategic Item 1			
3.2	Strategic Item 2			
Wrap up and review				
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.		