

Board Meeting Agenda

Meeting Venue

Date

Time Scheduled

Chairperson

Minute Taker

WELCOME AND APOLOGIES

Conflict of Interest

- Need to go through previous minutes and complete the register
- Need to outline conflict of interest re staff being on the board
- Need to go through the board P&P and check its contemporary

Minutes & Actions from Last Meeting (Outstanding Action Items Register)

- Need to develop one from previous meetings
- Need to implement one for all future meetings
- Need to ensure due dates are adhered to
- Need to establish a procedure there is a process to ensure items delegated to the org happen and are accountable