

**<Add School, Dept or Directorate name>**

# <Add name of Committee or Group>

A meeting of the < add name of committee or group> will be held on

**<add day, date, year>> from <add start time –add end time> in <add room number, building, campus>**

< add name of Secretary>

Secretary

<add your university email address>

## Agenda

1. Welcome and Apologies for absence
2. Minutes of the last meeting held on <add date> (enclosed)
3. Matters arising and Chair’s Action

## Item(s) for Discussion or Consideration

|  |  |
| --- | --- |
| For discussion/  consideration | Matters to which the Committee is expected to give particular attention and/or to comment as appropriate to another body. These are often complex items which may have been requested by the committee at a previous meeting or submitted by a member of the committee or office with an associated function. These items need sufficient time to be discussed in detail as the committee may have been asked to give approval to specific recommendations. These are not routine reports from functions, or a ‘show and tell’ of work undertaken. |

1. <add agenda item(s) for discussion or consideration>

## Items for Approval or Decision

|  |  |
| --- | --- |
| For approval/decision | Matters on which the Committee is expected to take action in accordance with its terms of reference and the powers delegated to it. These are relatively straightforward requests for approval of a number of recommendations which may be new items or items that may have been previously discussed by the committee but need final agreement. There is likely to be some overlap between this and the above grouping and the distinction will become clearer when dealing with actual submissions. |

1. <add agenda item(s) for approval>

## Item(s) for note

|  |  |
| --- | --- |
| *For note* | Matters of relevance to the Committee where there is likely to be little discussion. Regular/standing items from reporting committees or offices which can be assumed not to require discussion unless specifically indicated in advance to the Chair or Secretary – if approval is required in relation to any items this should be indicated on the cover sheet. |

1. <add agenda item(s) for note>

## Item(s) for information

|  |  |
| --- | --- |
| For information: | Matters of relevance to the Committee which are not expected to  require discussion. |

1. <add agenda item(s) for note>
2. Any other business
3. Date of Next Meeting

The next meeting will be held on <add next meeting date> at <add start time>