**Company Name**

**Company Number 123456**

**Agenda for the Meeting of the Board of Directors**

**To Be Held: Date: Time: Venue:**

Sample Agenda Board Meetings



Invitees: All directors, Company Secretary, AN Other as an independent advisor. Chairperson:

Minutes to be taken by:

1. **Introductions, apologies and quorum.**
2. **Declarations of interest.**
3. **Minutes of previous meetings**
4. **Matters arising from the previous minutes**
5. **Financial report**
6. **Business items:**

e.g.

* 1. Business Planning
  2. Risk Management

1. **Any other business**
2. **Summary of actions agreed**

(Some Boards prefer to re-cap on actions so a clear table of actions can be prepared for the minutes, which allows for quick reference to actions at the following meeting. Others prefer to rely on the actions noted under each agenda heading.)

1. **Dates of Future Board Meetings**
2. **Close**