

[programme / Project Board Name]

Board Meeting Agenda template

Date, time

Location / Video Conference details

Project Objectives:

[bullet point outline of the objectives of the initiative; all decisions taken need to move the project towards achieving these]

Time	Agenda Item	Paper	Attendees
Board Only Time			
To-from time e.g. 1-1.10	1. Apologies	No	
	2. Confirmation of Agenda	Yes	
	3. Board – Conflict of Interest	No	
	4. Confirmation of Previous Minutes and Action Register	Yes	
	5. Project issues	No	
Board Meeting			
Context Setting			
	1. Project Status Report (10mins) <i>Think: What is keeping you awake at night? No more than 10mins on this; focus the discussion on the “so what” and “now what” of the report content unless there are significant issues to work through</i>	Yes	[Presenter Name(s)]
Decisions Needed			
To-from time	6. [Item Name] (20mins) e.g. Variation Approval – additional funding request	Yes	[Presenter Name(s)]
To-from time	7. [Item Name] (10mins)	Yes	[Presenter Name(s)]
	8. Add more items as needed		
For Discussion			
To-from time	9. [Item Name] (10mins)	Yes	[Presenter Name(s)]
To-from time	10. [Item Name] (15mins)	No	[Presenter Name(s)]
	11. Add more items as needed		
For Noting (no Board discussion required)			
n/a	12. [Item Name] (15mins)	Yes	n/a

Next Meeting: [date & time]

Attendees

[name, role]	[name, role]
[name, role]	[name, role]
[name, role]	[name, role]
[name, role]	[name, role]

Forward Agenda

Meeting date A	[item name]	[Requester Name]
Meeting date A	[item name]	[Requester Name]
Meeting date A	[item name]	[Requester Name]
Meeting date B	[item name]	[Requester Name]
Meeting date B	[item name]	[Requester Name]
Meeting date B	[item name]	[Requester Name]
Meeting date C	[item name]	[Requester Name]
Meeting date C	[item name]	[Requester Name]

Tips & Tricks for Good Board Meeting Logistics

Don't underestimate the importance of good logistics to help the Board do their role well. These tips & tricks will help to keep your Board well organised and ready to make good decisions!

For more advice or support contact Tregaskis Brown at <https://www.tblconsulting.co.nz/>



To help the Board members have informed discussions, all meeting papers need to be sent out at least **3 working days** ahead of the meeting.

Keep 5-10mins of the meeting time unallocated; agenda item discussions almost always take longer than first planned. Having some spare time will help the Chair complete the agenda.

Time

Project Objectives:

[bullet point outline of the objectives of the initiative; all decisions taken need to move the project towards achieving these]

Including the project objectives in the agenda serves to remind the Board members of the **PURPOSE** of the project. Decisions taken in the meeting need to be about achieving these objectives.

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Board Only Time		
To-from time e.g. 1-1.10	1. Apologies	No
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	5. Project issues	No
Board Meeting		

Board Only time is optional. Work with the Board Chair to determine if this is something s/he would like to introduce. It can be useful for the Board to work through their concerns before presenters come into the room / video call.

Decisions Needed		
To-from time	6. [Item Name]	(
	e.g. Variation Approval – additional func	
To-from time	7. [Item Name]	(1

Including the (draft) forward agenda helps the Board members see what's coming up for decision/discussion.

The forward agenda items are only in draft.
Aim to provide visibility for 2-3 forward meetings.

Forward Agenda	
Meeting date A	[item name]
Meeting date A	[item name]
Meeting date A	[item name]

Prioritise the decisions needed to the top of the agenda. Often meetings run out of time so if critical decisions aren't taken in the meeting this could hinder the project and put success at risk.