Meeting Name

|  |
| --- |
| The # regular meeting (2016) of the XX Committeewill be held at **Time on Date 2016**in Location, xx Campus. |

**AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Page No.** |  |
| **PART A** | **General Business** |  |  |
| **A1** | Welcome and Apologies |  | Noting  |
| **A2** | Disclosure of Interests |  | Discussion  |
| **A3** | Minutes of the Last Meeting held on Date |  | Confirmation |
| **A4** | Business Arising/Action List |  | Discussion/noting |
| **PART B** | Items for Decision |  |
| **B1** |  |  | For endorsement/recommendation |
| **B2** |  |  | For endorsement/recommendation |
| **B3** |  |  | For endorsement/recommendation |
| **PART C** | **Items for Noting or Information** |  |  |
| **C1** |  |  | For noting  |
| **C2** |  |  | For noting  |
| **PART D** | Any Other Business |  |  |
| **D1** |  |  | For noting (or whatever action is appropriate) |
| **PART E** | Confidential Items |  |  |
| **E1** |  |  | For whatever action is appropriate |

The # regular meeting of the XX Committee is scheduled as follows:

**Date at Time, xx Campus**

**Remaining meetings for 2016:**

**Dates**

Committee Secretary

Contact details: