Sample agenda for a

Trustee Board meeting

1. Welcome opening remarks
2. Apologies for absence
3. Additions or amendments to the minutes of the previous meeting
4. Approval of the minutes of the previous meeting
5. Declaration of conflicts of interest
6. Items of other business, for discussion under item 10 AOB agenda
7. Resources
8. People
9. Property
10. Equipment
11. Programme delivery
    1. Group Leadership Team’s report
    2. Programme delivery decisions
12. Funds
13. Treasurers report
14. Budget review
15. Finance decisions
16. Sub-committee reports
17. Operational compliance
18. GDPR – Data controller matters
19. Safety
20. Risk register

Additional annual agenda items, for your first trustee meeting after your AGM:

* Gift Aid
* Risk register review
* Asset register review
* Insurance

1. Any other business
2. Date of next meeting