**<COMMITTEE NAME>**

**Meeting No. X**

Draft minutes of the meeting held on <day> <date> <by videoconference or at location>.

1. **Welcome and Apologies**

The Chair opened the meeting at <time> with an Acknowledgement of Country and welcomed members and attendees.

|  |  |
| --- | --- |
| **Members Present** |  |
| Name (Chair) | Title or position |
| Name (from Item X) [add as needed] | Title or position |
| Name | Title or position |
| Name | Title or position |
| Name | Title or position |
| Name | Title or position |
|  |  |
| **Attendees** |  |
| Name | Title or position |
| Name | Title or position |
| Name (minutes) | Title or position |
|  |  |
| **Apologies** |  |
| Name | Title or position |
| Name | Title or position |
| Name | Title or position |

1. **Declaration of Interests**

There were no interests raised or declared by members or attendees. [update if needed]

*The <title or position> entered/left the meeting.* [add as needed]

1. **Confirmation of Agenda**

The agenda was confirmed. [update if needed]

1. **Previous Minutes**

<discussion>

|  |
| --- |
| **ACTION X/X** <action> <timing> [responsible officer] |

|  |
| --- |
| **RESOLUTION X/X** <resolution> (e.g. **RESOLUTION AS166/1** The Academic Senate resolved to approve the minutes of the meeting held on 1 July 2020 as a true and accurate record.) |

1. **Action Sheet**

The <committee name> noted the Action Sheet.

OR

The <committee name> reviewed the Action Sheet and noted the following:

|  |  |  |
| --- | --- | --- |
| **Item Ref** | **Action** | **Update** |
| AEFAC22/3 | Amend the document before the next committee meeting | Complete |
| AEFAC23/1 | Circulate the important document to committee members by 01/01/21 | On hold – the Chair advised the final document is awaiting approval. |

1. **Annual Plan**

The <committee name> noted the Annual Plan. [update if needed]

1. **Chair’s Report**

<discussion>

|  |
| --- |
| **ACTION X/X** <action> <timing> [responsible officer] |

|  |
| --- |
| **RESOLUTION X/X** <resolution> |

1. **<Item Title>**

<discussion>

|  |
| --- |
| **ACTION X/X** <action> <timing> [responsible officer] |

|  |
| --- |
| **RESOLUTION X/X** <resolution> |

1. **<Item Title>**

<discussion>

|  |
| --- |
| **ACTION X/X** <action> <timing> [responsible officer] |

|  |
| --- |
| **RESOLUTION X/X** <resolution> |

1. **<Item Title>**

<discussion>

|  |
| --- |
| **ACTION X/X** <action> <timing> [responsible officer] |

|  |
| --- |
| **RESOLUTION X/X** <resolution> |

1. **Other Business**

<discussion>

1. **Meeting Summation**

<discussion>

1. **Next Meeting**

The next meeting of the <committee name> is scheduled to be held from <time> to <time> on <day> <date> <by videoconference/at location>. The agenda for this meeting closes on <day> <date>.

There being no further business, the meeting concluded at <time>.

Signed as a true and accurate record:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Date