# A sample board agenda

**[Name of company]** board meeting agenda [date and time] [location]

**No Item Estimated Time**

**1. In-camera session** 30 Minutes

**2.**

**Meeting opening**

30 Minutes

* 1. Apologies
	2. Director conflict of interest disclosures
	3. Previous minutes
		1. *Confirmation*
		2. *Matters arising/action list*
	4. Starring of items

## Matters for decision

* 1. Major strategic decisions
	2. Routine decisions

60-120 Minutes

**4.**

**Matters for discussion**

60-120 Minutes

* 1. Chief executive officer’s report
		1. *Current significant issues*
		2. *Matters for approval*
		3. *Update on strategic plan implementation*
		4. *Major key performance indicators*
		5. *Risk and compliance update*
		6. *Matters for noting*
	2. CFO’s report
	3. Discussions concerning forthcoming strategic decisions
	4. Committee minutes
		1. *Audit and risk committee*
		2. *Governance committee*
	5. Other matters for discussion
	6. Chair’s update
	7. Presentations by management
1. **Matters for noting**
	1. Major correspondence
	2. Common seal, if applicable
	3. Updated board calendar
	4. Other matters for noting

10 Minutes

**6.**

**Meeting finalisation**

10 Minutes

* 1. Review actions to be taken
	2. Decisions/items for public disclosure
	3. Meeting evaluation
	4. Next meeting
	5. Meeting close