# 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