

Appendix 3: Meeting Agenda

{Setting name} Meeting Agenda	
{Date, time and venue of Meeting}	
1	Welcome
2	Apologies
3	Approval of minutes from last meeting {Enter Date} Signed by Chair person
4	Matters arising from last minutes
5	Chair person's report -
6	Treasurer's report –
7	Setting leader's report -
8	Standing agenda items - e.g. safeguarding, health and safety
9	AOB -
10	Date, time and venue of next meeting -