

Board Meeting Agenda TEMPLATE

Prepared by Effective Governance

About Effective Governance

Effective Governance works with boards and executive teams across Australia and internationally to help them to perform, achieve compliance and to deliver best practice board, corporate, regulatory and organisational governance. We are the governance advisory practice of HopgoodGanim Lawyers.

HopgoodGanim Lawyers is a leading, independent, mid-tier law firm with highly skilled legal teams across key sectors and commercial areas of legal practice. HopgoodGanim also houses a leading team of private client lawyers who work with high profile individuals, family offices and family owned businesses.

Together, we are a legal and governance advisory practice that is recognised for the exceptional outcomes we deliver to our clients and our superior approach to client service.



Agenda Template

COMPANY NAME
ABN xxxxxxxxxxxxx
BOARD MEETING AGENDA

Board Meeting Date: XXXX

Location: XXXX

Commencement Time: XXXX

	Estimated Time
1. In-camera Session	30 mins
2. Meeting Opening 2.1 Apologies 2.2 Director Conflict of Interest Disclosures 2.3 Previous Minutes 2.3.1 Confirmation 2.3.2 Matters Arising/Action List	30 mins
3. Matters for Decision: 3.1 Major strategy decisions (always have board paper and recommendations) 3.2 Routine decisions including capital equipment approval and expenditure (discussed only if requested by a director)	60-120 minutes
4. Matters for Discussion 4.1 CEO's Report 4.1.1 Current Significant Issues 4.1.2 Matters for Approval 4.1.3 Update on Strategic Plan Implementation 4.1.4 Major Key Performance Indicators 4.1.5 Risk and Compliance Update 4.1.6 Environmental, Social and Governance (ESG) Update 4.1.7 Innovation Update 4.1.8 Environmental (PEST) Update 4.1.6 Matters for Noting 4.2 CFO's Report 4.3 Discussions concerning forthcoming strategic decisions 4.4 Committee Minutes 4.4.1 Audit 4.4.2 Other 4.5 Other Matters for Discussion 4.6 Chair's Update 4.7 Presentation by management (if required)	60-120 minutes
5. Matters for Noting [discussed only on exception basis] 5.1 Major Correspondence 5.2 Common or Corporation Seal, if applicable 5.3 Updated Board Calendar 5.4 Other Matters for Noting	10 minutes
6. Meeting Finalisation 6.1 Review actions to be taken 6.2 Items/decisions for public disclosure 6.3 Meeting evaluation 6.4 Next meeting 6.5 Meeting close	10 minutes