[NAME] COMMITTEE

|  |  |  |
| --- | --- | --- |
| Chair: |  |  |
| Secretary: |  |  |
| Secretariat: |  | Email: governance@acu.edu.au |
|  |  | Phone: XXXX |

Unconfirmed Minutes

Meeting [NUMBER] of the [NAME] Committee was held from [TIMING] in the [LOCATION and / or via Teams].

|  |  |  |
| --- | --- | --- |
| **Members present** | NAME | POSITION |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Attendees** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Apologies** |  |  |

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# Unconfirmed Minutes

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| **Part A - PROCEDURAL** |
|  | **Welcome and Apologies** |
|  |  |
|  | **Acknowledgment of Country and Opening Prayer** |
|  |  |
|  | **Register of Interests** |
|  |  |
|  | **Minutes** |
|  |  |
|  | ***Resolution [COMMITTEE ABBREVIATION] 2021/001****That the [COMMITTEE NAME] confirm the Minutes of Meeting [NUMBER AND DATE] as a true and accurate record.* |
|  | **Business Arising** |
|  | **5.1** | **Item** |
|  |  |  |
|  |  | ***Resolution [COMMITTEE ABBREVIATION] 2021/002****That the [COMMITTEE NAME] note Item X.* |
|  | **5.2** | **Item** |
|  |  |  |
|  |  | ***Resolution [COMMITTEE ABBREVIATION] 2021/003****That the [COMMITTEE NAME] note Item X.* |
|  |  | **Action:** [BRIEF SUMMARY OF ACTION]. **Responsible:** [POSITION]. **Timing:** [DATE / NEXT MEETING]. |
| **Part B – ITEMS FOR ACTION** |
|  | **Item** |
|  |  |
|  | ***Resolution [COMMITTEE ABBREVIATION] 2021/004****That the [COMMITTEE NAME] note Item X.* |
|  | **Action:** [BRIEF SUMMARY OF ACTION]. **Responsible:** [POSITION]. **Timing:** [DATE / NEXT MEETING]. |
|  | **6.1** | **Item** |
|  |  |  |
|  |  | ***Resolution [COMMITTEE ABBREVIATION] 2021/005****That the [COMMITTEE NAME] note Item X.* |
|  |  | **Action:** [BRIEF SUMMARY OF ACTION]. **Responsible:** [POSITION]. **Timing:** [DATE / NEXT MEETING]. |
| **Part C – ITEMS FOR NOTING** |
|  | **Items for Noting** |
|  |  |
|  | ***Resolution [COMMITTEE ABBREVIATION] 2021/006****That the [COMMITTEE NAME] note Item X.* |
|  | **Action:** [BRIEF SUMMARY OF ACTION]. **Responsible:** [POSITION]. **Timing:** [DATE / NEXT MEETING]. |
|  | **7.1** | **Item** |
|  |  |  |
|  |  | ***Resolution [COMMITTEE ABBREVIATION] 2021/007****That the [COMMITTEE NAME] note Item X.* |
|  |  | **Action:** [BRIEF SUMMARY OF ACTION]. **Responsible:** [POSITION]. **Timing:** [DATE / NEXT MEETING]. |
|  | **Other Business** |
|  |  |
|  | **Next Meeting** |
|  | The Chair thanked members and attendees for their attendance and contribution and the meeting closed at [TIME].The next meeting of the Committee will be held on [DATE] [LOCATION / MODE OF DELIVERY]. |