COMMITTEE NAME

|  |  |  |
| --- | --- | --- |
| Chair: | NAME |  |
| Secretariat: | NAME | Email:  |
|  |  | Phone:  |

Notice of Meeting

Meeting ##/YYYY of the COMMITTEE will be held as detailed below.

|  |  |
| --- | --- |
| Date: | DAY DATE MONTH YEAR |
| Time: | HH:MM am/pm to HH:MM am/pm |
| Location: | ADDRESS / TEAMS LINK |

|  |  |
| --- | --- |
| Members: |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Invited attendees: |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Apologies: |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Agenda

|  |  |
| --- | --- |
| ✰ | **This symbol indicates items that have been starred for discussion at the meeting. All unstarred items are resolved as recommended.** |
|  | **#** | **Item** | **Presenter** | **Timing** |
|  | **PROCEDURAL MATTERS** |
| ✰ |  | Welcome and Apologies | Chair |  |
| ✰ |  | Acknowledgment of Country and Opening Prayer | Chair |  |
| ✰ |  | Register of Interests |  |  |
| ✰ |  | Starring of Items | Chair |  |
| ✰ |  | Minutes | Chair |  |
| ✰ |  | Business Arising |  |  |
|  | **STANDING ITEMS AND PRESENTATIONS** |
| ✰ |  | Acting Chancellor’s Report | Chancellor |  |
| ✰ |  | Vice-Chancellor and President's Report | Vice-Chancellor |  |
| ✰ |  | Presentation: Deputy Vice-Chancellor (Coordination) | Hayden Ramsay |  |
| ✰ |  | Presentation: Provost | Belinda Tynan |  |
|  | **ITEMS FOR APPROVAL OR DISCUSSION** |
|  |  | Report from the Academic Board | Tim McKenry |  |
|  |  | Report from the Senate Standing Committee |  |  |
|  |  | Report from the Audit and Risk Committee |  |  |
|  | **ITEMS FOR NOTING** |
|  |  | Report from Finance and Resources Committee |  |  |
|  |  | Honorary Awards Committee |  | No report for this meeting |
|  | **GENERAL BUSINESS AND CLOSE OF MEETING** |
|  |  | Any Other Business |  |  |
|  |  |  |  |  |