Committee Meeting Minutes

[Audit / Finance / Governance] Committee of [Company legal name]

Draft: not final until approved

Date	[Month day, year]	**Time**	[00:00] to [00:00]
Location	[Address or video platform]	**Charter reference**	[Section]
Committee chair	[Name]	**Secretary**	[Name]

1. Attendance and quorum

Members present	Members absent	Invited
[Names]	[Names]	[Names, titles]

[Number] of [number] members were present, which is a quorum under the committee charter.

2. Declarations of interest

[None declared.] or [(Name) declared an interest in item (number).]

3. Approval of previous minutes

The minutes of [date] were approved [as circulated / as corrected].

4. Matters considered

Item	Main points and the broad reason for the outcome
[Item]	[Two or three sentences.]
[Item]	[Two or three sentences.]

5. Decisions and recommendations

Wording	Outcome	Moved by	Seconded by	Vote
[Exact wording]	[Decided / Recommended to the board]	[Name]	[Name]	[0 / 0 / 0]
[Exact wording]	[Decided / Recommended to the board]	[Name]	[Name]	[0 / 0 / 0]

6. Report to the board

The committee chair will report items [numbers] at the board meeting on [date].

7. Action register

Action	Owner	Due date
[Action]	[Name]	[Date]
[Action]	[Name]	[Date]

Secretary	Committee chair
Signature:	Signature:
Name:	Name:
Date signed:	Date approved by the committee: