



An Rialálaí  
Carthanas  
Charities  
Regulator

# **Appendix A -** Explanatory sample board minutes

### **Legal Disclaimer**

This document is issued by the Charities Regulator under section 14(1)(i) of the Charities Act 2009, to encourage and facilitate the better administration and management of charitable organisations. It is published as part of a suite of guidance, intended to provide support to charity trustees to meet their legal duties, by putting in place systems, processes and policies which ensure charities are managed in an effective, efficient, accountable and transparent way.

This document is not, nor is it intended to be, a definitive statement of the law and it does not constitute legal advice. Charity trustees are recommended to consult their governing document or to obtain their own independent legal advice where necessary. The Charities Regulator accepts no responsibility or liability for any errors, inaccuracies or omissions in this document.

# Explanatory sample board minutes

Insert your charity name here

Minutes of board (or specified sub-committee) meeting held on  
(insert the date, time and venue here)

## Present

(Record the names of the charity trustees who attended, including the name of the charity trustee chairing the meeting.)

## Quorum

(Record whether a quorum is present – this is the minimum number of charity trustees present at the meeting to make the proceedings valid. The quorum for your charity might be outlined in your charity's governing document or Terms of Reference.)

## In attendance

(Record others in attendance and their role in attending the meeting e.g. employee, volunteer, legal advisor etc. Others in attendance are any individuals who attended the meeting who are not charity trustees. Such individuals may contribute to items at the meeting, however they are not allowed to participate in any decisions taken at the meeting. Confirm whether their attendance was for the entire meeting or for certain items.)

## Apologies

(Record the names of the charity trustees who had confirmed that they could not attend the meeting. Only record apologies received. Do not record persons who are absent.)

## Minutes of last meeting

(Record if the minutes of the last meeting were approved at this meeting or if approved corrections were made. Corrections should be to facts only.)

## Matters arising

(Record any updates on items that were on the previous meeting agenda.)

### **Declarations of conflicts of interests or loyalties**

(Record whether any charity trustee(s) declares a conflict of interest in relation to any matter on the meeting agenda. The charity trustee (which includes you as secretary) may themselves be conflicted or may declare that another charity trustee is conflicted. Record what the conflict was in relation to, and how it was managed at the meeting e.g. did the conflicted charity trustee leave the room while the matter was being discussed and also refrain from participating in the particular decision. How the conflict was managed should be in line with your charity's Conflict of Interest Policy.)

### **Financial report**

(Record a separate minute for each item discussed e.g. income, expenditure, financial statements, matters in relation to financial procedures, grants, funding, balance sheet items, reserves etc. Include any decisions made and actions agreed.)

### **Report on activities**

(Record a separate minute for each item discussed e.g. individual events etc. Include any decisions made and actions agreed.)

- The above headings represent standing items that should appear on every agenda and therefore should appear in the minutes of every meeting. Your charity may decide to have additional standing items e.g. Compliance with the Charities Governance Code.
- Other items discussed at the meeting, in line with the agenda should be included at this point, under separate headings, in the same order as they appear in the agenda. The points discussed in addition to any decisions made and actions agreed for each item should be included in the minutes.

### **Any other business (AOB)**

(Record matters raised under this item at the meeting or not otherwise on the agenda. Note - AOB should be used for information purposes, rather than matters requiring board approval.)

### **Date, time and place of next meeting**

(Record the date, time and place of the next meeting of the charity trustees.)

**Actions arising from this meeting**

(Record all of the actions arising from the meeting, including persons responsible and timeframes for completion at the end of the minutes.)

**Chairperson and secretary's signatures**

(Once approved by the board at the next meeting, the minutes should be signed and dated by the chairperson and the secretary.)

The minutes along with the agenda and any papers presented at the meeting, should be stored appropriately for future reference.

This document should be read in conjunction with our 'Guidance Note on Minute Taking' and Appendix B 'Minutes Template'.