**UNIVERSITY OF LEICESTER**

###### **NAME OF COMMITTEE**

**Meeting to be held on Day Date Month Year**

**at Time in the Location**

**AGENDA**

*Items or papers on the agenda that are marked with an \* will only be discussed at the meeting if this is requested specifically by the Committee. Any member who wishes to raise matters for discussion in relation to such items should inform the Chair or Secretary before the meeting commences.*

**UNRESERVED BUSINESS¹**

1. **Declarations of interest**

2. **Minutes of the previous meeting**

TO CONSIDER

Minutes of a meeting held on date **XX/13/YY²**

a. Approval of the minutes

b. Matters arising

3. **Item title**

TO CONSIDER

Item description **XX/13/YY**

4. **Item title**

TO CONSIDER

Item description **XX/13/YY**

5. **Item title\***

TO RECEIVE

Item title **XX/13/YY**

continued/

¹ not needed if only one section

² committee name initials/calendar year/ paper number

6. **Date and time of future meetings**

TO NOTE

Date and time of future meetings of the Committee:

**XX/13/YY**

7. **Any other business** (please notify the Chair in advance of the meeting)