**UNIVERSITY OF LEICESTER**

**NAME OF COMMITTEE**

**Minutes of a meeting held on**

**Day Date Month Year**

**Present:**

Professor A Smith

 Mr B Smith Mrs E Smith

 Professor C Smith Ms F Smith

 Dr D Smith Dr G Smith

Mr H Smith

**In attendance:** Ms I Smith (Secretary) and Mrs J Smith (for the business recorded in 13/MXX)

**Apologies for absence** were received from Dr K Smith

**UNRESERVED BUSINESS¹**

13/MXX² **DECLARATIONS OF INTEREST**

 Mr B Smith declared an interest in respect of the business transacted under minute 13/MXX.

13/MXX **MINUTES** **OF THE PREVIOUS MEETING**

 The Committee considered the minutes of a meeting held on date month year.

 **The Committee approved** them as a correct record.

 Arising from minute 13/MXX (item title), **the Committee noted** that….

13/MXX **ITEM TITLE**

The Committee considered/received…

Brief record of key points of discussion.

 **The Committee agreed/approved/recommended/ noted** that…[ACTION: MR L SMITH]

 continued/

¹ not needed if only one section

² calendar year/minute number

13/MXX **ITEM TITLE**

The Committee considered/received…

Brief record of key points of discussion.

 **The Committee agreed/approved/recommended/ noted** that…[ACTION: DR M SMITH]

13/MXX **DATES AND TIMES OF FUTURE MEETINGS**

The Committee noted dates and times of future meetings:

Duration of meeting: x hours and y minutes CHAIR