**UNIVERSITY OF LEICESTER**

**NAME OF COMMITTEE**

**Report 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**

1. **Matters referred to Senate for approval**

13/MXX² **ITEM TITLE**

Text taken from the corresponding minute

1. **Matters referred to Senate for information**

13/MXX **ITEM TITLE**

Text taken from the corresponding minute

13/MXX **ITEM TITLE**

Text taken from the corresponding minute

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

The Committee noted dates and times of future meetings:

1. **Other matters considered at the meeting**

13/MXX **DECLARATIONS OF INTEREST** .

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

Duration of meeting: x hours and y minutes CHAIR