

APPENDIX 1

Template Agenda for the # meeting of the Council of NCSE Venue – usually Trim Castle Hotel Day/Date – usually on Wednesdays on dates agreed by Council (at least 6 per year) Time – usually 10.30-16.00				
Item no	Item (Standing items ✓)	Documentation	Council action required	Time alloc (mins)
1 ✓	Draft Minutes of the previous meeting and matters arising (lead – Eamon Stack Chairperson)	Draft Minutes	Agree minutes and update on any matters arising	5
2 ✓	Chief Executive Report (lead – Teresa Griffin)	CEO Report No #/16	For discussion	30
3 ✓	Finance Committee Report (lead – Committee Chairperson)	<ul style="list-style-type: none"> • Committee Minutes • Finance Report 	To note updates For decision on any recommendations	10
3 ✓	Other Committee Report (lead – Committee Chairperson)	<ul style="list-style-type: none"> • Committee Minutes 	To note updates For decision on any recommendations	10
4	Presentation on topical item of relevance to Council by invited presenter and discussion with presenter (lead – Head of Function)		For information	45
5	Council discussion on presentation		For discussion	15
Working Lunch 13.00 – 13.40				
#	Work Plan Progress Report	Progress report	For discussion	15
#	Draft Policy Advice		For discussion	30
#	Other agenda item		For decision	
#	Other agenda item		For discussion	
# ✓	Any other business			30
# ✓	Next meeting		For decision	5