|  |  |
| --- | --- |
| **Girlguiding [county name]** |  |
|  |  |
| **Meeting:** |  |
| **Date:** |  |
| **Venue:** |  |

This section should be used to note anyone who attended the meeting but isn’t a full member of the executive (a trustee). This might include your county secretary, or anyone who is attending to update the executive on a piece of work.

Include people’s full name and role here. This makes it easier if you are referring back to minutes in the future.

|  |  |
| --- | --- |
| **Present:** |  |
| NAME | ROLE |
| NAME | ROLE |
| NAME | ROLE |
| NAME | ROLE |

|  |  |
| --- | --- |
| **In attendance** |  |
| NAME | ROLE |

If there were errors noted in the previous minutes these should be explained here.

|  |  |  |
| --- | --- | --- |
|  |  | **Welcome**  The chair welcomed everyone to the meeting and thanked the members for their attendance.  If anyone who is a full member of the executive (a trustee) wasn’t able to attend make a note of this here. If someone only attended part of the meeting they shouldn’t be noted as an apology, but add the items that they did attend for in the present or in attendance section. |
|  |  | **Apologies**  It was noted that apologies had been received from:   |  |  | | --- | --- | |  |  | | NAME | ROLE | |
|  |  | **Minutes of the [county name] executive meeting held [date]**  The minutes were approved as an accurate record. |
|  |  | **Matters arising** |
|  |  | **Action Log**  The action log was updated as attached.  You don’t need to include all of the details of what was added or updated on the action log - just update the log itself and append it to the minutes. |
|  |  | **Any other matters** |
|  |  | **Governance and compliance** |
|  |  | **Volunteers** |
|  |  | **Girls** |
|  |  | **Membership growth** |
|  |  | **Finance, property and staff** |
|  |  | **Communications** |
|  |  | **AOCB**  If any other business is raised at this point add it in here, or note that there was none.  None received. |
|  |  | **Close**  There being no further business the chair closed the meeting at [time] and thanked members for attendance. |