**UN / APPROVED [PAPER CODE]**

**UN / CIRCULATED**

**EDINBURGH NAPIER UNIVERSITY**

**[NAME OF MEETING]**

**Minutes of the meeting held on [Day Date]**

**at [Time] in the Room, Campus**

|  |  |
| --- | --- |
| **PRESENT:** (title, initial, surname (role title); e.g. Dr J.H. Watson (Head, School of Medicine)) |  |
| **IN ATTENDANCE:** M. Hudson (Administrator, Administrative Affairs) |  |
| **APOLOGIES:** Prof. J. Moriarty (Dean, Faculty of Education) |  |
|  |  |
| **1. WELCOME**  *[opening remarks, apologies to be noted above]* |  |
| **2. MINUTES OF THE MEETING HELD ON *[date]***  *[approved as a fair record?]* |  |
| **3. MATTERS ARISING**  Update from Previous Discussion (AB(XX/XX)13 - Item 4.1.2) |  |
| **4. SUBSTANTIVE AGENDA ITEM**  **4.1** Para 1   * 1. Para 2   2. Decision ***(note / approve*** *– decision term in bold)* | **AB(XX/XX)23** |
| **5. SUBSTANTIVE AGENDA ITEM**  **5.1** Para 1  5.2 Para 2  5.3 Decision ***(note / approve*** *– decision term in bold)* | **AB(XX/XX)24** |
| **6. SUBSTANTIVE AGENDA ITEM**  **6.1** Para 1  6.2 Para 2  6.3 Decision ***(note / approve*** *– decision term in bold)* | **AB(XX/XX)25** |
|  |  |
| **7. Date of Next Meeting** |  |