

<<Company Name>> LIMITED
(Company number <<Company Number>> and Registration No.>>)

Minutes of an ordinary meeting of the directors of <<Company Name>> Limited (the "Company") held at <<Location>> on <<Date>> <<Time>> <<Time Zone>>.

PRESENT:	NAME	POSITION
	<<Name>>	Director
	[Director]	[Director]
	[Director]	[Director] [Secretary]
[IN ATTENDANCE:]		
[APOLOGIES FOR ABSENCE RECEIVED FROM:]		

1. CHAIR

It was resolved that <<Name>> be the chair of the meeting.

2. NOTICE AND QUORUM

The chair reported that enough notice had been duly given and that a quorum was present. The chair declared the meeting duly convened.

3. APPROVAL OF PRIOR MINUTES

A draft of the minutes of the board meeting held on <<Date>> <<Time>> <<Time Zone>> was produced to the meeting. It was unanimously agreed to adopt the draft as amended and the chair was authorised to sign them as a correct and true copy of the meeting. [There were several matters arising from these minutes which were discussed later in the meeting.]

4. DECLARATIONS OF INTEREST

[Each director present at the meeting declared that they did not have any] OR [confirmed that they did not have any] direct or indirect interests in any business or arrangements that were to be considered at the meeting which they were required to declare under section 177 of the Companies Act 2006 and the Company's articles of association.

5. [MATTERS ARISING]

The matters arising from the previous meeting were then considered. These included <<Insert matters arising to be discussed>> and it was noted that further action was required in relation to <<Insert relevant matters>>.]

6. BUSINESS OF THE MEETING

The chair reported that this was a <<monthly/quarterly>> meeting of the board to discuss the day-to-day management of the Company.

The business of the meeting was discussed and receive <<monthly/quarterly>> updates on the following matters¹:

- the Company's activities and performance over the last meeting;
 - the outlook for the Company in relation to ESG matters;
 - the Company's financial performance against budget; and
 - the risks for and management of the Company's performance against budget;
 - the Company's progress against its sustainability and specific ESG matters.
- [The Company has agreed to discuss specific to <<insert relevant matters>> in relation to the environment means ESG matters, risks, opportunities and trends specific to <<insert relevant matters>> incorporated into the Company's mission, vision and values <<monthly/quarterly>>]; and

A list of items to action was then presented as follows:

Action Items	Owner	Status

In relation to each matter, the directors discussed their satisfaction and discussion of the matters to be discussed>>].

Matters requiring follow up were discussed and the follow up required was noted as <<insert relevant matters>> and the specific follow up required was noted as <<insert relevant matters>>].

7. DOCUMENTS PRODUCED

¹ This is an example list of standard matters that could be discussed. This should be changed or adapted as required.

The following documents were [presented] OR [considered] in light of the business of the meeting:

<< List documents >>²

8. RESOLUTIONS

After consideration of the matters (1) of the Companies Act 2006, IT WAS RESOLVED:

<< List resolutions >>³

That these be and are hereby approved, the resolution is hereby directed to affect these resolutions.

9. NEXT MEETING

It was agreed that the next <<month>> of the board would take place on <<Date>>.

10. CLOSE

There was no further business and it was agreed that the meeting was closed.

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Chair

² This may be accounts, forecasts, sales or marketing

³ This may be resolving to proceed with e.g. a sales