[Faculty Board is a subcommittee of Academic Board. Faculty Board provides advice to Academic Board on academic initiatives and innovations of each Faculty or College in the context of the broader University strategy; and oversees the quality of academic matters relating to research and teaching programs, practices and standards within each Faculty or College.

Details of the Board’s purpose and composition are in the [Terms of Reference – Faculty Board](https://policies.scu.edu.au/document/view-current.php?id=442).]

|  |  |
| --- | --- |
| Meeting arrangements | |
| Time: |  |
| Venue: |  |

## PRELIMINARY BUSINESS

### Acknowledgement of Country

### Apologies

### Previous Meetings

#### Draft Minutes of the meeting held X Month YYYY

Draft resolution:

**[Committee] agrees** that the Draft Minutes of the meeting held X Month YYYY be signed by the Chair as a true and accurate record of the meeting.

#### Business Arising

#### Action Items

### Declarations of Interest

### Order of Agenda

[Committee] is to determine the order in which items of business are to be discussed.

## GENERAL BUSINESS

### Report from the Chair, [Committee]

Chair, [Committee]

For discussion.

### Item (verbal)

Presenter

## [INSERT TITLE]

### Item

Presenter

Draft resolution:

[Committee] recommends …..

### Item

Presenter

Draft resolution:

[Committee] recommends …..

## CLOSING BUSINESS

### Other Business

### Reporting

The following items will be referred to the [XYZ] Committee:

* Item C1 – [Item]
* Item D8 – [Item]

### Next [Committee] Meeting

The next [Committee] meeting is scheduled for TIME, Day, XX Month YYYY.