

Name of Meeting

Date/Time

Location

Present:

Apologies:

Agenda Item		Action
2	<u>Acceptance of minutes of last meeting</u>	
3	<u>Action Points</u>	
4	<u>Matters Arising from Previous Minutes</u> None discussed	
5	<u>Specific Agenda Item</u> <u>Performance:</u> <u>Policy:</u> <u>Education</u> <u>Promotion</u>	
6	<u>Any Other Business</u>	
7	<u>Date of Next Meetings</u>	