**Agenda**

**Date / venue / theme / month title**

***2016 draft budget and strategic planning***

**Part 1: Introduction**

Welcome and apologies

Board-only time

Confirm agenda and review declarations of interest

Minutes from previous meeting

**Part 2: Strategy**

3 Year strategic plan

2016 Business plan and Executive Director's KPI’s

**Part 3: Finance**

2016 Draft budget

1/4ly financial and fundraising report

2015 - 2017 Fundraising strategy review

**Part 4: Governance**

1/4ly Executive Director Report

Succession planning for the board – review of expressions of interest for vacancy

Health and Safety Policy

Policy review schedule for 2016

**Part 5: General business and close**

Meeting dates for 2016

Review actions points from last meeting

Review compliance and risk register (e.g. traffic lights)

Matters arising form previous meeting

General business

Meeting debrief and close