**Name of Committee**

**Agenda**

**[Date and Time – eg:] Monday 8 May 2023 : 11am to 1pm**

**[Venue – eg:] Turing Room, Informatics Forum and Online via MS Teams**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item** | **Paper and/or Visitor** | **Paper Open or Closed** | **Time (indicative)** |
| **Attendees and Apologies**\* |  |  |  |
| **Previous Meeting:** |  |  |  |
| Approval of minutes | Paper *YY.CommitteeRef.PaperNumber* |  |  |
| Matters arising |  |  |  |
| **Head of School Business:** |  |  |  |
| Report from Head of School |  |  |  |
| **Strategy & Planning** |  |  |  |
| Report from Director of Professional Services |  |  |  |
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|  |  |  |  |
| **Finish time** |  |  |  |
| **Next meeting:**   * **xxxx** |  |  |  |

**\*Apologies received:**

* [Insert apologies received and any substitutes attending]