Faculty/Directorate

X October 2017

## To: Members of the XYZ Committee

## Dear Colleague

Please attend a meeting of the XYZ Committee to be held on Monday, XX October 2017 at 9.30 am in Committee Room B, Administration Building.

Yours sincerely

Professor J Smith

Head of School

### AGENDA

1. Apologies

2. Minutes of the Meeting held on XX September 2017 XYZ/M/17/XX

3. Matters Arising

4 Business from the Chair

5. Matters for Consideration and Approval

6. Matters for Report

7. Date of Next Meeting – XX November 2017, time, venue

Membership:

Professor J Smith (Chair)

Ms K Burrows

Dr P Cartwright

Dr E Forster

Professor S Henderson

Dr J King

Professor F Lawrence

Ms M O’Brien

Mr L Perkins

In attendance:

Ms S Dunn

Mr P Rhodes