# Boards of Study - Minute template



**Faculty of <Title>**

**Board of Study Minutes**

(Name and SIS code of Programmes)

(Date of Meeting)

(Time of Meeting)

(Location of Meeting)

Membership

|  |  |  |
| --- | --- | --- |
| NAME | JOB TITLE | ATTENDANCE |
|  | Chair |  |
|  | Secretary |  |
|  | Programme Leader, Programme |  |
|  |  |  |
|  |  |  |
|  | Course representative, Programme Title, Level 4 |  |
|  | Course representative, Programme Title, Level 5 |  |
|  | Course representative, Programme Title, Level 6 |  |
|  | Course representative, Programme Title, Level 7 |  |

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| **BoS19/028 APOLOGIES** |
| Apologies were received and indicated as above. |
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| **BoS19/029 MINUTES** |
| The minutes of the meeting held 22nd March 2019 (BOS19/020) were received and confirmed as an accurate record. |
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| **BoS19/030 MATTERS ARISING NOT COVERED ON THE AGENDA** |
| Action Point Control Register – status of open action points (BOS 19/021). Updates to register at the meeting will be circulated with these minutes. |
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| **BoS19/030 FIRST FICTIONAL ITEM** |
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| **Received:** The report from the PL (BOS19/022) |
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| **Recommended:** That the report is approved. |
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| **Commented:** Members expressed concerns over a number of aspects of the report. These included commentary and presentation. |
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| **Agreed:** That further consideration would be given to readability and a team would be established to consider the report in further detail. |
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| **Action:** (Named individual) to lead team and establish by 01.01.2020 ***ABC*** |