**University of Cambridge**

**THE GENERAL BOARD OF THE FACULTIES**

# Minutes of the Title of the Committee

**Summary:**Confirmed/unconfirmed minutes of the meeting held on [date].

**Key business included:** *Please include a brief summary of the main items covered at the meeting (including minute references). For example:*

* *short summary of item (minute ref);*
* *short summary of item (minute ref); and*
* *short summary of item (minute ref).*

**Action requested of the General Board:** the General Board is asked to **note** the minutes.

**Additional comments:** *Please provide further details of any items that you wish to draw to the General Board’s attention.*

**Next steps:** *Please provide details of the next steps required for any items that you wish to draw to the Board’s attention.*

**Originating office/body:** *Please indicate which office has submitted the minutes and on behalf of which body. E.g. Research Office on behalf of the Research Policy Committee.*

**Annex:** *Please list any annexes which are provided with the paper.*

Annex A: Minutes of the Title of the Committee