

How to set up a good meeting

Richard Nugee

“Credentials”

- Spent 25-30 years in meetings
- Chaired many at government level
- Chair 4 companies, many charities, Invictus Games Board
- Learnt how to and how not to do things along the way

Why have a meeting? – the Purpose

More than one reason – agree with principals first ideally:

- Decision making
 - Collective Responsibility/ownership
 - To engage
- Update
 - Information and alignment
- Discussion or Workshop
 - Agreeing a position to take or
 - Exposing differences of understanding and opinion

You will often hear

‘There must be a decision or there is no point of having a meeting’

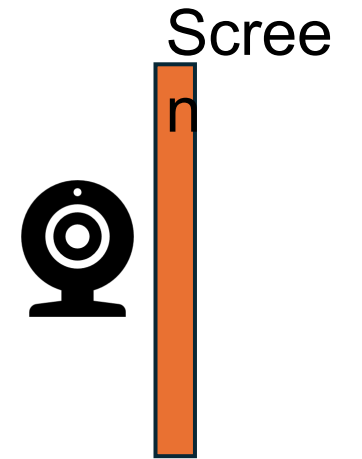
The Chair should ask themselves before the beginning:

How will this meeting end? (Not the outcome of decisions, but have decisions been made and the follow on ‘so what’ from those decisions)

Where should the Chair sit?

Here?

Here?



Staff: At the Table or
behind?

The Board Meeting to be held at HQ UK on Thursday 6th March 2025 at 1000hrs

Present: Lt. General (Rtd) Richard Nugee –Non-Executive Director & Chair

....

Apologies:

AGENDA (All times UK)

1000	<i>Welcome and Introductions</i>	Chair
1005	<i>Agreement of Minutes of previous meeting on December 4th</i>	
	<i>Matters Arising /Critical Actions</i>	Chair
1010	CEO Report –Short paper	CEO
1030	Finance Report –Short paper	Director of Finance
1050	People Report –Short paper	HR Director
1110	Trading Report –Short paper	Trading Director
1140	Services & Income Report –Short paper	Capability & Development Director
1210	<i>Any other business</i>	Chair
1215	<i>Date of next meeting – Thursday April 24th</i>	Chair
1220	<i>Close</i>	

**AGEND
A**

Papers or Verbal?

Verbal: beware waffle!

Papers: A few Tips:

At the beginning of the paper

- **BLUF !**

- A 1-sentence summary of the paper

- **Summary of Recommendations or options**

- Decisions to be made

- “does the Board/Meeting agree that...”

- **Cycle back during the meeting – before that agenda item is finished:**

- Have all the questions posed been answered?