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| **Report to: Board / Committee** | | Date of Meeting: |  |
| Item No: | | |  |
| Document No: | | |  |
| **Report Author:** |  |  |  |
| **Post Title:** |  | **Telephone Ext:** |  |
| **Date:** |  | **E-Mail:** | @bolton.ac.uk |
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| **TITLE/SUBJECT** | | | |
| **1 AIM/PURPOSE/INTRODUCTION:** (all text in arial 12pt, justified)  *(Brief statement of introduction and/or aims of the report including any requirement to approve or take action)* | | | |
| **2 BACKGROUND:**  *(The reason/s why the Report is made/submitted.*  *The past context of its content.*  *Any previous or other relevant report/papers.*  *Relevant actions taken*  *How will this positively impact on students).* | | | |
| **3 SUMMARY** | | | |
| **4 CONCLUSION:**  *(Summation of points/summary statement with/out overall conclusions)*  **OR**  **5 RECOMMENDATION:**  *(Clearly state what the committee/board are requested to consider ie*  *to* **Action/Approve/or To Note**) | | | |
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