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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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