Organisation name Site or unit		FORM Governing Body Minutes Template	
Document ID	GOV-FRM-003	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Form · GOV-FRM-003 · Version 1.1 · Approved by the ASF Expert Committee

Supports: 2A.1

1. Purpose

Record every governing body meeting: attendance, quorum, declarations, decisions on safety and quality, actions and owners.

2. How to complete

- Complete the header before the meeting: date, place, chair, and the names of those invited.
- Record attendance and whether the quorum was met.
- Record each declaration of interest and what the member did about it.
- For each decision, record the item, the decision, the reasons, the vote or consensus, the owner and the due date.
- Sign and date the minutes once approved.

3. Checks

Check	Entry
Quorum met at the start	Yes [EC]
Declarations of interest recorded	Yes or None [EC]

Safety and quality reported by chief executive	Yes [EC]
Each decision has an owner and due date	Yes [EC]
Minutes approved at next meeting and signed	Yes [EC]

4. Evidence

Reference	Note
E-009	ASF Expert Committee consensus.

5. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	Approved by the ASF Expert Committee
1.1	the date of approval	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee

6. References

- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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