

School Agenda Template

Meeting to be held _____ at _____ am/pm

For the attention of _____

Item	Details	Action
1) Welcome		
2) Apologies		
3) Minutes of the previous Meeting	Minutes of the meeting held on _____ were previously disturbed	Motion: “That the minutes of the meeting held on _____ be accepted” moved: seconded: carried/notcarried
4) Business arising from the minutes	What action is required Who is responsible	Action/motion: moved: seconded: carried/notcarried