

Agenda & Minutes template

SCHOOL COUNCIL AGENDA

Meeting to be held _____ at _____ am/pm

For the attention of

ITEM	DETAILS	ACTION [Recommended or taken]
1) Welcome		
2) Apologies		
3) Minutes of the Previous Meeting	Minutes of the meeting held on _____ were previously distributed.	Motion: "That the Minutes of the meeting held on _____ be accepted". Moved: Seconded:
4) Business Arising from the Minutes:- a) _____ _____ _____ _____ _____	What action is required Who is responsible	Action / Motion: _____ _____ _____ _____ Moved: Seconded:
b) _____ _____ _____ _____	What action is required Who is responsible	Action / Motion: _____ _____ _____ _____ Moved: Seconded:
c) _____ _____ _____ _____	What action is required Who is responsible	Action / Motion: _____ _____ _____ _____ Moved: Seconded:

<p>d) _____ _____ _____ _____</p>	<p>What action is required</p> <p>Who is responsible</p>	<p>Action / Motion:</p> _____ _____ _____ _____ <p>Moved:</p> <p>Seconded:</p>
<p>e) _____ _____ _____ _____</p>	<p>What action is required</p> <p>Who is responsible</p>	<p>Action / Motion:</p> _____ _____ _____ _____ <p>Moved:</p> <p>Seconded:</p>
<p>5) Essential Business</p> <p>a) _____ _____ _____ _____</p>	<p>Who is responsible</p>	<p>Motion:</p> _____ _____ _____ _____ <p>Moved:</p> <p>Seconded:</p>
<p>b) _____ _____ _____ _____</p>	<p>Who is responsible</p>	<p>Motion:</p> _____ _____ _____ _____ <p>Moved:</p> <p>Seconded:</p>
<p>c) _____ _____ _____ _____</p>	<p>Who is responsible</p>	<p>Motion:</p> _____ _____ _____ _____ <p>Moved:</p> <p>Seconded:</p>
<p>d) _____ _____ _____ _____</p>	<p>Who is responsible</p>	<p>Motion:</p> _____ _____ _____ _____ <p>Moved:</p> <p>Seconded:</p>

<p>e) _____ _____ _____ _____</p>		<p>Motion: _____ _____ _____</p> <p>Moved: Seconded:</p>
<p>6) Correspondence [Inwards]</p>	<p>Brief details of each item. ↓</p>	<p>Motion: “That the Inwards Correspondence be received and action endorsed, apart from items _____ to be discussed in Business Arising from the Correspondence”. Moved: Seconded:</p>
<p>a)</p>		
<p>b)</p>		
<p>c)</p>		
<p>d)</p>		
<p>7) Correspondence [Outwards]:</p>	<p>Brief details of each item. ↓</p>	<p>Motion: “That the Outwards Correspondence be endorsed” Moved: Seconded:</p>
<p>a)</p>		
<p>b)</p>		
<p>c)</p>		
<p>d)</p>		
<p>8) Business Arising from the Correspondence:</p>	<p>Brief details of each item. ↓</p>	<p>List recommended action or draft motions. ↓</p>
<p>a)</p>		
<p>b)</p>		
<p>c)</p>		
<p>d)</p>		

<p>9) Reports:</p> <p><i>Preferably in writing and sent with the agenda.</i></p>		<p>Motion:</p> <p>“That all reports be accepted and recommendations endorsed.”</p> <p>Moved:</p> <p>Seconded:</p>
<p>a) President</p>		
<p>b) Principal.</p>	<p>Attached to agenda.</p>	
<p>c) Finance.</p>	<p>Attached to agenda.</p>	<p>Motion:</p> <p>“That the financial statements for the month of be ratified and all accounts approved for payment.”</p> <p>Moved:</p> <p>Seconded:</p>
<p>d) Sub-committee #1</p>	<p>Attached to agenda.</p>	
<p>e) Sub- committee #2</p>	<p>Attached to agenda.</p>	
<p>10) Next Meeting:</p>	<p>Next Council Meeting to be held on _____</p>	
<p>11) Closure of meeting.</p>		<p>Time :</p>

Sub-committee Report

_____ SCHOOL COUNCIL

For School Council Meeting to be held on

SUB-COMMITTEE	
DATE OF LAST MEETING	
SUMMARY OF INFORMATION FOR SCHOOL COUNCIL	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
RECOMMENDATIONS REQUIRING SCHOOL COUNCIL DECISION.	1. 2.
DATE OF NEXT MEETING	
CONVENOR	