

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: Carried/not carried
4) Business Arising from the Minutes:- a) _____ _____ _____ _____ _____	What action is required Who is responsible	Action / Motion: _____ _____ _____ _____ Moved: Seconded: Carried/not carried
b) _____ _____ _____ _____ _____	What action is required Who is responsible	Action / Motion: _____ _____ _____ _____ Moved: Seconded: Carried/not carried
c) _____ _____ _____ _____ _____	What action is required Who is responsible	Action / Motion: _____ _____ _____ _____

		Moved: Seconded: Carried/not carried
d) _____ _____ _____ _____ _____	What action is required Who is responsible	Action / Motion: _____ _____ _____ Moved: Seconded: Carried/not carried
e) _____ _____ _____ _____ _____	What action is required Who is responsible	Action / Motion: _____ _____ _____ Moved: Seconded: Carried/not carried
5) Essential Business a) _____ _____ _____ _____	Who is responsible	Motion: _____ _____ _____ Moved: Seconded: Carried/not carried
b) _____ _____ _____ _____	Who is responsible	Motion: _____ _____ _____ Moved: Seconded: Carried/not carried
c) _____ _____ _____ _____	Who is responsible	Motion: _____ _____ _____ Moved: Seconded: Carried/not carried
d) _____		Motion:

<p>_____</p> <p>_____</p> <p>_____</p>	<p>Who is responsible</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried/not carried</p>
<p>e) _____</p> <p>_____</p> <p>_____</p> <p>_____</p>		<p>Motion:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried/not carried</p>
<p>6) Correspondence [Inwards]</p>	<p>Brief details of each item.</p> <p>↓</p>	<p>Motion:</p> <p>“That the Inwards Correspondence be received and action endorsed, apart from items _____ to be discussed in Business Arising from the Correspondence”. Moved: Seconded: Carried/not carried</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>↓</p>	<p>Motion:</p> <p>“That the Outwards Correspondence be endorsed” Moved: Seconded: Carried/not carried</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>↓</p>	<p>List recommended action or draft motions.</p> <p>↓</p>

a)		
b)		
c)		
d)		
9) Reports: <i>Preferably in writing and sent with the agenda.</i>		Motion: "That all reports be accepted and recommendations endorsed." Moved: Seconded: Carried/not carried
a) President		
b) Principal.	Attached to agenda.	
c) Finance.	Attached to agenda.	Motion: "That the financial statements for the month of be ratified and all accounts approved for payment." Moved: Seconded: Carried/not carried
d) Sub-committee #1	Attached to agenda.	
e) Sub- committee #2	Attached to agenda.	
10) Next Meeting:	Next Council Meeting to be held on _____	
11) Closure of meeting.		Time :

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	