School	

MINUTES OF MEETING					
Date		Time		Venue	

1	**Welcome / Apologies / Absences**

2	**Confirmation of Minutes**

		Decision / Action	Responsible	Date
3	**Principals Report** *If formal report presented, attach to minutes. Only capture key points around decisions*			
4	**Sub-Committee Reports**			
4.1	Sub-Committee Name *If formal report presented, attach to minutes. Only capture key points around decision*			
4.2	Sub-Committee Name			
4.3	Sub-Committee Name			
4.4	Sub-Committee Name			
4.5	Sub-Committee Name			
4.6	Sub-Committee Name			
4.7	Sub-Committee Name			
4.8	Sub-Committee Name			
5	**Correspondence**			
6	**Policy Ratification** (with or without amendment / changes) **and Other Documents** (list) *Indicate policy, whether with or without changes*			
7	**General**			

8	**Date of next meetings**			
	Sub-committee	Day and Date	Time	Venue

9	**Closure**