Implementation: Meetings

Schoo	I							
MINUTES OF MEETING								
Date			Time		Venue			
1	Welcome / Apologies / Absences							
1								
2	Confirm	nation of M	inutes					
					Decision	/ A otion	Deenensible	Data
	Dringin	ala Danaut			Decision / Action Responsib			Date
3	If formal rep	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							
4.5								
4.4	Sub-Committee Name							
4.5	Sub-Committee Name							
4.0	Sub-Committee Name							
4.6								
4.7	Sub-Co	mmittee Na	ime					
10	Sub-Co	mmittee Na	ime					
4.8								
5	Corres	pondence						<u> </u>
_	Policy Ratification (with or without amendment / changes) and Other Documents (list)							
6	Indicate policy, whether with or without changes							
7	Genera	<u>l</u>						
	Deta	£	4!					<u> </u>
8	Date of next meetings Sub-committee Day and Date			Time		Venue	Venue	
	- Cub-co	71111111111111111111111111111111111111	100	y and Date		11110	Venue	
9	Closur	е	I		1		l	



