Minutes

[INSERT School Association Name]

[Insert meeting type] Minutes

|  |  |
| --- | --- |
| Date/Time: | Venue: |
| Meeting opened: |
| Meeting recorder: |
| Chairperson: |
| Observers:

|  |  |  |
| --- | --- | --- |
| **No** | **Agenda Item** | **Actionable by who** |
| 1 | Welcome and introductions | Chair |
| 2 | Present and apologies | Chair |
| 3 | Conflict of interest declarations |  |
| 4 | Minutes from the previous meeting |  |
| 5 | Business or Actions arising from the previous meeting |  |
| 6 | Correspondence In/Out |  |
| 7 | School Association Finance Report |  |
| 8 | Reports |  |
| 9 | General items |  |
| 10 | Any other business |  |
| 11 | Close |  |
| 12 | Date of next meeting |  |

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