**[School Name] School Association**

**Committee Meeting Agenda**

Date: [meeting date]

Time: 7pm

Venue: [location of the meeting]

Meeting opened:

### Welcome

#### Acknowledgement of Country

#### Present, apologies and quorum noted

Present:

Apologies:

Quorum noted [quorum is half the committee size plus 1 for committee meetings]

MOTION: To accept the apologies for the [date] committee meeting

Moved:

Seconded:

Any objections:

#### Conflict of interest declaration

[A conflict can be an item for discussion that benefits you (or a family member) personally. Something that you gain something from. They can be a real conflict, or it could seem to benefit you, consider what an outside might think. If in doubt, list the conflict and remove yourself voting]

### Minutes from the previous meeting

MOTION: To accept that the committee meeting minutes from the [date] meeting are a true reflection of the meeting.

Moved:

Seconded:

Any objections:

### Circulating Resolutions

[list any motions that were tabled outside of the meeting]

### Correspondence

[list correspondence received to the committee, there is no need to list advertising material]

[list correspondence sent by the committee]

### Business arising

[list the business from the previous meeting for discussion at this meeting]

[provide reports, summaries, motions to be tabled]

### Reports

#### Treasurers Report

[provide treasury report with the agenda, including transaction list and any bank statements; these can be linked and saved to MS Teams]

Any questions on the treasury report?

MOTION: To accept the treasury report provided at the [date] meeting as true reflection of the financial position of the School Association.

Moved: [by the treasurer]

Seconded:

Any objections:

#### Principal Report

[provide a written report with the agenda]

Any questions on the principal report?

MOTION: To accept the Principal report provided at the [date] meeting.

Moved: [by the Principal]

Seconded:

Any objections:

#### Sub-committee Reports

[table written reports]

[provide any motions within the agenda]

#### School Finance Report

[tabled at the meeting]

[the school finance report is best unpacked alongside the School Improvement Priorities and the question of how can the committee help with any pressure points in the budget]

[does not need to be moved by the committee]

### General business

[call for agenda item prior to the meeting, committee members should provide information and potential motions to be included in the agenda]

[screen items and prioritise importance]

[sometimes items will be tabled that are not committee matters, as chair and secretary an acknowledgement should be sent to the committee member. These items could be listed in the agenda and minutes as items to be discussed at a school level with the Principal]

### Any other business

[spin around the room, if there is time, items may need to be tabled for the next meeting]

### Reflection on the meeting

[taking a moment to reflect on positives and things that could be done better is a good for growth]

### Close

### Date of the next meeting