*<SCHOOL NAME>* **SCHOOL COUNCIL MEETING**   
*[Date] [Location] [Time]*

*Insert school logo*

**Agenda**

• **Welcome** (by chairperson)

• **Apologies** (read by secretary)

• **Conflict of interest disclosure**

* **Minutes of the previous meeting**

These should have been circulated to all members as soon as possible after the meeting to which they refer.

*Motion that the minutes be confirmed.*

• **Business arising from minutes**

Specific items under consideration may be listed here. Members of the council/board/joint body may raise any matter referred to in the minutes.

• **Correspondence** (read by secretary)

*Motion that correspondence received and outwards correspondence is endorsed.*

• **Business arising from correspondence**

• **Treasurer's report**

Include monthly reconciliation of cash book and budget report showing budget figures against actual receipts/payments transacted for the year to date.

*Acceptance of the report moved by treasurer.*

• **Principal's report**

*Adoption of the report moved by the principal.*

May be motions arising from the report.

• **Reports from subcommittees** (for example buildings and grounds, canteen, policy)

*Adoption of report moved by presenter.*

May be motions arising from the reports.

• **General business**

• **Date of next meeting**

• **Close** (chairperson closes the meeting).