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 |  | | |