**AGENDA
[School Name] School Council Meeting
Date:**

**Location:
Time:**

| Agenda Item | Folio | Estimate Time |
| --- | --- | --- |
| 1. Call to Order - Chair
 |  |  |
| 1. Approval of Agenda
 |  |  |
| 1. Chair’s Report
 |  |  |
| 1. Principal’s Report
 |  |  |
| 1. Approval of Minutes, [enter date]
 |  |  |
| 1. Matters for Action:
2. [example] Treasurer’s Report and Monthly Statement
3. [example] Communications Committee Report and Update
 |  |  |
| 1. Matters for Discussion
2. [example] School Yard Greening Project
3. [example] Accommodation Review Update
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| 1. New Business - Information and Enquiries
 |  |  |
| 1. Announcements
 |  |  |
| 1. Adjournment
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