**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 |  |  |
| 1. New Business - Information and Enquiries |  |  |
| 1. Announcements |  |  |
| 1. Adjournment |  |  |