

## sample - agenda

### (NAME) School Council Meeting

Date Time

Location

#### AGENDA

1. CALL TO ORDER
2. WELCOME AND INTRODUCTIONS 5 minutes
3. APPROVAL OF AGENDA 5 minutes  
(Members may request an item be added)
4. APPROVAL OF MINUTES FROM LAST MEETING 5 minutes
5. BUSINESS ARISING FROM MINUTES 10 minutes
  - 5.1 \_\_\_\_\_
  - 5.2 \_\_\_\_\_
  - 5.3 \_\_\_\_\_
6. NEW BUSINESS 30 minutes
  - 6.1 \_\_\_\_\_
  - 6.2 \_\_\_\_\_
  - 6.3 \_\_\_\_\_
  - 6.4 \_\_\_\_\_
7. REPORTS 20 minutes
  - 7.1 Principal's Report
  - 7.2 Communication Committee Report
  - 7.3 Community Member Report
  - 7.4 \_\_\_\_\_
  - 7.5 \_\_\_\_\_
8. NEXT MEETING DATE
9. ADJOURNMENT