**Agenda for Parent Club Meetings: Sample 1**

**Brownsville Primary School Parent Club**

**Meeting to be held at 9.30 am (until 12 noon approx.)   
on Wednesday 1st June in the Community Room**

**A G E N D A**

**9.30 am Opening and welcome**

**Apologies**

(To be accepted - move and second)

**Confirmation of the Minutes of the previous meeting**

(Move and second)

**Business arising**

(To be listed by Secretary, dealt with - confirmed and seconded)

**Correspondence**

(May be dealt with as read - confirmed and seconded)

**10.00 am Reports:**

1. Treasurer’s Report
2. School Council Representative’s Report
3. School Principal’s Report
4. Parents Victoria
5. Other reports such as those from Convenors of Club Committees

**11.00 am Other Business**

**General Business**

**Summary item:**

(Identification and delegation of action arising from the meeting)

**11.45 am Finish:**

(Date and Place of next meeting)

**Tea and Coffee**

**Note:** Times provide a guide only - the group should comment on these when discussing the agenda