**Agenda for Parent Club Meetings: Sample 2**

**Smithtown Secondary College**

**Meeting to be held at 7.30 pm.**

**Tuesday, 23rd May**

**in the Staff Common Room**

(in South Wing. Parking off High St.)

**A G E N D A**

**7.30 Welcome**

**Apologies**

**Brief discussion of the agenda**

**General Business**

**7.45 1 - Ideas to stimulate membership of the Club**

1. Brainstorming - 5 min.
2. Small group discussion on how to implement ideas/priorities for action - 15 min.
3. Re-group and report back - 10 min.
4. Strategy for action (plenary) - 15 min.

**2 - Other Business (as prioritised by the group)**

**8.30 Tea and Coffee**

**8.45 Minutes**

**Business arising**

**Reports:**

1. Treasurer
2. Parents Victoria
3. School Council
4. Principal

**Correspondence**

**Summary item:** Identification and delegation of action arising from the meeting

**9.30 Finish**

**Next Meeting**