Meeting Of: **School Name**

## Parent Association or Club Name

## Meeting details

Meeting Date: Start time:

Venue:

Minute Taker:

Chair:

Present:

Apologies:

## Previous Minutes

**Motion**:

That the minutes be accepted as a true and accurate record of the previous meeting.

Moved:

Seconded:

Carried / defeated:

## Business Arising from previous minutes

**Action:** What/who

## Correspondence

In:

Out:

**Action:**

## Principal’s Report

**Action:**

## President’s Report

**Action:**

## Treasurer’s Report

**Action:**

## Parents Victoria Report

**Action:**

## School Council Report

**Action:**

## Fundraising Report

**Action:**

## Sub-committee Reports

**Action:**

## Other discussion items

**Action:**

**Motion**:

(Use this box as a template for any motions put to the meeting. You can copy and paste it as required, and replace this text with the motion.)

Moved:

Seconded:

Carried / defeated:

## Date of next meeting

Next meeting has been scheduled for: Date: Time: