

**Council meeting agenda: template**

**<x> school council meeting to be held [xx]**

**AGENDA**

**Meeting Opening**

Welcome

Devotion/prayer or formation activity

1. Apologies
2. Disclosure of real/potential conflicts of interest
3. Proposed items for other business

**Matters for decision**

1. Matter 1 Approval of minutes of previous meeting and any matters arising
2. Matter 2 [eg, to approve the annual budget]
3. Matter 2 [eg, to approve policies]
4. Matter 3 [eg, to approve strategic priorities]

**Matters for discussion**

1. Matter 1 Other business
2. Matter 2 [eg, an education issue]
3. Matter 3 [eg, staff presentation]
4. Matter 4 [eg, council development]

**Matters for noting**

1. Matter 1 [eg, council correspondence]
2. Matter 2 [eg, updated council calendar]
3. Matter 3 [eg, council committee reports/minutes]

**Meeting close**

15 Meeting review

16 Date for next meeting

Prayer/blessing

Farewell