**SCHOOL**

**LOGO**

**[insert school name] Parent Council**

**[insert date of meeting]**

**[insert time of meeting]**

**[Insert venue of meeting]**

|  |  |
| --- | --- |
| **X minutes**  | **Introduction and Check In**  |
|  |  |
| **X minutes**  | **Item 1: XXX** |
|  | * Brief explanation of what will be discussed
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|  |  |
| **X minutes**  | **Item 2: XXX** |
|  | * Brief explanation of what will be discussed
 |
|  |  |
| **X minutes**  | **Item 3: XXX** |
|  | * Brief explanation of what will be discussed
 |
|  |  |
| **X minutes**  | **Date and Time of Next Meeting**  |
|  | * To be agreed at the meeting
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