**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 |
|  |  |
| **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 |