**SCHOOL**

**LOGO**

**[insert school name] Parent Council**

**[insert date of meeting]**

**[insert time of meeting]**

**[insert venue of meeting]**

|  |  |
| --- | --- |
| **Attendance:**   * Insert Name * Insert Name | **Apologies:**   * Insert Name |
|  | |
| **ITEM 1: XXX** | |
| Brief description of what was discussed | |
|  | |
| **ITEM 2: XXX** | |
| Brief description of what was discussed | |
|  | |
| **ITEM 3: XXX** | |
| Brief description of what was discussed | |
|  | |
| **Date and time of next meeting** | |
| Insert date and time of next meeting | |