**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 |