Suggested template for agendas

Disclaimer: this document has been produced by the Department of Education and Child Development. It is provided to school/governing councils as a suggestion to use for a council meeting agenda.

It is not a formal policy or guideline.

The file was produced on 22 Feb 2016. You have downloaded it from [www.decd.sa.gov.au](http://www.decd.sa.gov.au)

# Agenda - council meeting

**Chairperson:**  **Date & time:**

**Location:**

**Attending:**

**Apologies:**

**Attachments:**

## Actions from previous meeting

| **Name** | **Action** |
| --- | --- |
|  |  |
|  |  |

## Agenda items

| **Topic lead** | **Topic** | **Papers/documents** |
| --- | --- | --- |
|  | *Example 1: approval of minutes of previous meeting* |  |
|  | *Example 2: business from previous minutes* |  |
|  | *Example 3: correspondence (in/out)* |  |
|  | *Example 4: new business* |  |
|  |  |  |
|  |  |  |
|  |  |  |