**MINUTES dd/mm/yyyy**

<NAME OF SCHOOL> BOARD

**<VENUE>**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **AGENDA ITEM** | **NOTES/ACTION TAKEN** | **ACTION REQUIRED BY WHOM** |
|  | **Prayer** |  |  |
|  | **Present/Apologies** |  |  |
| 2.01 |  | * **Present:** * **School staff:** * **Guests:** * **Apologies:** | |
|  | **Minutes** | <approved> |  |
| 3.01 | **Meeting: dd/mm/yyyy** |  |  |
| 3.02 | Matters Arising from Minutes | Items noted:  *FURTHER ACTIONS REQUIRED:* |  |
|  | **Correspondence** |  |  |
| 4.01 | Inwards: | Nil |  |
| 4.02 | Outwards: | Nil |  |
|  | **Reports** |  |  |
| 5.01 | **Parish Priest (or leader of religious community)** | Report noted.  *ACTIONS:* |  |
| 5.02 | **Board Chair** | Report noted.  *ACTIONS:* |  |
| 5.03 | **School Principal** | Report noted.  *ACTIONS:* |  |
| 5.04 | **Board Committees (if appropriate)** | Report noted.  *ACTIONS:* |  |
|  | **Key Business** |  |  |
| 6.01 | **Agenda business item (I, Dec, or Dis)** | Summary of main points  *ACTIONS:* |  |
| 6.02 | **Agenda business item (I, Dec, or Dis)** | Summary of main points  *ACTIONS:* |  |
| 6.03 | **Agenda business item (I, Dec, or Dis)** | Summary of main points  *ACTIONS:* |  |
| 6.04 | **Agenda business item (I, Dec, or Dis)** | Summary of main points  *ACTIONS:* |  |
| **7.0** | **Late items/other general business** |  |  |
| **7.01** | **List:** | Summary of main points  *ACTIONS:* |  |
| 8.0 | **Meeting evaluation (discussion or written evaluation form)** |  |  |
| 9.0 | **Close of Meeting** | Meeting closed at …. |  |
| 10.0 | **Next meeting** | dd/mm/yyyyy | . |
|  |  | **Meeting schedule for 201? :** |  |