The Action List is a tool that can be used by a board/ council/ parent group to record the various projects, initiatives or tasks that need to be undertaken within a defined timeframe.

It can be used for:

* recording actions from a general meeting
* to detail actions relating to a specific project or initiative
* to document the tasks of a committee

You can customise the following template with your own logo and/or columns.

(Better Together website: btadvisorybodies.catholic.edu.au)

# <Name of School> Board Action List

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Action | Board ref1 | Who | Time | Status2 |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |

**1 Date of Board meeting**

**2 Record and colour: code done (green), underway (yellow), to be done (red)**