**[School Name] School Council Meeting Minutes**

**Month/Day/Year - Time**

 **Location**

**SCHOOL COUNCIL MEMBERS PRESENT:**

**ALSO IN ATTENDANCE:**

**STAFF:** [recording secretary, other staff]

**REGRETS:** [Remove any if not applicable]

**GUESTS:** [Remove any if not applicable]

[Identify whether by video or teleconference]

1. Welcome and Introductions

[Election of Chair (*if applicable*)]

1. Review and Approval of Agenda
2. Review and Approval of Previous Minutes
3. Declaration of Conflict of Interest (*if applicable*)
4. Business Arising from Minutes
5. New Business/Updates
6. Principal’s Report
7. Next Meeting Date
8. Agenda Items for Next Meeting
* *Principal to summarize comments, revise plan as appropriate for the council and provide information at the next meeting*
1. Adjournment [*time*].