Agenda - Committee Meeting Template



**IMPORTANT**

This template is accompanied by examples to serve as a reference for contextualising the agenda according to your meeting requirements.

[Service Name]

|  |  |
| --- | --- |
| **Date:** |  |
| **Time:** |  |
| **Venue:** |  |

Attendees:

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

Guests:

|  |  |
| --- | --- |
|  |  |
|  |  |

Apologies:

|  |  |
| --- | --- |
|  |  |
|  |  |

| **#** | **Item** | **Allocated Time** | **Attachments** | **Decisions/Actions** | **Responsible Person** |
| --- | --- | --- | --- | --- | --- |
| 1 | Welcome and Acknowledgement of Country |  |  |  |  |
| 2 | Opening and Apologies/attendance list circulated |  |  |  |  |
| 3 | Confirmation of minutes of previous committee meeting |  |  |  |  |
| 4 | Business arising from previous minutes |  |  |  |  |
|  | 4.1 |  |  |  |  |
|  | 4.2 etc |  |  |  |  |
| 5 | Review of action sheet |  |  |  |  |
| 6 | President update (including key correspondence) |  |  |  |  |
| 7 | Finance update |  |  |  |  |
| 8 | Quality Improvement Plan update |  |  |  |  |
| 9 | Occupational health and safety (OHS), and risk management |  |  |  |  |
| 10 | Child safety and wellbeing  |  |  |  |  |
| 11 | Conflicts of interested declaration  |  |  |  |  |
| 12 | Committee updates:[delete/add as required]* Enrolment
* Fundraising
* OHS
 |  |  |  |  |
| 13 | Teachers’ update |  |  |  |  |
| 14 | Any other business |  |  |  |  |

**Date of next meeting:**