MEETING AGENDA

Date & Time	XX Tuesday XX, at 7pm	Chair	P&C President
Place	On-site at School and via MS Teams		

Item	Description	Responsible
1.	Open	
1.1	Welcome	Chair
1.2	Attendance -Please record names on attendance sheet (or in MS Teams chat)	
1.3	New Members, Observers, Apologies	
1.4	Acceptance of previous minutes *(last meeting held XXXX*	
2.	Reports (by exception)	
2.1	Principal's Report	Principal
2.2	Treasurer's Report [Attachments x2: Consolidated P&L, Balance Sheet]	Treasurer
2.3	FOTB Report	FOTB Chair
2.4	Canteen Report	Canteen Chair
2.5	Languages & Extra-Curricular Activities	Coordinator
2.6	Class Parent Coordinator	Coordinator
2.7	Grounds & Environment	Coordinator
2.8	Social & Fundraising	By Event
2.9	Netball Committee	Netball Chair
3	Prior Business	
3.1	Topic	Tabled by
3.2	Topic	Tabled by
4	New Business	
4.1	Topic	Tabled by
5.	Business for Next Meeting	
5.1	Topic	Tabled by
6	Next Meeting & Close	
	XX Tuesday XX, at 7pm	

P&C Meeting Schedule [year]:

- *Nominally the 2nd Tuesday of each month during school term (dates in green adjusted by decision of P&C executive)*
- *Max of 2 meetings per term, unless agreed upon at general meeting, or extra-ordinary meeting agreed by Exec*
- *AGM to be held in February of each year, coinciding with the ordinary meeting for that month*

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
School Term Dates:											
Term 1			Term 2			Term 3			Term 4		
	22nd	**12th**	**10th**								