

# Sample General Meeting Agenda

(NAME OF SCHOOL REPRESENTATIVE BODY)

## Agenda

### General Meeting

date/location/time

1. **WELCOME** *(by Chair)*
2. **APOLOGIES** *(read by Secretary)*
3. **CONFLICT OF INTEREST DISCLOSURE**
4. **MINUTES OF THE PREVIOUS MEETING**
  - i. These should have been circulated to all members as soon as possible after the meeting to which they refer
  - ii. Any amendments are discussed. Agreed amendments to be completed by the Secretary
  - iii. Motion that the minutes be confirmed
5. **BUSINESS ARISING FROM MINUTES**
  - i. Specific items under consideration may be listed here
  - ii. Members of the School Representative Body may raise any matter referred to in the minutes
6. **CORRESPONDENCE IN** *(read by Secretary)*
7. **CORRESPONDENCE OUT** *(read by Secretary)*
8. **BUSINESS ARISING FROM CORRESPONDENCE**
9. **PRINCIPAL'S REPORT**
  - i. There may be motions arising from the report
  - ii. Acceptance of the report moved by the Principal
10. **TREASURER'S REPORT**
  - i. Include the agreed minimum suite of financial reports
  - ii. Acceptance of the report moved by Treasurer
11. **REPORTS FROM SUBCOMMITTEES** *(example: finance, buildings and grounds, canteen)*
  - i. There may be motions arising from subcommittee recommendations
  - ii. Acceptance of report moved by presenter
12. **GENERAL BUSINESS**
  - i. Agenda items received prior to meeting
13. **DATE OF NEXT MEETING**
14. **CLOSE** *(Chair closes the meeting)*