**SPECIAL GENERAL MEETING [SGM]**

**AGENDA**

YOUR SCHOOL COUNCIL | BOARD NAME

DATE | TIME | LOCATION

**QUORUM** is X. Chair ensures quorum for the meeting to open.

**ACKNOWLEDGEMENT OF COUNTRY**

1. **OPEN | WELCOME** Chair opens the meeting, time recorded by Secretary.
2. **ATTENDANCE | APOLOGIES | ABSENT** recorded by Secretary.
3. **CONFLICT OF INTEREST DISCLOSURE** recorded by Secretary.
4. **AGENDA ITEM** 
   1. List item | specific purpose
5. **CLOSE** Chair closes the meeting, time recorded by Secretary.