**COMMITTEE**

**RECOMMENDATION REPORT**

YOUR COMMITTEE NAME

**REPORT DATE**  
Date the report is submitted to the School Representative Body (SRB).

Report should be circulated to all SRB members with the meeting papers prior to the meeting.

**MEETING DATES**  
Dates on which the Committee met to discuss this matter.

**CHAIR OF COMMITTEE**  
Name and role of the SRB member chairing the Committee.

**COMMITTEE MEMBERS**  
List of current members, including invited participants.

**PURPOSE OF THE REPORT**  
Brief statement outlining what the Committee is reporting on or recommending.

**SUMMARY OF DISCUSSION**  
Overview of the key matters considered by the Committee.

**RECOMMENDATIONS TO THE SRB**  
Clear and concise recommendations being presented for endorsement or approval.

Where possible detail the motion for which the Committee is seeking approval.

**RATIONALE / SUPPORTING INFORMATION**  
Explanation of the reasons for the recommendation, including any relevant data, feedback, or context.

**ALIGNMENT WITH SCHOOL PRIORITIES**

Demonstrate the recommendation’s relevance to SRB and school goals.

* Annual School Improvement Plan (ASIP)
* Explicit Improvement Agenda (EIA)

**IMPLICATIONS**

Briefly note any impacts the SRB should consider.

* Financial
* Operational
* Governance

**ATTACHMENTS**

List any supporting documents or evidence provided with the report.

* Meeting Minutes
* Finance Reports
* Survey results