| *School Name* |
| --- |

| Date | Meeting Time | Meeting Location |
| --- | --- | --- |

| Chair | *Chair name* |
| --- | --- |
| Secretary | *Secretary name* |
| Administration Rep | *name* |
| RTU Delegate | *name* |
| Teacher Attendees | *Attendees* |
| Invitees | *names* |

| **Agenda Topic 1:** |
| --- |

| Time allotted: | Presenter: name |
| --- | --- |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

| Action Items (only if required) | Person Responsible | Deadline |
| --- | --- | --- |
| Action item 1(what’s to be done) | Name | Date | time |
| Action item 2 | Name | Date | time |

| **Agenda Topic 2** |
| --- |

| Time allotted | Presenter |
| --- | --- |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

| Action Items | Person Responsible | Deadline |
| --- | --- | --- |
| Action item 1 | Name | Date | time |
| Action item 2 | Name | Date | time |

| **Agenda Topic 3** |
| --- |

| Time allotted | Presenter |
| --- | --- |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

| Action Items | Person Responsible | Deadline |
| --- | --- | --- |
| Action item 1 | Name | Date | time |
| Action item 2 | Name | Date | time |

| Agenda Topic 4 |
| --- |

| Time allotted | Presenter |
| --- | --- |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

| Action Items | Person Responsible | Deadline |
| --- | --- | --- |
| Action item 1 | Name | Date | time |
| Action item 2 | Name | Date | time |

| Agenda Topic 5 |
| --- |

| Time allotted | Presenter |
| --- | --- |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

| Action Items | Person Responsible | Deadline |
| --- | --- | --- |
| Action item 1 | Name | Date | time |
| Action item 2 | Name | Date | time |

Copy and paste additional topic sections

Name your files: School School Council Minutes yearmonthday

ex. HRHS SChool Council Minutes 20210921