# Meeting Minutes

|  |  |
| --- | --- |
| **Meeting title** | School Advisory Council meeting |
| **Date and time** | 1.00 – 2.30 pm Thursday 19 August 2021 |
| **Location** |  |
| **Attendees** |  |
| **Apologies** |  |
| **Resources** |  |

## **Minutes**

|  |  |
| --- | --- |
| **Item** | **Description** |
|  | **Introduction**  Any housekeeping notes, special attendees and conflicts of interest declared. |
|  | **Previous minutes**  Any business arising. |
|  | **Item 1**  Add as many as necessary. |
|  | **Reports**  If any, an option for committees. |
|  | **Any other business**  List items raised for discussion at a future meeting. |
|  | **Actions and next meeting**  List of actions and deadlines.  Next meeting: time, day and date. |