# Meeting Minutes

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

## **Minutes**

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| **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. |