

sample - minutes

(NAME) School Council Meeting

Date Time

Location

MINUTES

Present: S. Smith, Chair Person
J. Jones, Principal
B. Black, Community Representative
W. White
G. Gray

1. **Call to Order** - The regular meeting was called to order by S. Smith at 7:03 p.m. and a quorum was present.
2. **Welcome and Introductions** – S. Smith, Chair, welcomed everyone to the meeting. Introductions were made and a special welcome was given to guest Ms. S. Smart.
3. **Approval of the Agenda** – The agenda was approved as presented, or, as amended.
4. **Approval of the Minutes** – The minutes of the meeting held on _____ were approved as presented. (*The minutes should be copied and distributed before the meeting. They can then be approved as circulated and you don't have to spend time reading them aloud at the meeting. If there were errors indicate the minutes were approved with corrections.*)
5. **Business Arising From Minutes**
 - 5.1 In follow-up to the request to provide the school office with contact information for school council members, to date, there are some members who have not provided this information.
 - 5.2 The date for the upcoming concert, previously discussed, will be October 10, 2016.
6. **New Business**
 - 6.1 School Fees – This item was discussed at length. The following suggestions were provided to the school principal regarding options for collecting fees:
 - 6.2 Teacher Appreciation Luncheon – G. Gray volunteered to head the appreciation committee. It was decided that a continental breakfast for school staff would be provided instead of a luncheon.
 - 6.3 Motion: *That the School Council ask the School Fundraising Association to report on any fundraising activities that exist.* Moved by W. White. Seconded by J. Jones **CARRIED.**
7. **Reports**
 - 7.1 *Principal's Report* – J. Jones reported that the school has welcomed 650 students this year as well as five new teachers. Upcoming events for the next month include parent/teacher interviews, a pizza lunch for students and a special presentation to students by the Calgary police on safety.
 - 7.2 Communication Committee Report – W. White reported that the school newsletter will include information about the school council. In addition the local community newsletter will contain information about upcoming school events.
 - 7.3 Community Member Report – No report at this time.
 - 7.4
 - 7.5
8. **Next Meeting** - The next meeting will be held on Date, at Time. The location will be
9. **Adjourned** – Meeting was adjourned at 9:20 p.m.

Notes prepared by G. Gray. _____ (Signature)

Approved by S. Smith, Chair _____ (Signature)