**[Community Language School Name]**

**Committee Meeting Agenda**

[Date] 2025

1. Welcome and Apologies
2. Acceptance of Minutes of the Previous Meeting
3. Principal’s Report
4. Child Safety Officer’s Report
5. First Aid Officer’s Report
6. Treasurer’s Report
7. Ongoing Document and Records Maintenance
8. General Business
9. Action Items

**[School Name]**

**Committee Meeting Minutes**

|  |  |
| --- | --- |
| **Date of Meeting:** |  |
| **Time:** |  |
| **Location:** |  |
| **Attendees:** |  |
| **Apologies:** |  |

# Welcome and Apologies

[Add text]

# Acceptance of Minutes of the Previous Meeting

[Detail any amendments]

**Resolution**: That the minutes of the last meeting held on [add date] be accepted with/without amendment.

**Moved by**:

**Seconded by**:

**Carried/Not Carried**:

# Principal’s Report

[Add text]

**Resolution**:

**Moved by**:

**Seconded by**:

**Carried/Not Carried**:

# Child Safety Officer’s Report

[Add text]

**Resolution**:

**Moved by**:

**Seconded by**:

**Carried/Not Carried**:

# First Aid Officer’s Report

[Add text]

**Resolution**:

**Moved by**:

**Seconded by**:

**Carried/Not Carried**:

# Treasurer’s Report

[Add text]

**Resolution**:

**Moved by**:

**Seconded by**:

**Carried/Not Carried**:

# Ongoing Document and Records Maintenance

[Add text]

# General Business

[Add text]

# Action Items

**Action Item 1**:

**Who**:

**Action Item 2**:

**Who**:

[Add more Action Items as required]

|  |  |
| --- | --- |
| **Time Meeting Closed:** |  |
| **Date of Next Meeting:** |  |
| **Time of Next Meeting:** |  |
| **Location of Next Meeting:** |  |