

Appendix A: Sample Agenda

School Council Agenda for DATE

7:15 – 7:30	Introductions and review of last meeting minutes	Chair
7:30 - 7:45	School Improvement Plan	Principal
7:45 - 8:00	Review Parent Survey Results	Chair
8:00 - 8:15	Goals for this year	Chair
8:15 - 8:30	Principal's Report	Principal

Agenda #2

Draft agenda for (name) School Council meeting, to be held at (name) School, on (date) at (time)

1. Welcome and introductions (2 minutes) - Chair (for Information)
2. Approval of the agenda (2 minutes) - Chair (for Decision)
3. Approval of minutes, dated (5 minutes) - Chair (for Decision)
4. Agenda items [List agenda items in priority order and expected time to complete the item.

Suggest action needed, e.g., "Decision Needed" or "For Information."
If necessary, use, "TBA" (to be announced) or "TBD" (to be decided)]

- a) ITEM: (LIST) (20 minutes)
- b) ITEM: (LIST) (15 minutes)
- c) ITEM (LIST) (5 minutes) Principal Report

5. Further business (15 minutes) TBA TBD [any identified during the meeting]

- a)
- b)

6. Items deferred (to a future meeting) [Due to time constraints or when more information is needed before deciding] a) Chair Information b)

7. Next meeting [confirm date] - Chair (for Decision)

8. Adjournment Chair- Chair (for Decision)