**[MEETING NAME]**

Agenda

Date: [Date]

Time: [Time]

Facilitator: [Facilitator]

# Board members

Name, Title 1 | Name, Title 2 | Name, Title 3 | Name, Title 4 | Name, Title 5 | Name, Title 6 | Name, Title 7 | Name, Title 8 | Name, Title 9 | Name, Title 10 | Name, Title 11 | Name, Title 12 | Name, Title 13

| Time | Item | Owner |
| --- | --- | --- |
| Time | Welcome | Owner 1 |
| Time | Old business and approval of last meeting’s minutes | Owner 2 |
| Time | Vote on new Secretary | Owner 3 |
| Time | Discuss parent openings on advisory committees – any response from newsletter? | Owner 4 |
| Time | Vote on proposed Budget | Owner 5 |
| Time | Head teacher’s report | Owner 6 |
| Time | Break | Owner 7 |
| Time | New business* Recap of Back to School Night – Kalle Persson
* Parent Education programmes – Jens Martensson, school counsellor
* Teacher grants application process – Ian Hansson, School Head Teacher
 | Owner 8 |
| Time | Committee Reports* Membership, Kalle
* Volunteers, Jens
* Newsletter, Ian
* Computer Support, Ian
 | Owner 9 |
| Time | Announcements | Owner 10 |
| Time | Adjournment | Owner 11 |