**Community Meeting Minutes For School**



**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

### **Attendees**

* [Name], [Role]
* [Name], [Role]
* [Name], [Role]
* [Additional attendees]

### **Agenda**

1. Welcome and Introductions
2. Approval of Previous Meeting Minutes
3. Principal's Report
4. Committee Reports
	* Academic Committee
	* Extracurricular Committee
	* Safety and Facilities Committee
5. Old Business
6. New Business
7. Open Forum
8. Adjournment

### **Minutes**

1. **Welcome and Introductions**
	* Meeting called to order by [Name] at [Time].
	* Introduction of attendees.
2. **Approval of Previous Meeting Minutes**
	* Motion to approve the minutes of the previous meeting by [Name].
	* Seconded by [Name].
	* Minutes approved unanimously.
3. **Principal's Report**
	* Presented by [Principal's Name].
	* Overview of recent school activities and updates.
	* Discussion on student performance and upcoming events.
	* Key announcements and initiatives.
4. **Committee Reports**
	* **Academic Committee**
		+ Report on academic performance and initiatives.
		+ Updates on curriculum changes and upcoming assessments.
	* **Extracurricular Committee**
		+ Summary of recent and planned extracurricular activities.
		+ Discussion on student participation and new programs.
	* **Safety and Facilities Committee**
		+ Update on safety measures and facility improvements.
		+ Discussion on maintenance issues and future plans.
5. **Old Business**
	* Follow-up on items from the previous meeting.
	* Status updates and resolutions.
6. **New Business**
	* Introduction of new topics for discussion.
	* Proposals and motions as required.
7. **Open Forum**
	* Community members are invited to share comments, concerns, and suggestions.
8. **Adjournment**
	* Motion to adjourn by [Name].
	* Seconded by [Name].
	* Meeting adjourned at [Time].

### **Next Meeting**

* Date: [Insert Date]
* Time: [Insert Time]
* Location: [Insert Location]