## **2.1.2 Appendix Template - School Community Council Annual Meeting Minutes**

**[Name] School Community Council Annual Meeting Minutes**

**[Date] [Time]**

**[Location]**

Present

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Absent

|  |  |
| --- | --- |
|  |  |

1. **Call to Order** –
2. **Elections** –
3. **Annual Report for the Previous Year** –
4. **Selection of Officers** –
   1. Chair
   2. Vice Chair
   3. Secretary
   4. Treasurer
   5. Other
5. **Other Business** –
6. **Open Discussion** –
7. **Adjourned** – at [time]

[name] [name]

SCC Chair SCC Secretary