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| **……..…………………………School****…………………………….Committee** **at ………………2019 at ………p.m.** |
| **Present:** |
| Chair of Committee: |  |
| Clerk of Committee: |  |
| Governors:  |  |
| Associate Member(s):  |  |
| In attendance:(i.e. observers) |  |

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| **Agenda Item****number** |  |
|  | **Apologies for Absence:** |
|  |
|  | **Declaration of Item(s) to be discussed under Any Other Urgent Business:**  |
|  |
|  | **Declaration of Interest in any Item listed on this Agenda:** |
|  |
|  | **Approval of previous minutes:** |
|  |
|  | **Matters arising from previous minutes:** |
|  |
|  | **Main Points Discussed – outcomes and agreed actions** |
|  | **Any Other Business** |
|  | **Issues for Future Discussion** |

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|  | **Issues for Governing body and Recommendation** |
|  | **Issues for other Committees and suggested actions** |

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| **Dates of Future Meetings:** | **Agenda items/comments:** |
| Autumn Term |  |  |
| Spring Term |  |  |
| Summer Term |  |  |

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| Committee chair: ………………,,,,,……………………… | Date: ………………………………. |

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| **Summary of actions/activities following the meeting** |

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| **Summary of actions/activities following the meeting** |
| **Agenda Item Number** | **Action** | **By when/date** | **Responsibility** |
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| Committee chair: ………………,,,,,……………………… | Date: ………………………………. |