[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

School staff meeting minutes

Staff meeting record - decisions and actions, not a transcript.

Meeting details

Date: _____

Time: _____

Chair: _____

Attendees: _____

Apologies: _____

Matters arising [Follow-up from last meeting]

Items discussed [Key points - decisions in bold]

Actions

Action	Owner	Deadline
[action]	[name]	[date]

Sign-off

Chair: _____ **Date:** _____