Ashford Business Services Ltd

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 as agreed at the meeting.

Actions

Action	Owner	Deadline
Action as agreed at the meeting.	Sarah Mitchell	9 November 2026

Sign-off

Chair: _____ **Date:** _____