# **SRC Agenda (Template)**

**Date:** [Insert date]

**Time:** [Insert time]

**Location:** [Insert location]

**Chairperson:** [Insert name]

**Secretary:** [Insert name]

**1. Welcome and Acknowledgment of Country**

* Chairperson welcomes attendees and acknowledges Traditional Custodians of the land.

**2. Attendance and Apologies**

* Roll call of representatives. (Who is at the meeting?)
* Note any apologies. (Who couldn’t make it?)

**3. Review of Previous Meeting Minutes**

* Secretary reads or summarises minutes from the previous meeting. (What happened in the last meeting?)
* Motion to accept or amend minutes. (Was the record of the last meeting correct? Does it need any changes?)

**4. Updates on Current Initiatives**

* Representatives provide progress reports on ongoing projects or events
(Are there any updates on your current projects, such as fundraising, community engagement, or school improvements?)

**5. New Business**

(Is there anything new your SRC wants to discuss, such as a project idea?)

* Agenda Item 1: [Insert topic, e.g., "Proposal for a new student wellbeing initiative."]
* Discussion points, voting (if required), and next steps.
* Agenda Item 2: [Insert topic, e.g., "Planning for upcoming school sports day."]
* Allocate responsibilities and set deadlines.

**6. Feedback from Classes**

* Representatives share feedback collected from their peers regarding SRC activities, events, or general student concerns. (What have your peers asked or mentioned to you to share?)

**7. Staff Input**

* Teachers/staff representatives share updates or requests for collaboration with the SRC. (Would your teachers or other staff like to share anything with the group?)

**8. Action Items**

* Summarise tasks assigned during the meeting. (What’s on the to-do list?)
* Assign deadlines and responsible parties for follow-up. (Who is doing what and when are they doing it?)

**9. General Business**

* Open floor for additional topics or questions from attendees. (Does anyone have anything else they would like to say?)

**10. Close and Next Meeting**

* Confirm next meeting date and time. (When are you meeting again?)
* Chairperson closes the meeting. (Has the meeting finished?)