School or PTA Meeting Minutes

[School or association name]

Draft: not final until approved

Date	[Month day, year]	**Time**	[00:00] to [00:00]
Location	[Room or video platform]	**President / Chair**	[Name]

Attendance and quorum

Officers: [Names]. Members and parents present: [Number]. Staff: [Names].

Approval of previous minutes

The minutes of [date] were approved [as circulated / as corrected].

Reports

Report	Presented by	Main points
Principal	[Name]	[Main points.]
Treasurer	[Name]	[Balance, income and spending.]
Committees	[Name]	[Events and volunteers.]

Motions

Motion	Moved by	Seconded by	Vote	Result
[Exact wording]	[Name]	[Name]	[0 / 0 / 0]	[Carried]
[Exact wording]	[Name]	[Name]	[0 / 0 / 0]	[Carried]

Upcoming events and volunteers needed

Action	Owner	Due date
[Action]	[Name]	[Date]
[Action]	[Name]	[Date]

Next meeting

[Date and time]. The meeting closed at [time].