EASTERN CHINESE LANGUAGE SCHOOL INC. 新金山东区中文学校

School Committee Meeting Agenda and Minutes Template

Meeting	Term ___ ordinary meeting / Special meeting / AGM
Date and time	____ / ____ / 20__ ____:____
Venue / online link	
Chair	
Minute-taker	
Present	
Apologies	
In attendance (non-members)	
Quorum present?	Yes / No

1. Opening, apologies and conflicts of interest

Declarations of conflict of interest (name, item, nature of the conflict, action taken):

Name	Agenda item	Nature of conflict	Action (e.g. left the room, did not vote)

2. Confirmation of previous minutes and business arising

Minutes of the meeting held ____ / ____ / 20__ confirmed as a true record. Moved: _____ Seconded: _____

3. Principal's report

Enrolments (school-aged / preschool), attendance trends, staffing changes, curriculum and VCE, operations, matters for decision.

4. Child safety report (Child Safety Officer): standing item

Item	Report
Child safety concerns, incidents or disclosures since last meeting (de-identified; number and type)	
Actions taken / reports made (Police, Child Protection, CLV/CCYP)	
WWCC/VIT register: number of people / all current? / expiring in next 90 days / any expired	

Item	Report
Code of Conduct signed for this year: number signed / outstanding	
Child safety training completed this term (induction, refresher)	
Complaints involving child safety (de-identified)	
Policy or practice changes recommended	

5. Financial report (Operations Manager): standing item

Item	Report
General operating account: opening balance / income / expenditure / closing balance	
Department of Education funding account: opening balance / funding received / payments / closing balance	
Payments from Department of Education funding since last meeting (attach Funding Expenditure Register extract)	
Expenditure against budget, including DE-funded categories	
Fees outstanding and refunds approved	
Acquittal, audit or ACNC matters	

Resolution: *That the financial report, including the Department of Education funding account statement and the payments listed, be received and the payments ratified.* Moved: _____ Seconded: _____ Carried / Not carried

6. Compliance, risk and safety

Accreditation and funding (CLV/DE matters, deadlines); Risk Management Register; incidents and injuries; emergency drills held; first aid officer coverage and certificates; OH&S; licence/premises.

7. Policies

Policies due for review or presented for approval (see Policy Register):

Policy	Action (approve / review / note)	Resolution

8. Complaints (de-identified)

Number received, category, outcomes, open matters.

9. General business

10. Decisions and action list

No.	Decision / action	Responsible	Due date

Next meeting: ____ / ____ / 20__ Meeting closed at ____:____

Confirmed as a true and correct record:

Chairperson signature: _____ Name: _____ Date: ____ / ____ / 20__

Minutes, together with the Principal's, child safety and financial reports tabled, are filed by the Secretary and kept for at least seven years (ECLS-POL-01, ECLS-POL-04).