(*School Forest Name)* School Forest Committee

Date, Start and End Time, Location

**Agenda**

1. **Welcome and Introductions/Presence and absences**

Record what members are present and if anyone sent apologies for not being able to attend. Note any visitors, guest speakers, etc. who are at the meeting

1. **Matters arising from last meeting**

This can be a time for members to report on their tasks or accomplishments. There may be follow up on issues from previous meeting minutes. It should be minor, if there is more to discuss it should be an item on the agenda for the current meeting.

1. **First item for this meeting**

Items on the agenda should be in order or importance. Meeting minutes should record any decisions and actions that are to take place, who will do it and when.

1. **Following items for this meeting (if applicable)**
2. **Any other business of urgent nature**

This should be anything else that can be dealt with quickly that was not on the agenda. If it is something big that should be discussed and decided upon, place it on the next agenda if possible.

1. **Date and time of next meeting**

If you can, let everyone know of the date and time of the next meeting so they can plan to be there.

1. **Close**