

Inverkeithing Primary School Parent Council - Meeting Agenda

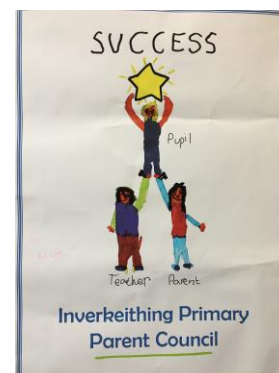
Date: [Insert Date]

Time: [Insert Start -End Time]

Location: [Insert Location or Virtual Link]

Chair: [Name]

Secretary: [Name]



1. Welcome and Introductions (5mins)

- Welcome from the Chair
- Brief round of introductions (name, child's class, reasons for joining)
- Overview of the council's purpose and goals

2. Review of Agenda and Previous Minutes (5mins)

- Confirm today's agenda
- Approve minutes from last meeting (if applicable)

3. School Updates (10mins)

- Report from Headteacher
- Updates on upcoming events, staffing, or key initiatives

4. Financial / Fundraising Report (10mins)

- Update from PTA
- Upcoming events planning (eg school disco, summer fair, book fair)
- Review current funds and fundraising opportunities

5. Discussion Items (25-30mins)

- Priorities for the year / term (refer home / school partnership wheel)

6. New Business (10mins)

- Open floor for new suggestions or concerns
- Identify items to follow up next meeting

7. Agreed Actions (5mins)

- Review assigned tasks and responsibilities

8. Date of Next Meeting (5mins)

- Confirm date and time for the next meeting