[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

School staff meeting minutes

Staff meeting record - decisions and actions, not a transcript.

Meeting details

Date	[Date]
Time	[Time]
Chair	[Name]
Attendees	[Names]
Apologies	[Names]

Matters arising

[Follow-up from last meeting]

Items discussed

[Key points - decisions in bold]

Actions

Action	Owner	Deadline
[action]	[name]	[date]

Sign-off

Chair	Date