**{*Insert Name of Playgroup}***

**Committee Meeting on** {*inset date/time and venue}*

Joining online? {*insert link*}

**Agenda**

1. **Welcome- Meeting open at {Insert time}**
2. **Attendance and apologies**
3. **Declaration of any potential conflicts of interest**
4. **Confirmation of minutes of previous meeting**
5. **Business arising from previous minutes**
6. **Correspondence In/Out**
7. **Presidents Report**
8. **Treasurer’s Report** (it is suggested to include the following items: current bank balance, profit and loss statement for period between last meeting, upcoming expected expenditure/ bills needing approvals)
9. **General Business**

7.1 General Business topic 1

7.2 General business topic 2

7.3 General business topic 3

1. **Next meeting**

Standing Agenda Items:

Your Playgroup might want to add in some standing agenda items to the agenda to ensure topics are covered at each meeting and not forgotten. Some examples of standing agenda items may be:

* Repairs/Maintenance
* Fundraising
* Grants
* OHS
* Membership
* Expenditure of Playgroup Funds (if any items/bills need to be purchased/ paid, so committee can vote).