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| **MEETING AGENDA TEMPLATE** **PERTH MODERN SCHOOL** |

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| **DATE:** |  | **CHAIRPERSON:** |  |
| **TIME:** |  | **MINUTES WRITER:** |  |
| **VENUE:** |  |  |  |

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| --- | --- |
| **EXPECTED ATTENDEES:** |  |
| **APOLOGIES** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM REF** | **ITEM** | **LED BY** | **TOPICS** | **Time** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |