

# DETAILS TO BE RECORDED IN MINUTES

###### Kindergarten Name, Date, Place & Time of Meeting

Please ensure you put the above information in your Minutes

**QUORUM 4 Committee Members (not including Teachers)**

**PRESENT:** **(List full names-surnames/designations)**

**APOLOGIES: (List)**

**CONFIRMATION OF MINUTES:**

Motion - “I Move that the Minutes of a Meeting held on (date of last meeting) be accepted as a correct record". Moved …………Seconded………… Carried

**MATTERS ARISING:** (Items from the Action List)

**CORRESPONDENCE:**

**TREASURER'S REPORT:**

Treasurer presents the Committee Profit & Loss, Bank Reconciliation including Transaction Report (obtained from the Association) and moves: "That the Profit & Loss and Bank Reconciliation be adopted". Please ensure any payments to be made are also approved. Details of any significant income received and details of any major discussions that have been had regarding spending. Moved …………Seconded………… Carried

**Applying for Grants:**

It was Moved that the Committee agreed/approved an application be made to……. for …… up to the value of $……………. Moved…………. Seconded ………….Carried

**HEAD TEACHER'S REPORT:**

Head Teacher presents the report. This report gets attached to the minutes.

**OTHER REPORTS:**

Parent Forum, Fundraising Co-ordinator, etc.

**GENERAL BUSINESS:**

**NEXT MEETING:**

Date and time of next Meeting ………………………………….

**Meeting closed at** ………………………………(time)

**CHAIRPERSON CONFIRMATION:** ……………………………………. **DATE** ………...……..

(Signature)

Send copy of Minutes and Reports to Association Office after your Committee Meeting lynette.philp@ntk.org.nz.