Sample sub-committee report

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School Council

For School Council meeting to be held on <**insert date**>

|  |  |
| --- | --- |
| **Sub-committee** | e.g. Finance |
| **Date of last meeting** |  |
| **Summary of information for School Council** |  |
| **Recommendations requiring School Council decision** |  |
| **Date of next meeting** |  |
| **Convener** |  |