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# School Council Meeting

## General Points:

1. Call the meeting to order.
2. Wait until everyone is paying attention.
3. Remind everyone about the ground rules for meetings.
4. Tell everyone to look at their agenda.
5. Discussion.
  - Make sure people speak one at a time.
  - Give everyone a chance to speak and don't overlook the quieter ones.
  - Some people have different ways of communicating, such as sign language, so you may need someone to help you understand what they are saying.
6. Decision time.
7. Let's vote.
8. Action Plan.

Check that the secretary has made a note of the decision!

## Section 1

Please can we make a start.

## Section 2

- Positive suggestions only.
- Discussion rules apply.
- No put-downs.
- Stay with the agenda.

## Section 3

You can see that we are going to discuss ... and we have allowed ... minutes for the discussion.

## Section 4

Points of view, please.

## Section 5

Does anyone want to make a proposal about what we should do? Does anyone want to second that?

## Section 6

How many agree?  
How many disagree? How many don't know?

## Section 7

Now we've agreed to ...  
How are we going to get started? What steps do we have to take? Who will offer to do it?  
When must it be done by?

