Health and Safety Committee

Meeting to be held on **date** in **location**

Agenda

1. Present
2. Apologies
3. Minutes of last meeting (circulated before the meeting)
4. Matters arising (if not on this meeting agenda)
5. Regular reports from (if applicable):
6. - Board member(s)
7. - Principal
8. - Health and Safety Representative
9. Outstanding issues from previous meetings
10. Review of actions from previous meetings
11. Requests or issues to be considered by the board of trustees
12. Progress on any internal or external reviews of policies, processes and procedures
13. Progress on health and safety improvements
14. Scheduling next meeting – timing and location

Use the committee agenda:

* to keep track of issues from meeting to meeting
* as a template for writing up the minutes
* to publicise meeting dates and times
* to publicise issues to workers
* as a template for reports to the principal and/or board of trustees