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| Name of Local Chaplaincy Committee: |  |
| **Name of School(s):** |
| **MINUTES** |
| Date: | Venue: | Time: |
| Present: |
| Apologies: |
| ***Item*** | ***Discussion*** | ***ActionWho?*** | ***Due Date*** |
| Minutes of last meeting |  |  |  |
| Business Arising |  |  |  |
| Chaplaincy Report(s) |  |  |  |
| Correspondence In & Out |  |  |  |
| Treasurer’s Report |  |  |  |
| Event Planning |  |  |  |
| General Business |  |  |  |
| Next Meeting / /2017 |  |  |  |
| Close |  |  |  |