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| **MEETING DETAILS** | | | | | | | |
| **Club / Branch** | |  | | | **Date** |  | |
| **Location** | |  | | | **Time** |  | |
| **Attendees** | | <Insert Chair Name> **(Chair)**, | | | | | |
| **Apologies** | |  | | | | | |
| **Visitors** | |  | | | | | |
|  | | | | | | | |
| **MEETING NOTES** | | | | | | | |
| **Agenda Item** | | | **Summary of Discussion & Actions** | | | | **Person Responsible/ Target Date** |
| 1. | Actions from last meeting | | Actions completed since the last meeting:  Outstanding actions from the last meeting: | | | |  |
| 2. | Recent updates & communications | | <Include here an overview of any recent, relevant communications that have been circulated, or of any updates to policies, forms, resources etc.> | | | |  |
| 3. | Evaluations from recent courses | | <Include here any relevant feedback from recent courses that other Trainers or Assessors may find useful> | | | |  |
| 4. | Upcoming courses | | <Include here any information about upcoming courses available to members. Also include details of any training needs that are not being met by the current training provision (i.e. if you know a course is needed but it is not planned / running.> | | | |  |
| 5. | Endorsements & Re-Endorsements | | **Name** | **Award** | | |  |
| <List any recently endorsed Trainers, Assessors or Facilitators> |  | | |
| 6. | Improvements | | <List here any new improvements that have been suggested. Provide an update on actions that have been completed and/or that are still outstanding from past improvement requests> | | | |  |
| 7. | <Add rows for Club/ Branch Items as required> | |  | | | |  |
|  | Any Other Business | |  | | | |  |
|  | Meeting Closed | | The meeting was closed at <insert time>.  The next meeting will be held on <insert date, time and location>. | | | |  |
|  | * *Copy of Club meeting notes to be forwarded to Branch.* * *Copy of Branch meeting notes to be forwarded to* [*education@surflifesaving.com.au*](mailto:education@surflifesaving.com.au) | | | | | |  |