



STEP 2

Yellow Flag Programme



www.yellowflag.ie

Template for Taking Minutes

_____ Diversity Committee Meeting

School Name

Date:

Names of those present:

Apologies:

The Minutes of the last meeting were read out

ITEM	MAIN THINGS DISCUSSED	DECISIONS MADE

Any other business:

Date for the Next Meeting:

For more information about how to take minutes - click <https://www.resourcecentre.org.uk/information/taking-minutes/>