[Insert School/Dept. name and LCF Meeting Title]

[Insert Meeting Date and Location]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Attending | [Insert list of attendees, alphabetically by surname] | | | |
|  |  |  |  |  |
| Apologies | [Insert list of apologies received, alphabetically by surname] | | | |

|  |  |  |
| --- | --- | --- |
|  | **Agenda Item** | **Action** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |
| **6.** |  |  |
| **7.** |  |  |

**Action Log:** *[at the end of the minutes extract the items and actions from the minutes, indicate action ‘owner’, and status.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item number** | **Action** | **Who is responsible?** | **Status (Completed, In Progress, Not started)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |