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| --- | --- | --- |
| **Date:** | **Time:** | **Location:** |

**(SSLC Name) Agenda**

# **Chair:**

# **Secretary:**

# **Attendance:**

1. Welcome
2. Apologies
3. Matters Arising (from the previous meeting)
4. Actions from previous meeting (Actions List)
5. Item 4
6. Item 5
7. Item 6
8. Any other business
9. Date of next meeting