



**3Ms Meeting
Agenda Items**

1st December 2014 @ 1:30pm, Cassells Meeting Room

Better futures for children, young people and their families

1.	Invited:	
2.	Apologies:	
3. 3.1 3.2	<u>Business Arising</u>	
4. 4.1	<u>New Business</u> <ul style="list-style-type: none">• Christmas Payroll Processing• Accounts	
5. 5.1 5.2 5.3	<u>Standing Items</u> <ul style="list-style-type: none">• WHS• CARE• Fish• Quality• Child Safe Environment• NDIS• Risk Management• Upcoming Events	
6. 6.1 6.2 6.3	<u>Next Meeting</u> <ul style="list-style-type: none">• Chair• Minute taker• Date and Venue	15 th December Cassells Training Room

Date of 3M's	Minute taker	Chair
1 st December		

15 th December	Di	Jenny
---------------------------	----	-------

The person who takes the minutes is the Chair the following meeting

Chair:

- To review previous minutes and forward any items that require discussion at the upcoming meeting to XX as 'business arising'.
- Chair meeting

Minute taker:

- Obtain template
- Take minutes
- Distribute minutes within 1 week of meeting