

**Sample Agenda:**

**For unincorporated PAG’s**

**What to discuss at a PAG meeting.**

Please feel free to use or adapt this a sample agenda for your first meeting. After the first meeting, you can shape meeting agendas in the direction the PAG wants to go.

At the first meeting, if you don’t already have a PAG Convener, your representative educator will usually chair the meeting. Don’t worry if you can’t cover all of this in the first meeting, you can pick it up in the next one!

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| **Agenda Item** | **Example questions/Content** |
| Introductions | * Give everyone the opportunity to introduce themselves and share information about their family as they feel comfortable with and why they have joined the PAG
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| Terms of Reference | * Review the sample Terms of Reference
* Raise any questions
* Share aspirations for the group and the service
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| Reflections and Learning | * Any previous PAG members can share information about past experiences and achievements.
* Nominated Supervisors/Teachers to discuss their hopes for the PAG and share examples of types of activities done in past years.
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| PAG Goals and Roles | * Decide who will be the convener.
* Are there any other roles that would be useful? E.g. note taker, community liaison, etc.
* Brainstorm ideas for what you would like to achieve together
* Begin thinking about how you might find out more about the families who are accessing the service and how you can include them.
* What activities can you set up to create a sense of belonging for everyone?
* What strengths, interests, capabilities are held in the group?
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| Working Together | * Discuss how you would like to work together: how often to meet, how to communicate etc.
* What values and behaviours do you want to demonstrate?
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| Future Meeting Dates | * Set a date for the next meeting (minimum once per term)
* Plan an agenda for the next meeting (e.g. at your next meeting you might plan an annual calendar of events/activities)
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