1. **Welcome**  
   1.1. Present  
   1.2. Apologies  

2. **Confirmation of Minutes from previous meeting**  

3. **Business arising from the previous minutes:**  

4. **Correspondence:**  
   4.1. Inwards  
   4.2. Outwards  

5. **Reports:**  
   5.1. Principal’s Report  
   5.2. President’s Report  
   5.3. Treasurer’s Report  

6. **General Business**  

7. **New Applications for Membership**  

8. **Date of Next Meeting**  

9. **Meeting Close**