**سجل الاجتماعات المدرسية**

|  |
| --- |
| **المسئولية الادارية عن السجل** |
| **العمل** | **الاسم** | **العمل بالمدرسة** | **ملاحظات** |
| **المسئول المباشر** |  | **وكيل شؤون الطلاب** |  |
| **المشرف على السجل** |  |  |  |

**الحمد لله رب العالمين وصلى الله على نبينا محمد وعلى آله وصحبه أجمعين وبعد**

**إنه في يوم: ❑ الأحد ❑ الاثنين ❑ الثلاثاء ❑ الأربعاء ❑ الخميس , والموافق: / / هـ**

**وبرياسة: ❑ مدير المدرسة. ❑ وكيل المدرسة للشئون: ........................................... ❑رئيس اللجنة. ❑ المشرف: ................................ تم عقد الاجتماع رقم ( ) خلال الفصل الدراسي ( ❑ الاول ❑ الثاني ) لــــ :**

**❑مجلس المدرسة ❑مجلس المعلمين ❑لجنة الشراكة الأسرية والمجتمعية ❑لجنة التوجيه والارشاد ❑لجنة الاختبارات**

**❑ لجنة التميز والجودة ❑لجنة الصندوق المدرسي ❑لجنة الأمن والسلامة ❑فردي ❑لجنة: ...............................................................**

 **ومكان الاجتماع في : ......................................................................................................................................... وتمت مناقشة جدول الأعمال التالي:**

1. ..................................................................................................................................................................................................................................
2. ..................................................................................................................................................................................................................................
3. ..................................................................................................................................................................................................................................
4. ..................................................................................................................................................................................................................................
5. ..................................................................................................................................................................................................................................
6. ..................................................................................................................................................................................................................................
7. ..................................................................................................................................................................................................................................
8. ..................................................................................................................................................................................................................................
9. ..................................................................................................................................................................................................................................
10. ..................................................................................................................................................................................................................................

**واتخذ حيال ذلك القرارات والتوصيات التالية :**

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

..................................................................................................................................................................................................................................................

.................................................................................................................................................................................................................................................. ..................................................................................................................................................................................................................................................

.................................................................................................................................................................................................................................................

**ما تم اتخاذه من قرارات وتوصيات**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **م** | **القرار** | **مسؤول التنفيذ** | **المتابع** | **تاريخ التنفيذ** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**وقد انتهى الاجتماع في تمام الساعة ..........................,وتم الاتفاق أن يكون الاجتماع التالي يوم: .......................... وتاريخ: / / هـ**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **م** | **اسم العضو** | **صفته في المجلس** | **الحضور (✓ أو 🗶)** | **التوقيع** |
|  |  | **رئيس المجلس** |  |  |
|  |  | **نائب الرئيس** |  |  |
|  |  | **مقرر وعضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |
|  |  | **عضو** |  |  |

**أمين سر الاجتماع (المقرر) مدير المدرسة**

* **يلزم توقيع جميع من حضر الاجتماع حال الانتهاء, والاشارة إلى الغائبين, ومتابعة القرارات.**