

# QUICK TIPS

- Be concise
- Be accurate
- Document major decisions
- Record all motions whether defeated or passed.
- Complete the minutes in a timely fashion while details are fresh on your mind

## IMPORTANT NOTE:

The Secretary is an important executive position on the school council. Taking minutes should not be the primary responsibility. It is important that the secretary participate in discussion and voting.

### PARENTS ENGAGED IN EDUCATION MISSION STATEMENT

To promote and engage parents in their children's education process to increase academic achievement.

To provide resources and skill building opportunities for parents, guardians and school council members in support of children's education in Ontario.

To implement a succession plan to have continuity in the school community to engage parents and the community.

To provide resources to parents to assist them in engaging and supporting their child's learning resulting in increased student achievement.



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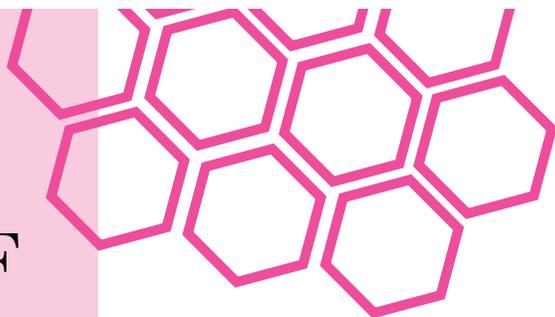
# TAKING AND MAINTAINING MINUTES FOR SCHOOL COUNCIL MEETINGS

PRODUCED BY:  
PARENTS ENGAGED  
IN EDUCATION

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# WHY ARE MINUTES OF MEETINGS NECESSARY?

- Minutes are the official permanent record of the business of your school council.
- Minutes provide a history of the discussion and business decisions of the council for future reference of new council members and administrators.
- Provide the decisions of the council on specific matters should there be any confusion in the future i.e. a decision is made to allocate \$5,000. to a playground to be built in the next 3 years. The next year the new treasurer does not recall why those funds have been set aside and sees a new vision for the money. By referring back to the minutes it is clear what the original decision was with respect to those funds.



# MINUTES “DOS AND DON'TS”

**Do** keep minutes at all general and executive meetings of the council.

**Do** keep minutes at every meeting where members vote on an issue.

**Do** list where the meeting take place, along with the date and time it starts and adjourns.

**Do** list members in attendance, those that offer regrets and if quorum was established (No quorum, no business decisions can be made).

**Do** list guests in attendance at the meeting with their title or position in the community i.e. Mr. Bob Nobody, School Superintendent.

**Do** format your notes to follow the agenda. This makes taking minutes and transcribing them in the order business takes place easier.

**Do** record every motion and the outcome of the vote.

**Do** be concise. It's not necessary to capture all discussion, simply record specific motions, votes and key business items discussed.

**Do** attach a copy of any reports presented at the meeting i.e. Treasurer's or Principal's report.

**Do** send out draft minutes with the next meeting agenda allowing members the opportunity to review them and suggest any needed amendments so they can be passed at the next meeting.

**Don't** detail the debate over an issue. Just record the facts, minutes should note what is done at a meeting, not what is said.

**Don't** list the vote count (unless it has been specifically requested by the chair). The result of the vote is enough. Carried / Defeated

**Don't** hesitate to clarify a point with the group to be sure that your notes are correct and capture the issue.

**Don't** wait to transcribe your notes from a meeting. If you do it right away it is easier to remember what occurred.

**Don't** mention names, simply record the details of the discussion.