

## SBDM MINUTES

What are the requirements for SBDM minutes? Minutes must be kept at all meetings of the SBDM council. The minutes must describe motion(s) and outcome(s). The minutes should be distributed in draft form to each council member as soon as possible following the meeting. The minutes should be approved (after any suggested amendments) at the next meeting. The minutes can also be distributed to school stakeholders. "Draft" should be written on them until approved by the council. Immediately after the approval, the minutes must be made available to the public.

When recording the minutes of council and council assigned committees, consideration should be given to include, but not be limited to the following:

- The school name and the council or committee assigned by the council
- Identification of type of meeting (regularly scheduled or call meeting)
- Record of the presence of a quorum and adoption or correction of minutes from previous meeting
- Date of the meeting, members present, guest(s) present
- Time the meeting began and ended
- Summary of all major points made in discussion
- Names of people who presented committee reports and summaries of the reports
- Attachments of documents relevant to council discussions or actions
- Record of each motion, exactly as stated
- Record of all decisions that are made by the council (i.e. approving the school improvement plan)
- Agenda items for next meeting
- Follow-up Summary: who agreed to do what before next meeting

The following should **NOT** be a part of the minutes kept for open meetings:

- Point-by-point account of discussions
- Specifying who said what in discussions
- Reporting of off-track discussions
- Items that could be embarrassing to individuals

