

RECORD KEEPING RECORDING MINUTES



Accurate and consistent record keeping is essential to ensure transparency, accountability, and continuity in School Representative Body (SRB) decision-making.

Minutes do not need to capture every conversation word-for-word. Instead, they should summarise key discussions, record decisions as motions, and outline agreed actions.

Only members who were present at the original meeting may move and second the motion to confirm the minutes as true and correct.

Minutes remain a draft until approved at the next SRB meeting.

Draft minutes must not be shared with the wider school community until they are formally approved.

TIPS FOR EFFECTIVE MINUTE TAKING

- Use the NTCOGSO minutes template to ensure you are capturing the required governance processes, including motions, voting outcomes, and key decisions.
- It is helpful if the Secretary has access to a laptop or device during the meeting and uses a minutes template that reflects the current agenda.
- Prepare in advance by reviewing the agenda, previous minutes, and any reports to be tabled.
- Use clear and consistent formatting. Align headings in the minutes with the agenda items for easier reference.
- Capture key points, not full conversations. Focus on motions, outcomes, action items, and responsible persons.
- Use plain language. Avoid jargon or unnecessary detail.
- Confirm details when needed. It is okay to ask for clarification during the meeting to ensure the record is accurate.
- Allow time after the meeting to finalise the minutes while discussions are still fresh.
- Save draft minutes securely and name them clearly with the meeting date.
- Send the draft minutes to all SRB members within 7 days of the meeting for review, prior to formal approval at the next meeting (or as agreed in your Standing Orders).

RECORDING MOTIONS IN THE MINUTES

The following motions are commonly required in SRB meetings and should be clearly documented.

MINUTES OF THE PREVIOUS MEETING

Motion: That the minutes of the previous meeting are a true and correct record.

Moved by: [Name]

Seconded by: [Name]

All members vote

Outcome recorded: All in favour | Number agree | Number disagree | Number abstain (e.g. due to a declared conflict) - Carried.

PRINCIPAL REPORT

Motion: That the Principal Report is accepted.

Moved by: [Name]

Seconded by: [Name]

All members vote

Outcome recorded: All in favour | Number agree | Number disagree
| Number abstain (e.g. due to a declared conflict) - Carried.



FINANCE REPORTS

Motion: That the Finance Reports for [Month] are accepted.

Moved by: [Name]

Seconded by: [Name]

All members vote

Outcome recorded: All in favour | Number agree | Number disagree | Number abstain (e.g. due to a declared conflict) - Carried.

Note: Any motions related to finances, or the use of school resources, must be recorded in the Motions Register as well as in the minutes.

GENERAL BUSINESS

For each item requiring SRB approval, a motion must be raised.

Motion: That ...

Moved by: [Name]

Seconded by: [Name]

All members vote

Outcome recorded: All in favour | Number agree | Number disagree | Number abstain (e.g. due to a declared conflict) - Carried.