

# MOTIONS REGISTER RESPONSIBILITIES



School Representative Bodies (SRBs) must comply with the Education Act 2015, Regulations, relevant Department policies and guidelines, and the Constitution.

This includes maintaining accurate records of matters discussed and decisions made in meetings, and ensuring all approved (carried) motions are documented in a Motions Register. The use of a Motions Register is a mandated requirement under the FARMS (Finance and Resource Management for Schools) manual. The Motions Register is a key governance tool that provides a central record of carried motions.

While all decisions must be recorded in the meeting minutes, only those motions that have financial or resource implications must be transferred to the Motions Register. This ensures there is a clear and accessible record of decisions that supports transparency, accountability, continuity, and compliance. Standing motions (e.g., acceptance of minutes or reports) do not need to be recorded in the register unless they lead to a decision that meets these criteria.

## MUST BE RECORDED IN THE MINUTES AND MOTIONS REGISTER

*Example:* A recommendation from the Finance Committee (via the Treasurer's Report) was made to allocate \$23,000 from General (underspend) to a Reserve Job for classroom furniture replacement in 2026–2027. The SRB discussed and agreed to this recommendation.

**Motion:** That the SRB allocate \$23,000 to a Reserve Job for the replacement of classroom furniture in 2026 and 2027.

This decision requires further action and is directly related to financial matters and/or resource management. This motion must be clearly recorded in the meeting minutes and transferred to the Motions Register. The record must include:

- The exact wording of the motion.
- The name of the mover and seconder.
- The outcome of the vote, including the number of votes for, against, and any abstentions.

## MUST ONLY BE RECORDED IN THE MINUTES

*Example:* Members agree that the minutes of the previous meeting are accurate. A motion to accept the previous minutes is recorded in the next meeting minutes, and this is a 'standing motion'.

**Motion:** That the minutes of meeting 2, held April 7, 2025, are accepted as a true and accurate record.

This decision confirms that the minutes of the previous meeting are accurate. It is recorded as a standing motion in the minutes of the next meeting.

This motion does not require further action and is not directly related to financial matters or resource management. This motion is recorded in the meeting minutes only and is not required to be transferred to the Motions Register.