DECISION 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.

All motions must be recorded in the meeting minutes.

Motions that have financial or resource management implications must also be recorded in the Decision Register, regardless of whether the motion is carried or not carried.

The use of a Decision Register is a mandated requirement under the FARMS (Finance and Resource Management for Schools) manual. The Decision Register is a governance tool that provides a central record of motions with financial or resource management implications.

Standing motions (e.g. acceptance of minutes or reports) do not need to be recorded in the Decision Register unless they have financial or resource management implications.

MUST BE RECORDED IN THE MINUTES AND DECISION REGISTER

Example: A recommendation from the Finance Committee (via the Treasurer's Report) was made to allocate $23,000 from General (underspend) to the Reserve Job Classroom furniture replacement 2026–2027. The SRB considered the information, discussed the recommendation and agreed.

This motion must be clearly recorded in the **meeting minutes**:
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

Motion: That the SRB allocate $23,000 from the General Job underspend to the Classroom Furniture Replacement 2027-29 Reserve Job.
Moved: Treasurer Name
Seconded: Member Name
Vote: 6 for 0 against 1 abstained **CARRIED**

As this motion has financial management implications, it must also be recorded in the **Decision Register.**

DECISION REGISTER								
Date	Meeting number	Motion	Moved	Seconded	In favour	Against	Abstained	Outcome
18/6/26	5 of 8	That the SRB allocate $23,000 from the General Job underspend to the Classroom Furniture Replacement 2027-29 Reserve Job.	Treasurer Name	Member Name	6	0	1	CARRIED

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 meeting's draft minutes is proposed at the following meeting and recorded in the meeting minutes, this is a 'standing motion'.

This motion must be clearly recorded in the **meeting minutes**:
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

Motion: That the minutes of meeting 2, held April 7, 2025, are accepted as a true and accurate record.
Moved: Treasurer Name
Seconded: Member Name
Vote: 6 for 0 against 1 abstained **CARRIED**

The draft meeting minutes are now confirmed.

This motion does not require further action as it does not have financial or resource management implications. This motion is not recorded in the Decision Register.