



Quick Member Info

Meeting Minutes

What are minutes?

Minutes are a record of the actions and business of a meeting. Minutes contain agenda items, all motions including who moved and seconded the motion and how the meeting voted – if the motion was carried or lost, this is then a resolution of the meeting. Minutes will contain the names of those people in attendance as well as record the apologies tabled for those members who notified they were not able to attend.

Why do we have to take minutes of a meeting?

Minutes serve as a record of what occurred and are a reference material for members. Every P&C Association meeting, including sub-committees will need to have minutes taken. The minutes are recorded at a meeting for both governance and historical purposes, your P&C Association should save a copy of their minutes in a ledger. As well, minutes are depended upon to undertake the annual audit process.

Should conversations be included in the minutes?

No. The minutes should not include a capture of general conversations by members. The minutes should be in a formal format such as A4 paper with agenda item subheadings such as; time, date, location of meeting, attendance, apologies, the identity of the Chairperson and formal decisions.

What if the secretary is absent from the meeting?

The Secretary should ensure that the minutes of the previous meeting are supplied. The meeting should nominate someone to take the minutes of that meeting.

Who gets the minutes?

Members are entitled to receive the minutes of the P&C Association. The Secretary should ensure that copies of the minutes of the previous meeting are available. These can be emailed or print distributed to members. Non-members should be encouraged to join the P&C Association if they would like to be privy to the details of the meetings. A general update (summary) can be provided to the school community on the P&C Association activities by way of a newsletter.

How long do we keep the minutes for?

You should keep the minutes of your P&C Association forever. Keep a ledger and paste a copy of the minutes, signed by the President and Secretary after they have been received by the meeting as

If you require further information or clarification contact P&C Federation's Member Services Team mail@pandc.org.au or 1300 885 982

Version:	1.0	Date:	May 2016
----------	-----	-------	----------



Quick Member Info

correct record. This is also a convenient way to be able to revisit minutes and to be able to pass materials on when Office bearers change.

What are draft minutes?

Minutes are in draft form until they are passed at the following general meeting. Any minutes published between meetings are considered draft.

The draft minutes are incorrect how do we rectify this?

Draft minutes can be corrected at the next general meeting by proposing a motion to amend the information. This needs to be voted on by the members. Thus the amended minutes will be included in the archives.

If you require further information or clarification contact P&C Federation's Member Services Team mail@pandc.org.au or 1300 885 982

Version:	1.0	Date:	May 2016
----------	-----	-------	----------