

W-111 – Meeting Minutes

BACKGROUND

Meeting minutes are a useful way to:

- x confirm any decisions made
- x record any agreed actions to be taken
- x record who has been allocated any tasks or responsibilities
- x prompt action from any relevant attendees
- x provide details of the meeting to anyone unable to attend
- x serve as a record of the meeting's procedure and outcome
- x ensure the accurate and recorded awareness of events that transpire at a meeting.

PROCEDURES

Principals will forward the minutes (in electronic format) of all regular (monthly or semi-monthly) school-based staff meetings to the Superintendent.