

## **Appendix B: Sample Minutes**

[School name] School Council Minutes

[Date] Meeting

A quorum was present and the regular council meeting was called to order by (Chair) at 7:03 p.m.

Chairperson: (name of person)

Present: (It's a good idea to pass around an attendance sheet and have the Chair ask the group at the end of the meeting if they've signed the roll. If there are many attendees at a particular meeting, the list can be attached to the minutes.)

The agenda was approved as read. (If it was photocopied and distributed before the meeting date, it can be approved "as circulated" and you don't have to spend time reading them aloud at the meeting.) (If there were errors, indicate that the agenda "was approved with corrections" and corrections should be noted in the minutes.)

### **Business Arising:**

#### Reports

- Committee report was given by (name). A draft of the report was circulated for consideration and will be discussed and approved, if possible, at the next meeting.
- Fundraising Committee report was given by (name). He reported that our major fundraiser is over, and our next project will be more school spirit oriented. See report attached.
- Principal's Report - (name of Principal) reported that our new open hall policy is causing a few problems with littering, but teachers are finding the students are settling faster in the mornings.

### **Old Business:**

Evaluation of progress toward goals to date

- (name) noted the after school parent/child reading club and book exchange has been a huge success with an average of 45 parents and children attending each session.
- (name) noted we were still behind in establishing a resource list of individuals in the community who are specialists in the field of technology.

### **New Business:**

Teacher's appreciation luncheon.

(name) volunteered to head the Appreciation Committee. It was decided that we would have a continental breakfast for the teachers instead of a luncheon, as communicated in our fundraising plan to the community at the start of the year.

**MOTION:** "That we change the staff appreciation committee to organize a breakfast on [date]."

Moved by: (name)

Seconded by: (name)

### **CARRIED**

Meeting was adjourned at 9:00 p.m.

Approved \_\_\_\_\_ Approved \_\_\_\_\_  
Secretary Chair

**ACTION ITEMS:**  
(List any items)

**INDIVIDUAL RESPONSIBLE**  
(Individual responsible for follow-up)