How to: minute a meeting effectively
Governing board minutes checklist

How to use this checklist

You can use this checklist to audit the extent to which your current minutes meet minimum requirements and to identify areas in which your minutes can be improved.

	Clerks' evaluation checklist for board meeting minutes		
	Headings	**Yes**	**No**
1.	Include name of school/trust?		
2.	Include date of meeting?		
3.	Name of those attending – able to differentiate whom were trustees/governors, associate members, the clerk, or others in attendance?		
4.	Are apologies together with (i) any acceptances by the board recorded and (ii) any absences without apologies recorded?		
5.	Is timed attendance noted (if arrive late or leave early)?		

	Statutory task	**Yes**	**No**
1.	Appointment of clerk, chair or vice chair		
2.	Membership items, notice of vacancies, new members		
3.	Annual review of committee structure and delegation (TOR		
4.	Trustees/governors opportunity to declare any personal interest		

	General	**Yes**	**No**
1.	Are acronyms given in full first time used?		
2.	Are the minutes clear, written in plain English, unambiguous and easy to follow?		
3.	Are any decisions clearly identified?		
4.	Are the actions points clearly identified?		
5.	Are actions clearly assigned to individuals/groups and timescale recorded?		
6.	Could a reader not on the board understand the business of the meeting?		

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7.	Can items be tracked from the agenda to the minutes and from meeting to meeting?		
8.	Will minutes stand up to scrutiny in a court of law?		
9.	Does the choice of font type, size formatting help trustees/governors access the information quickly?		
10.	Has consideration been given to decide on items of confidentiality?		
11.	Is the signature of the chair and date included at the end and all loose-leaved pages initialled?		
12.	Are loose leave pages numbered (1 of 3, 2 of 3 etc.)?		

	Core functions	Yes	No
1.	Are examples of governance challenge clear?		
2.	Are responses to challenge clearly described?		