

Protocol for the Taking and Distributing of Minutes of the Bunbury Aldersey Parent Council Meetings

1. Minutes are taken at every meeting by the Clerk. If the Clerk is not available to take the minutes, another Committee Member will be asked to take the minutes instead.
2. The minutes are a summary of points discussed. The minutes are not verbatim, and do not record every comment or point made by every member of the Council.
3. After the meeting, the Clerk is asked to provide a Draft Copy of the Minutes to both the Chair of the Parent Council and the Headteacher, within five working days of the meeting.
4. The Headteacher and Chair are asked to review the minutes, and report back any amendments to the Clerk, within three working days of receipt of the minutes.
5. Should any dispute arise with regard to the accuracy of the Minutes, the Vice Chair will be asked to consider the minutes in order that a Final set of minutes can be agreed.
6. These finalised minutes will be sent to the other members of the Council. If no amendments or objections are received within three working days, the minutes will be published on the School website for parents to view.
7. If any member of the Council wishes to make an amendment, the Clerk must send this amendment request to the Chair and the Headteacher for consideration, prior to making the amendment.
8. Once all amendments are approved, the Minutes are sent to school to be published on the Website.
9. It is hoped that minutes will always be published on the School website no later than two weeks after a Council Meeting is held.

