



Purpose

Council minutes are used to record the activities and advice given by a School Advisory Council.

Minutes are one way that a School Advisory Council can demonstrate its accountability for the support and advice it gives the principal.

Format

The minutes of School Advisory Council meetings must be consistently formatted with clear item headings, regular spacing and highlighted moments of agreement by consensus.

Well-presented minutes make it easy for users to locate items of interest and identify the results of deliberations. Their structure follows the order of the agenda. Minutes should be maintained in an appropriate archive system at the school. A [suggested model](#) is available on the Melbourne