



AP 2-111 – STAFF MEETING MINUTES

BACKGROUND

Meeting minutes are a useful way to:

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

Adopted: August 2015