

#108129

BOARD AND COMMITTEE MEETING MINUTES

The first item on all Board and Committee meeting agendas shall be Attendance. The minutes of all Board and Committee meetings shall contain a record of attendance for each meeting.

RECORDING OF ATTENDANCE

The Chair shall begin each meeting at the appointed time with a call to order. At that time the Chair shall confirm the attendance and inform those in attendance if regrets have been received from trustees who are absent.

1. Recording of Meeting Attendance:

The administrator/recorder of the minutes is responsible for documenting attendance at the meeting for recording in the official minutes under headings as follows:

1. Present:

List Trustees/Members of the Committee and Administration in attendance when the meeting is called to order.

2. Absent with Regrets:

List trustees who have advised the Chair of their inability to be in attendance.

3. Absent:

List trustees who are absent without explanation or advice to the Chair

2. Recording of Partial Meeting Attendance:

The minutes should also indicate if a committee member is in attendance for a portion of the meeting – i.e. arrives late or leaves early, or attends for a specific topic as follows:

“John Smith, Trustee (arrival at 7:45 p.m.)

Jane Smith, Trustee (until 9:15 p.m.)

John Smith and Jane Smith – present for item 2 only.”

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3. Recording regarding Trustee Code of Conduct and Conflict of Interest:

Matters concerning Trustee Code of Conduct and Conflict of Interest discussions are subject to release through the Freedom of Information and Protection of Privacy Act (FIPPA) or litigation. Therefore, only the date, people in attendance, name of the person in possible breach and the title or section of the policy being discussed is recorded.

CONTENT OF COMMITTEE MEETING MINUTES

The content of Board Committee Minutes should include opinion or argument only as far as necessary to make the trend of the committee discussion clear, without attributing any argument or opinion to a specific member of the committee. In this way, the minutes give some indication of the circumstances leading to a decision on any question or recommendation.

The Human Resource/Governance Committee and Board Meeting minutes will refer to employees by their employee number, not their name, so as to protect the privacy of individual employees. For example, employee requests for personal or compassionate leave, employee terminations, other matters normally considered in Committee of the Whole, matters governed by The Freedom of Information and Protection of Privacy Act (FIPPA), The Personal Health Information Act (PHIA) and Privacy legislation.

The Report of the Superintendent and Secretary-Treasurer/Chief Financial Officer with administration recommendations to the Board shall be recorded in the Appendices to the Board Meeting Minutes, rather than in the minutes themselves.

1. Preamble to Recommended Action or Motion

The preamble should be short, concise and state the main points that went into consideration of the motion that is to follow. The recording secretary is to review through the committee chair the main points of the preamble prior to proceeding to the next item on the agenda.

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2. Recommended Action or Motion

The recommended action or motion should be clear and concise, so that it can stand on its own, for the preamble will not be included in the official board minutes, as required by The Public Schools Act. The minutes must show the determined action beyond a doubt, not what was said, nor what reasons were advanced for or against a particular action.

Formal Board Minutes are the only authoritative source for information. It is the record for posterity of what was done, not what was said. Although informality is allowed in the committee minutes, there must be some measure of curtailment to lessen the danger of misinterpretation and misunderstanding in the committee minutes.

The recorder of the minutes of the committee, as well as the chair of the committee, will make certain that the motion that recommends a particular action is clear and concise and can stand on its own.

3. Letters arising out of the Action of the Committee Minutes

Only those letters that go beyond the recommendations or actions of the committee should be pre-drafted and attached to committee minutes as an exhibit. All other actions do not require pre-drafting of a letter, for the letter will be drafted by the Superintendent or Secretary-Treasurer/Chief Financial Officer of the Board after a particular action has been adopted by the Board at a regular meeting.

4. Signing of Correspondence

It is the duty of the Secretary-Treasurer/Chief Financial Officer or Superintendent of the Board to sign all correspondence on behalf of the Board, except in those areas where the Board directs that the Chair's signature be placed on the correspondence. The most appropriate place for the Chair's signature would be areas where the full board's authority needs to be stressed particularly in political arenas or communications with various organizations such as MSBA, Minister of Education, federal and provincial governments, City of Winnipeg, etc. For all other correspondence the Secretary-Treasurer/Chief Financial Officer of the Board will sign the letters.

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5. Review of Committee Minutes Prior to Distribution to the Board on Friday, Prior to the Board Meeting

The Senior Administrator assigned to record the minutes will communicate with the chair of the committee to read the minutes as drafted and will get the chair's concurrence with the draft. Any changes required will be made at this time to avoid misinterpretation or confusion.

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