

■ Addendum G – Sample Minutes for a GB Meeting

Minutes of the meeting of the governing board of Your School held on Wednesday, November xx, 20xx at 7:30 p.m. in the staff room of Your School, Address.

Present: (list names of the members of the governing board)

Absent: (list names of absent members)

Also present: (list names of guests, commissioner, etc. if applicable)

1. Adoption of Agenda

It was moved by A. Major, seconded by M. Frost and unanimously resolved that the agenda be adopted

Vote For: ## Against: ## Abstention: ## (Resolution # 20xx-11-01)

2. Adoption of Minutes of the Meeting of October 15, 2003

It was moved by G. Woods, seconded by I. Smith and unanimously resolved that the minutes of the meeting held on October xx, 20xx be adopted as circulated.

Vote For: ## Against: ## Abstention: ## (Resolution # 20xx-11-02)

3. Business Arising from the Minutes

3.1 Rule of Internal Management

The chairperson distributed copies of the guidelines agreed to at the last meeting.

Vote For: ## Against: ## Abstention: ## (Resolution # 20xx-11-03)

4. Public Question Period

A parent expressed a concern about the cost of field trips. The chairperson replied that the item would be discussed at the next meeting of the governing board.

5. Reports

5.1 Sector Parents' Committee

G. Woods reported on the meeting of October 22, 20xx.

5.2 Treasurer's Report

M. Brisebois reported that the Board allocation is expected within the next week. No expenses have occurred to date.

6. New Business

6.1 The Educational Project

After a presentation by the principal, it was moved by P. Jones, seconded by A. Major and resolved that the governing board survey parents, teachers and students about their perceptions of the school's strengths and the concerns they may have. P. Jones and M. Smith volunteered to draft a survey for the next meeting.

Vote For: ## Against: ## Abstention: ## (Resolution # 20xx-11-04)

7. Varia

None

8. Adjournment

The meeting was adjourned at 9:30 p.m. on a motion by J. Grand.