



Before

- Review and discuss the meeting’s agenda and materials to be distributed with the CSPC chair/co-chairs, and principal, where needed
- Prepare the required selected tools (i.e., pen/paper or computer) to take notes
- Select and organize the recording method best suited to personal preference (i.e., [a template that mirrors the meeting agenda](#); or writing agenda items in order, with headings, leaving space to capture important information and details related to the agenda
- Devise a meeting attendance sheet that members or guests can sign to record meeting attendance

During

- Record motions, decisions, next steps, and timelines if any, and the person responsible for actioning any item
- Ask for repetition of information or a motion, if what was missed was relevant information to be captured in the minutes
- Ask for clarification of the motion or advisory decision made, if the group moves on without deciding or arriving at an obvious conclusion
- Summarize discussions or any presentation in high-level factual points
- Professionally point out if is impossible to take notes if multiple people are speaking or speaking to non-agenda items

After

- Revise and edit rough notes minutes soon after the meeting, in language that is concise and objective to ensure brevity and clarity
- Review the meeting’s draft minutes with the chair and principal to ensure that only relevant, complete and accurate information presented at the meeting was captured
- Make further revisions based on input from the chair or the principal, as needed
- Send the draft meeting minutes in PDF format, by a deadline agreed to, to the principal, to be sent to all members and the school community

- ✓ Do have all approved CSPC meeting minutes at each meeting for reference
- ✓ Do record the names of the CSPC members in attendance and those who were unable to attend (e.g., “regrets”)
- ✓ Do use simple language, written in the same verb tense
- ✓ Do focus on agenda items, actions, and decisions vs information/comments that are unrelated to what is under discussion
- ✓ Do capture the essence of the meeting, including details such as:
 - advisory decisions made and voted on at the meeting
 - next steps to plan and/or to present related to agenda items
 - title of presentation or discussion
 - agenda items to be deferred
 - new business to be addressed
 - next meeting date and time
- ✓ Do shred draft notes once the revised meeting minutes have been approved at the next meeting

CSPC Meeting Minutes

CSPC meeting minutes are a factual record of advisory decisions, next steps, and deadlines if any, agreed to by the elected and appointed CSPC members at a scheduled CSPC meeting.



CSPC meeting minutes are NOT a verbatim recording of the proceedings of a scheduled CSPC meeting of its elected and appointed CSPC members.

- ✗ Don't include additional information gathered outside of the meeting (i.e., decisions made and/or information that was shared before or after the meeting)
- ✗ Don't include individual's opinions and observations
- ✗ Don't record meeting dialogue, or capture notes in quotations, nor the names of 'who said what'
- ✗ Don't write all the details of a discussion, simply record high level informative factual points
- ✗ Don't try to capture all the facts of a presentation, just record the name of the presentation that took place at the meeting
- ✗ Don't circulate the draft minutes to any CSPC member without the approval of the chair and the principal
- ✗ Don't store the only copies of approved meeting minutes at home, as meeting minutes must be kept at the school or posted online