

Writing Meeting Minutes

Matthew Williams • English Language • April 21, 2026

Structure

- **Minutes Heading** — "Minutes of the [Organisation] Meeting" — centred, bold
- **Opening Statement** — date, time, and venue of the meeting
- **Call to Order** — who opened the meeting and at what time
- **Attendance** — names and titles of those present; names of those who sent apologies
- **Confirmation of Previous Minutes** — whether the last meeting's minutes were accepted
- **Matters Arising** — updates on action items from the previous meeting
- **New Business** — each agenda item discussed, decisions made, and action items assigned
- **Any Other Business** — additional matters raised by members
- **Adjournment** — time the meeting ended and date of the next meeting
- **Secretary's Name** — the person who recorded the minutes

Key Conventions

- Written in **past tense** and **third person** throughout
- Record **decisions made**, not the full discussion or debate
- Use **full names and titles** for all persons mentioned
- Be concise and factual — avoid opinion, interpretation, or informal language
- Maintain the **chronological order** of the meeting

[Code: annotated-doc]

Minutes Heading | The title identifying the organisation and type of meeting. Always centred and bold. | ****MINUTES OF THE [ORGANISATION] MEETING**** | center
****MINUTES OF THE STUDENT REPRESENTATIVE COUNCIL MEETING****

Opening Statement | States when, where, and at what time the meeting was held. Written in past tense. | The meeting was held on [Day, Date Month Year] at [time] in [venue and institution]. | break

The meeting was held on Tuesday, 11 March 2025 at 2:30 p.m. in the Staff Conference Room, Oakdale Secondary School.

Call to Order | Records who officially opened the meeting and at what time. Use the person's full title and name. | The meeting was called to order at [time] by [title and full name of chairperson]. | break

The meeting was called to order at 2:35 p.m. by the Deputy Principal, Ms. Pauline Clarke.

Attendance | Lists all members present and anyone who sent apologies. Use full names and titles. State the reason for absence if given. | Present: [Full names and titles of all attendees]. Apologies: [Name and reason if given]. | break

Present: Ms. Pauline Clarke (Deputy Principal, Chairperson), Ms. Andrea James (Staff Advisor), Jordan Campbell (President), Kezia Brown (Vice-President), Marcus Reid (Secretary), Alicia Fong (Treasurer), Simone Edwards (Form 5A Representative), Tyrone Blake (Form 4B Representative). Apologies: Renae Mitchell (Form 3C Representative) – illness.

Confirmation of Previous Minutes | States whether the minutes from the last meeting were accepted as accurate. Record who moved and who seconded. | The minutes of the meeting held on [date] were confirmed as a true and accurate record, moved by [name] and seconded by [name]. | break

The minutes of the meeting held on 11 February 2025 were confirmed as a true and accurate record on a motion by Jordan Campbell, seconded by Kezia Brown.

Matters Arising | Updates on action items assigned at the previous meeting. State what was completed, by whom, and the current status. | Updates on previous action items. What was completed, by whom, and any outstanding matters. | break

Marcus Reid reported that the suggestion box installed outside the library (Action: M. Reid, February 2025) had been in place since 24 February 2025 and had received fifteen submissions to date.

New Business – School Fair | Record each agenda item discussed. Note key points raised, the decision reached, and any action items with names and deadlines. | Agenda item discussed. Key points raised. Decision agreed upon. Action items with responsible persons and deadlines. | break

Jordan Campbell presented proposals for the annual School Fair, scheduled for Friday, 25 April 2025. It was agreed that each form group would operate a stall. A planning committee comprising Alicia Fong, Simone Edwards, and Tyrone Blake was formed and tasked with submitting a draft budget to the Treasurer by 21 March 2025.

New Business – Uniform Policy | Another agenda item, following the same structure: points raised, decision made, and follow-up actions assigned. | Second agenda item. Points raised, decision reached, and follow-up actions with assigned responsibilities. | break
Ms. Clarke informed the council that the Board of Governors had approved a revised uniform policy, effective from the start of the new school year. Class representatives were asked to communicate the changes to their form groups by end of the week. A summary of the revised policy would be circulated by Ms. James.

Any Other Business | Record additional matters raised by members not on the original agenda. Note who raised the item and the response given. | Matter raised by [name]. Response or action noted. | break

Kezia Brown raised the matter of student access to the computer laboratory after school hours. Ms. Clarke agreed to consult with the ICT Department and report back at the next meeting.

Adjournment | Records the time the meeting ended, who moved to adjourn, who seconded, and the date of the next meeting. | There being no further business, the meeting was adjourned at [time] on a motion by [name], seconded by [name]. The next meeting is scheduled for [date]. | break

There being no further business, the meeting was adjourned at 3:48 p.m. on a motion by Marcus Reid, seconded by Alicia Fong. The next meeting is scheduled for Tuesday, 8 April 2025.

Secretary | The name of the person who recorded the minutes, placed at the bottom of the document. | [Secretary's Full Name]

Marcus Reid