

## **1. MINUTES**

1.1 The minutes of a meeting record in a clear and concise form:

- the positions and/or formal recommendations and/or formal decisions which a committee has taken, consistent with its Terms of Reference
- the documentation which the committee had before it to enable it to reach that position and/or recommendation and/or decision
- as appropriate, the key points in the documentation and in discussion which led to the committee's position/formal recommendation/formal decision

1.2 Minutes are not intended to provide a verbatim account of all the contributions made to a meeting. Committee secretaries will however find it helpful to take detailed notes in the event of a query on the Minutes when they are submitted for approval to the next following meeting of the Committee.

1.3 For some fora summary reports of decisions may be compiled rather than minutes. It may however sometimes be appropriate to record discussion at greater length so that the fact of consultation is evident concerning some important documents.

1.4 Structure of Committee Minutes.

1.5 Minutes should follow the following structure.

RECEIVED: a report circulated to or tabled for the committee.

REPORTED: additional facts (not arguments, views, or opinions) of which the committee was informed

NOTED: the key points in a report which contributed to a position, recommendation, or resolution taken by the committee. Important additional points made in discussion should be recorded anonymously using this heading

AGREED: a consensus reached by the committee, but not a formal decision; or a further action not within the power of the committee

RECOMMENDED: a recommendation to a superior body that the committee's terms of reference enable it to make

RESOLVED: a decision made within a committee's terms of reference

It is essential that the above key words are used accurately and consistently to structure the minutes, because the Minutes often provide the authority for a course of action.

1.6 In minuting large items, it is often preferable to break up the Minutes into sub-sections reflecting the main themes of the subject under consideration, with each sub-section following the structure set out.

1.7 Minutes should be given headings and structured in such a way that will enable them to be easily found in future. Minutes dealing with items under Matters Arising from the Minutes should have sub-headings to aid identification.

1.8 Minutes of committees which report to parent bodies should be arranged in 3 parts:

**Part One:** printed on green paper (for minutes of Court, Council, Academic Board, and sub-committees), concerns matters resolved by the committee or relating to matters of internal information or references (other than formal recommendations) to other committees

**Part Two:** printed on white paper, constitutes the report of a committee's recommendations to a parent committee

**Part Three** (if necessary): printed on yellow paper, is concerned with 'reserved business' (items which exclude certain members, or which are not for general circulation).

1.9 Format of Minutes

#### Minute Numbering

Minute numbering should start at 1 at the commencement of each membership year for the committee concerned; each separate paragraph, whether introduced by a key word or not carries an individual, legal style indented, minute number. The headings for each item in the minutes are not numbered.

Sub paragraphs within each minute are designated by any appropriate system, as previously mentioned.

#### Minute Headings: Use of Capitals

The minuting of long discussions is made easier to read if minute headings are in capitals and subsidiary headings are in upper and lower case only.

#### Fonts and Justification

Minutes should be normally be written using size 11 or 12 Times New Roman or Arial font, with left hand or full justification.

#### Page Numbering

Each committee paper should have numbered pages. The numbers should be aligned at the centre of the bottom of each page.

#### Emboldening for Recommendations

The text of a recommendation in minutes should emboldened; or highlighted by indentation and double sidelining on the left hand side of the text.

#### Action Sheets

Action sheets should be produced for every meeting so that it is clear who is responsible for taking forward action that the committee has agreed. The committee

secretary and chair should agree how to manage action sheets – e.g. whether to attach them to the minutes, or keep them separate.

Committee secretaries should check their action sheets periodically to ensure that the actions specified on the committee's behalf have been carried out.

#### 1.10 Approval of Minutes.

There are three levels of minute status:

- draft – the secretary has written them
- unconfirmed – the process by which the draft minutes may be agreed for distribution prior to formal confirmation, usually with permission from the Chair
- confirmed – the committee itself has agreed them.

- 1.11 Minutes of a meeting are not formally adopted until they are approved at the next following meeting of the committee. However, if meetings are held several months apart, consideration should be given to circulating the unconfirmed minutes shortly after the meeting so that members are reminded of the discussion and any matters which have been agreed. These should be recirculated with the agenda when the committee next meets.

## **SPECIMEN MINUTES**

### **THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE**

#### **NON-EXISTENT COMMITTEE**

##### **Minutes of the meeting held at 1.00pm on XX March 20XX**

Present: Professor C. Hair (Chair), Dr B. Present, Professor H. Ere, Dr B Clear

In attendance: Dr A. Dission, Mr A. Ministrator (for item 18)

Apologies: Dr C Thru

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#### **DECLARATIONS OF INTEREST**

1. REPORTED by the Chair, that members should declare any interest they had in relations to items of the agenda
2. NOTED, no members declared any interest in relation to items on the agenda.

#### **MINUTES**

3. RESOLVED to approve the minutes of the meeting held on xx January 20xx.

#### **MATTERS ARISING FROM THE MINUTES**

##### Minute 2.3

3. NOTED: that the situation had now been addressed locally.

#### Minute 4.6

4. NOTED: that the matter would come back to the Committee meeting on xx June 20xx.

#### **REGULATIONS FOR NON-EXISTENT POLICY 1**

5. RECEIVED, NEC/11, a proposal to amend the Regulations pertaining to Non-Existent Regulations.
6. REPORTED, by the Chair:
- (a) that at its meeting on xx November 20xx, the committee had considered a report on the Non-Existent Regulations which had highlighted the kinds of issues which the Committee considered;
  - (b) that in light of its discussion of the report, the Non-Existent Committee had requested that the Regulations should be revised to take account of concerns raised;
  - (c) the Committee members were invited to comment on the proposals changes to the Regulations and recommend them to the Academic Board if appropriate.
7. NOTED, in discussion:
- (a) There was considerable support for a change to the Regulations to clarify the rules;
  - (b) There was a view that it would not be unreasonable to extend these Regulations to students on non-existent courses;
  - (c) There were no financial implications to these changes.
8. RESOLVED, to recommend the changes to the Non-Existent Regulations for approval by Academic Board

#### **ANNUAL REPORT**

9. RECEIVED, NEC/12, the annual report of the Non-Existent Sub-Committee.
10. REPORTED, by the Chair of the Non-Existent Sub-Committee that the majority of the committee's work had been carried out by correspondence due to difficulties in convening meetings, but the arrangements had proved very effective.
11. AGREED, to thank the committee for its sterling work.

#### **DATE OF NEXT MEETING**

12. NOTED: The date of the next meeting would be on Monday xx June 20zz at 1pm in the Vera Anstey Room

