

I'm Informed...

“Knowledge that supports partnership.”



Meeting Minutes

What they are, why they matter, and how to request them confidently

What Are Meeting Minutes?

Meeting minutes are a written record of:

- Who attended
- What was discussed
- Decisions that were made
- Actions agreed upon
- Who is responsible for next steps
- When plans will be reviewed

They are not a transcript.

They are a formal summary of decisions and accountability.

Why Are Minutes Important?

Minutes protect everyone involved — especially the child.

They:

- Create clarity
- Reduce misunderstandings
- Track agreed actions
- Provide continuity when staff change
- Form part of the child's official record

In many child protection, care, school and therapeutic settings, keeping records of decisions is considered standard professional practice. It ensures transparency and accountability.

Why You Should Expect Them

If a meeting involves:

- Care planning
- Safety planning
- Behaviour planning
- Contact arrangements
- Educational adjustments
- Therapeutic decisions

It is reasonable to expect a written summary. When decisions affect a child's wellbeing, documentation is not optional best practice — it is responsible practice.

You are entitled to know what has been formally agreed.

What Good Practice Looks Like

Effective minutes should:

- Be shared within a reasonable timeframe
- Accurately reflect key discussions
- Clearly outline actions and responsibilities
- Include review dates
- Be written in neutral, factual language

If something is missing or inaccurate, it is appropriate to request clarification.

How to Ask Without Demanding

Keep it calm and collaborative.

You might say:

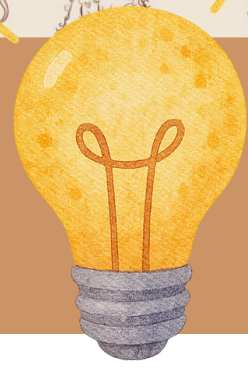
“Will minutes be circulated following today's meeting?”

Or:

“Could you let me know when the meeting summary will be shared? I'd appreciate having it for clarity.”

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If you haven't received them:

- “I just wanted to follow up on the minutes from last week's meeting so I can ensure I'm clear on the agreed actions.”
- If corrections are needed:
- “Thank you for sharing the minutes. I noticed one detail that may need clarification...”
- Tone matters. You are asking for shared clarity — not challenging authority.

What things might be noted:

- Person A- Will contact the school and arrange a meeting by this date and time. Person A will then advise all parties here today of the details .

or

- Person E- Will Ensure that all parties are provided with a copy of the new report by this date and time. Should they not receive this report, the follow up meeting with be rescheduled until such time that all parties have had equal and adequate time to review the report.

QUICK CONFIDENCE CHECKLIST

Before the meeting:

- Do I know who is responsible for recording minutes?
- Do I understand the purpose of the meeting?

During the meeting:

- Are actions clearly assigned to someone?
- Is a review date agreed?

After the meeting:

- Have I received the minutes?
- Do they reflect what was discussed?
- If needed, have I requested clarification?
- ✓ Documentation supports partnership and protects children.