



## Policy 2.11

Category: Governance and Operations

### Minutes and Records

#### BACKGROUND

Boards are required to maintain records of all proceedings of board meetings, including agendas and minutes. In addition, the approved budget, by-laws, legal agreements, accounts and financial statements are subject to stakeholder inspection.

#### POLICY STATEMENT

The CAPE Charter Board will maintain accurate records of all proceedings of the Charter Board.

#### DEFINITIONS

1. **Record** - a piece of evidence about the past, especially an account kept in writing or some other permanent form.
2. **Proceeding** - an event or a series of activities involving a formal or set procedure.
3. **Agenda** - a list of items to be discussed at a formal meeting.
4. **Minutes** - from the Latin “minuta scriptura“, meaning “small notes“, condensing the meeting down to the most important points or a set of notes of discussions and motions from a meeting.
5. **Legal Agreement** - a written document that will identify the parties’ roles and responsibilities under the agreement.
6. **Financial Statements** - written records that convey the business activities and the financial performance of a company. The balance sheet provides an overview of assets, liabilities, and stockholders' equity as a snapshot in time.
7. **Stakeholder** - a party that has an interest in an organization and can either affect or be affected by the organization.

#### GUIDELINES

8. The following records and documents will be kept on file at the school office and be made available to stakeholders upon request.
  - 8.1 Approved minutes of all regular board meetings;
  - 8.2 Records of the proceedings of all board committee meetings;
  - 8.3 The annual budget approved by the CAPE Charter Board

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- 8.4 All legal agreements entered into by the CAPE Charter Board (exclusive of student, employee records or contracts);
- 8.5 Records of the status of all board accounts;
- 8.6 Audited Financial Statements for previous year's operations; and
- 8.7 The agenda of any public meeting or board meeting.
- 9. An appropriate per page photocopying charge will be levied to any stakeholder requesting copies of the above noted documents.
- 10. The Secretary-Treasurer or its designate is responsible for the maintenance of required minutes and records.
- 11. The Secretary-Treasurer or its designate is responsible for establishing and implementing procedures to respond to requests from stakeholders for public documents and records.

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**References:**

*Education Act*

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