RECORDING OUTCOMES OF SCHOOL DECISIONS

DRAFT

1.   **Context**. Recording and communicating decisions made by School of Medicine Committees and working groups is an important part of good governance and transparency. It ensures that where appropriate, staff members are made aware of the decisions made in these committees and have a view into the decision-making process.

2.   **Definitions**.

   a.   **Minutes** are the official record of an organisation, specifically the decisions that were made. It is important to note that they are <u>not</u> transcripts of what was said in the meeting, rather the record of what was done or decided in the meeting.

   b.   **Record of Decision (RoD)** is a shortened form of a minute which just records the decisions and the actions, without any description of the context.

3.   **Content**. There is an agreed format and structure for recording the outcomes of meetings (see the following examples). The minutes should be organised in line with the Agenda for the meeting. The body should include the exact wording of motions, whether passed or failed, and the way they were disposed of, along with the name of the maker. It should not include the opinion or interpretation of the secretary or any judgmental phrases e.g. "heated debate" "valuable comment."

4.   **Responsibility for taking minutes.** Minutes are taken by the designated secretary for the committee. If the meeting is not part of the School's committee structure, the appointment of a minute taker is by agreement within the group.

5.   **Approval**. Draft minutes are presented to the chair for approval. Once approved, including any corrections, the minutes are posted or circulated. Draft minutes can also be circulated to improve planning, but these must be clearly marked as DRAFT. The draft minutes should be with the chair within a few days so that the discussion is still fresh in minds of the minute taker and the chair.

6.   **Agreement of last minutes**. Usually the first item on the agenda of the next meeting. The chairman asks if the minutes are approved and, assuming that they are, this is recorded in the minute of the current meeting, with any corrections tabled.

7.   The table below details what type of record is kept and which outcomes are available to staff members. This is under revision

University of St Andrews - School of Medicine Handbook

Committee / working group	Type of record	Outcomes available	Current Location
Ops Group	RoD	yes	MedInternal > Minutes
School Council	minute	yes	MedInternal > Minutes
NHS Fife Strategic Liaison Committee	RoD	No	Key decisions relayed via Ops Gp
Teaching Committee	minute	yes	MedInternal > Groups & Committees > School Teaching Committee
EDI (to be re-formed)	?	yes	MedInternal > Minutes
LT Committee	minute	yes	MedInternal > Groups and Committees > IT Committee
Pre-Promotion Committee	minutes	no	Committee and applicants only
Space Planning and Infrastructure	RoD	yes (redacted)	MedInternal > Groups and Committees > SPIC
Research Management Group			Needs to re-form
Safety Committee	minute	yes	MedInternal > Minutes / MedInternal > Groups and Committees
Teaching Lab Safety Committee	minute	yes	MedInternal > Minutes > School Safety Committee
Assessment Management Team	minute	yes	MedInternal > Minutes > Assessment Management Group
Professionalism and Welfare	minute	no	By letter to individual students
Progress Committee	minute	No	
UG SSCC / PG SSCC	minute	yes	MedHandbook & Galen
IT Security/Ops Group	minutes	no	
Editorial Board	RoD	yes	MedInternal > Minutes
Ethics	minute	no	
ScotGEM Programme Board	minute	Yes	Location to be confirmed
ScotGEM Strategic Board	minute	yes	Location to be confirmed
ScotGEM Admissions Group	minute	?	Mary to check
ScotGEM Joint Assessment Board	minute	no	
ScotGEM Regional ACT Group	minute	?	Paul Irvine to check
ScotGEM/NHS Curriculum Liaison Group	minutes	no	
Regional ACT Group (St Andrews/NHS Fife)	minutes	?	Paul to check

Example
Minute of Meeting
[title of the group meeting]
Held at [time] and [date]
Location

Present

Organisation A
Title, full name, appointment. Chair
Title, full name, appointment
Title, full name, appointment. Secretary

Organisation B
Title, full name, appointment
Title, full name, appointment

Apologies

Title, full name
Title, full name

1. **Minute of last meeting**. These were agreed.

2. **Item 1**. Summary of the discussion. points made by a person indicated by including the speakers initials in bold (**DCM** noted that the thing had happened…)

3. **Item 2**. Summary of the discussion:

    a. **Sub issue A**.

    b. **Sub Issue B**. etc

4. **Item 3**. etc:

5. **AOB**:

6. **Dates of next meetings**:

    a. Next one. Date, time, location.

    b. One after that. Date and time.

7. Meeting closed at…

8. Papers or reports attached…

9. Approved by [name] on [date]

Example
Record of Decision
[title of the group meeting]
Held at [time] and [date] at [location]

Present

Organisation A
Title, full name, appointment. Chair
Title, full name, appointment
Title, full name, appointment. Secretary

Organisation B
Title, full name, appointment
Title, full name, appointment

1. **The following was agreed**

   a. Person x would so thing y by time z.

   b. Person f would speak to person g and report back.

   c. A sub group of a, b and c would explore thing d.

etc, etc

2. **Dates of next meetings**:

   a. Next one. Date, time, location.

   b. One after that. Date and time.

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Date	Revision Description	Major Changes
12/04/2019	Draft version	