

FOR THE CHAIR

Reviewing & approving *minutes*

A short guide for chairs and senior directors: how to review draft minutes, decide what changes, and approve a clean record without being pulled into administration.

The chair owns the record, not the admin

Reviewer feedback is useful input. The formal minutes should change only through an authorised decision. These are the questions and controls that keep that distinction clear.

READING THE DRAFT

- ☐ **Does it read like our record?** House style, defined terms, and the board's normal level of detail.
- ☐ **Are the decisions precise?** Attendance, quorum, declarations, proposed and seconded resolutions, and approvals.
- ☐ **Is sensitive discussion proportionate?** Enough to be a true record, not more than the board needs to commit.
- ☐ **Do matters arising line up?** Open actions from last time, carried forward with context.

DECIDING ON FEEDBACK

- ☐ **Accept** factual corrections and agreed wording for the next draft.
- ☐ **Hold** points that need discussion or more source material.
- ☐ **Reject** suggestions that do not belong in the formal record.
- ☐ **Instruct** with drafting guidance where a comment is not enough on its own.

Why it matters: when comments cannot silently rewrite the minutes, the record stays calm and defensible, and you can always show why a regenerated version differs from the last.

A cleaner review experience

The chair's time should go on judgement, not file management. A good minutes workflow gives you these without setup.

One place to read	The current draft, with comments tied to the passage they concern, not scattered across email.
Clear reviewer status	Who has commented, who has confirmed no comments, and who is still outstanding.
A single decision point	Accept, hold, reject, or instruct, then regenerate from only what you accepted.
A record you can stand behind	Access, comments, decisions, regenerations, and exports stay connected to the meeting.
No portal tax	Directors review through a focused, private link rather than learning a full system to leave one comment.

The board should be able to trust the minute as a true and defensible record — and see exactly how it was reached.

The standard Boardmate is built to meet

See the chair's review experience

We can walk you and your board support team through it on a short call. [Book a demonstration](#) at boardmate.app.