

AI note-taker protocol for board meetings

Agree this once, minute it, and review it each year. It applies to any tool that records, transcribes or summarises a meeting of the board or its committees, whoever's account it runs on.

1. The board's decisions

Decision	What the board agreed
Will AI transcription be used at board meetings?	
Which single tool, and in whose account?	
Lawful basis (usually legitimate interests) and why it is necessary	
Does the provider train on recordings? Is there a data processing agreement?	
How long recordings and transcripts are kept	
Privacy notice updated to mention the tool?	

2. Each meeting

When	What happens	Who
With the papers	Notice that the meeting will be transcribed, and which items will not be	Secretary
Start of meeting	Chair confirms transcription is on and asks if anyone objects. If anyone does, the tool is switched off for that meeting	Chair
Confidential items	Recording stopped, minutes taken without the tool	Chair and secretary
After the meeting	AI draft checked against notes, corrected and sent to the chair	Secretary
Next meeting	Minutes approved in the usual way	Board
Once approved	Recording and transcript deleted	Secretary

3. Checking the AI draft

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| ☐ Every view is attributed to the right trustee | ☐ Votes and abstentions are recorded accurately |
| ☐ Discussions are not written up as decisions | ☐ Nothing from a confidential item has been captured |
| ☐ Declared conflicts, and anyone leaving the room, are recorded | ☐ Personal remarks and asides have been left out |

4. Never record

Staffing matters, safeguarding concerns, complaints, legal disputes, and anything about an individual beneficiary. Put these items at the end of the agenda and stop the recording before you reach them.

Agreed by the board on (date) _____

Minute reference _____

Review due _____

General information, not legal advice. Check your governing document and take advice where meetings regularly involve health, safeguarding or other special category data. Full guide: thecommitteeroom.co.uk/ai-note-takers-trustee-meetings · October 2026.