



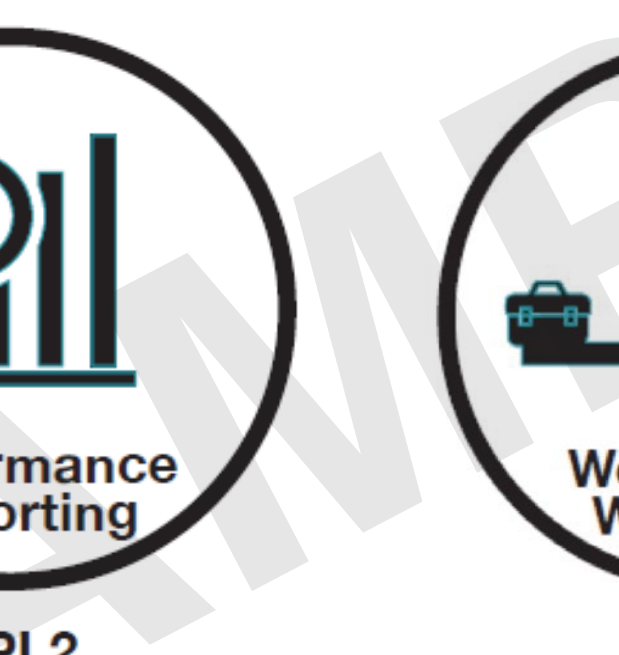
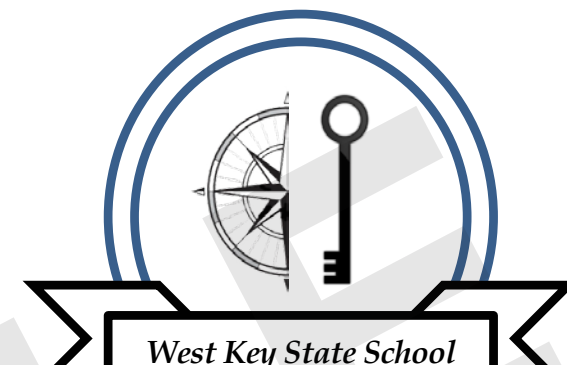
Team Foundations and Level Up Support Team



Team Achievement Strategy Support Team



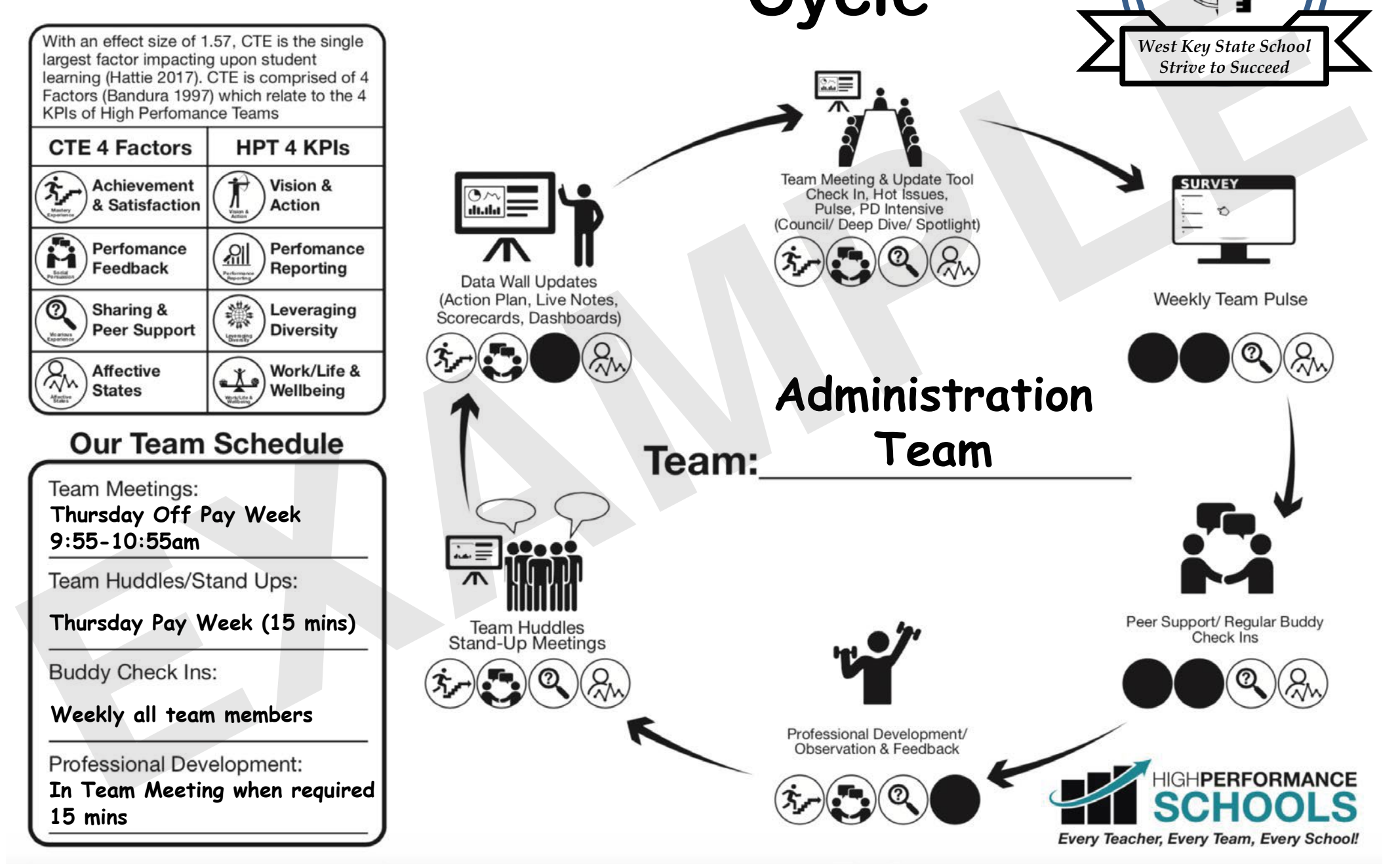
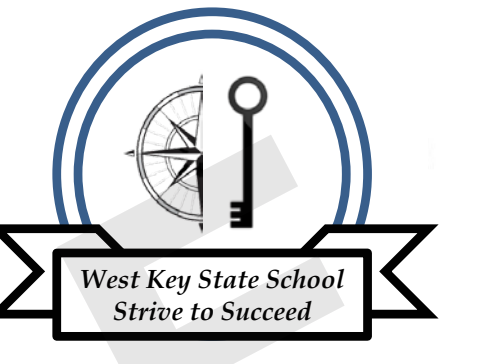
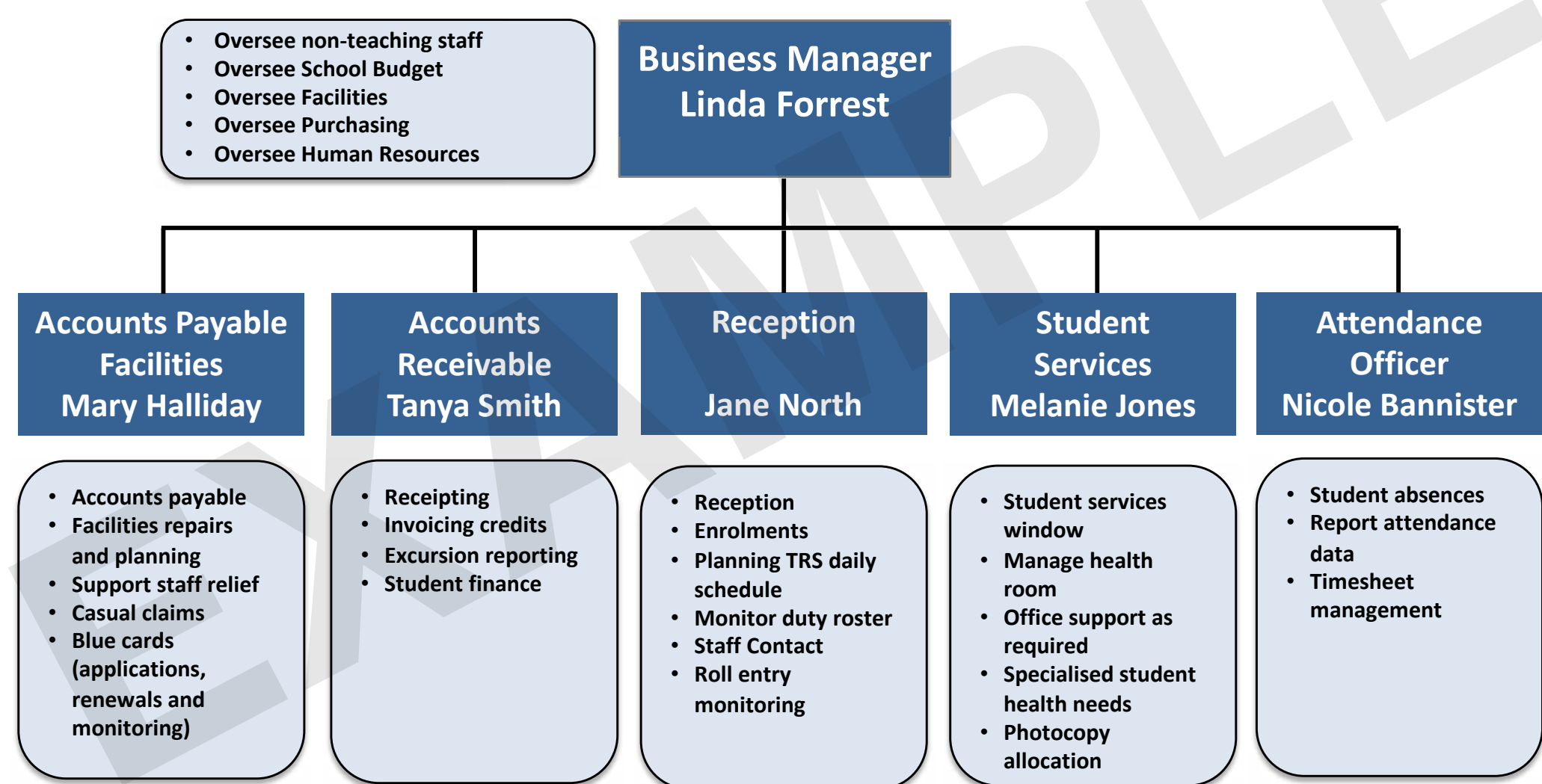
Team Engagement Strategy Support Team



Meetings & Metrics Support Team



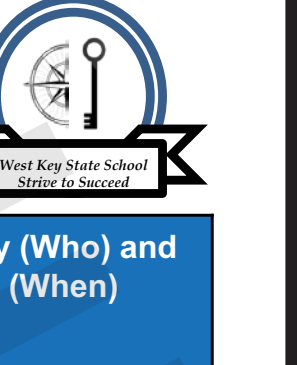
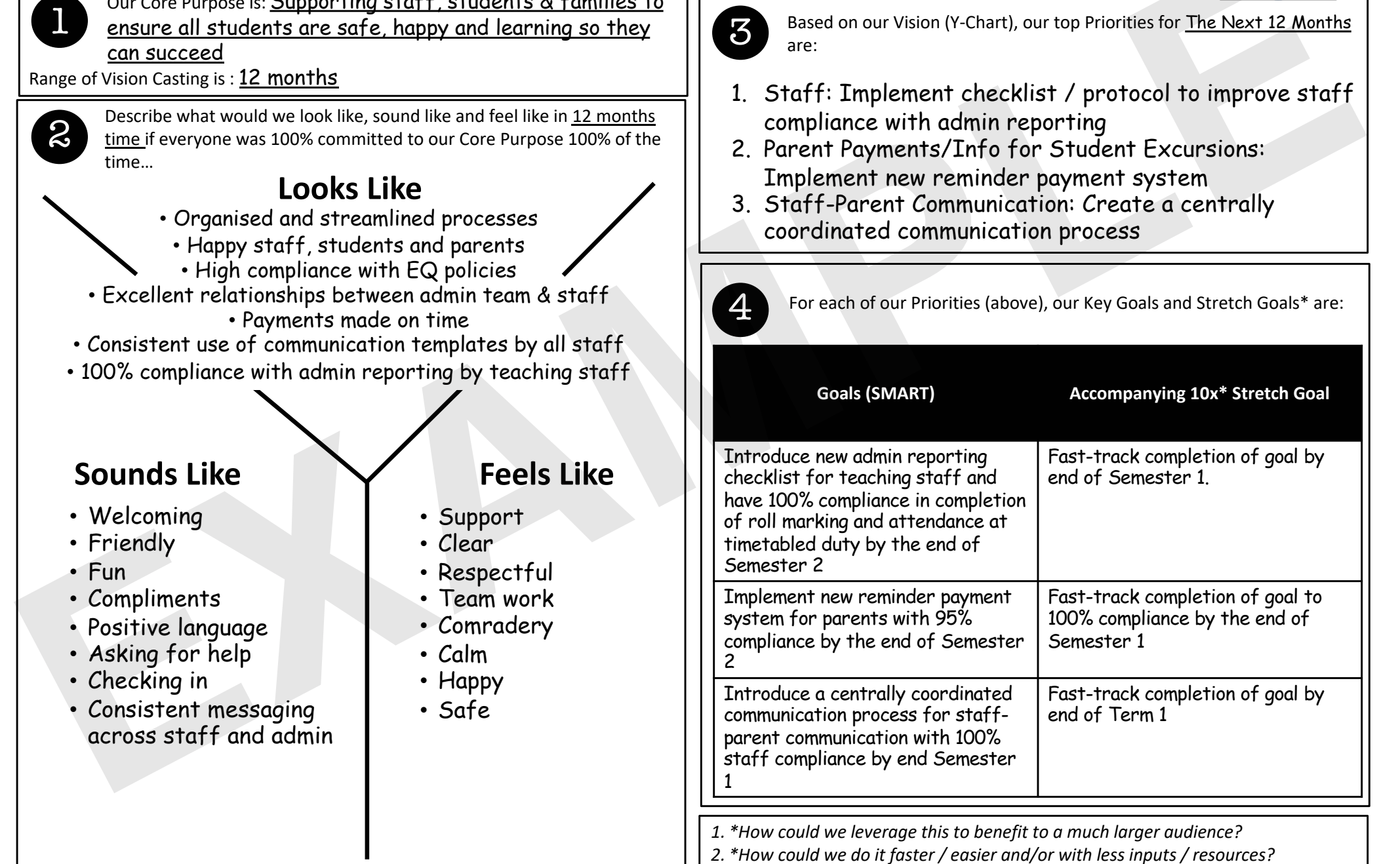
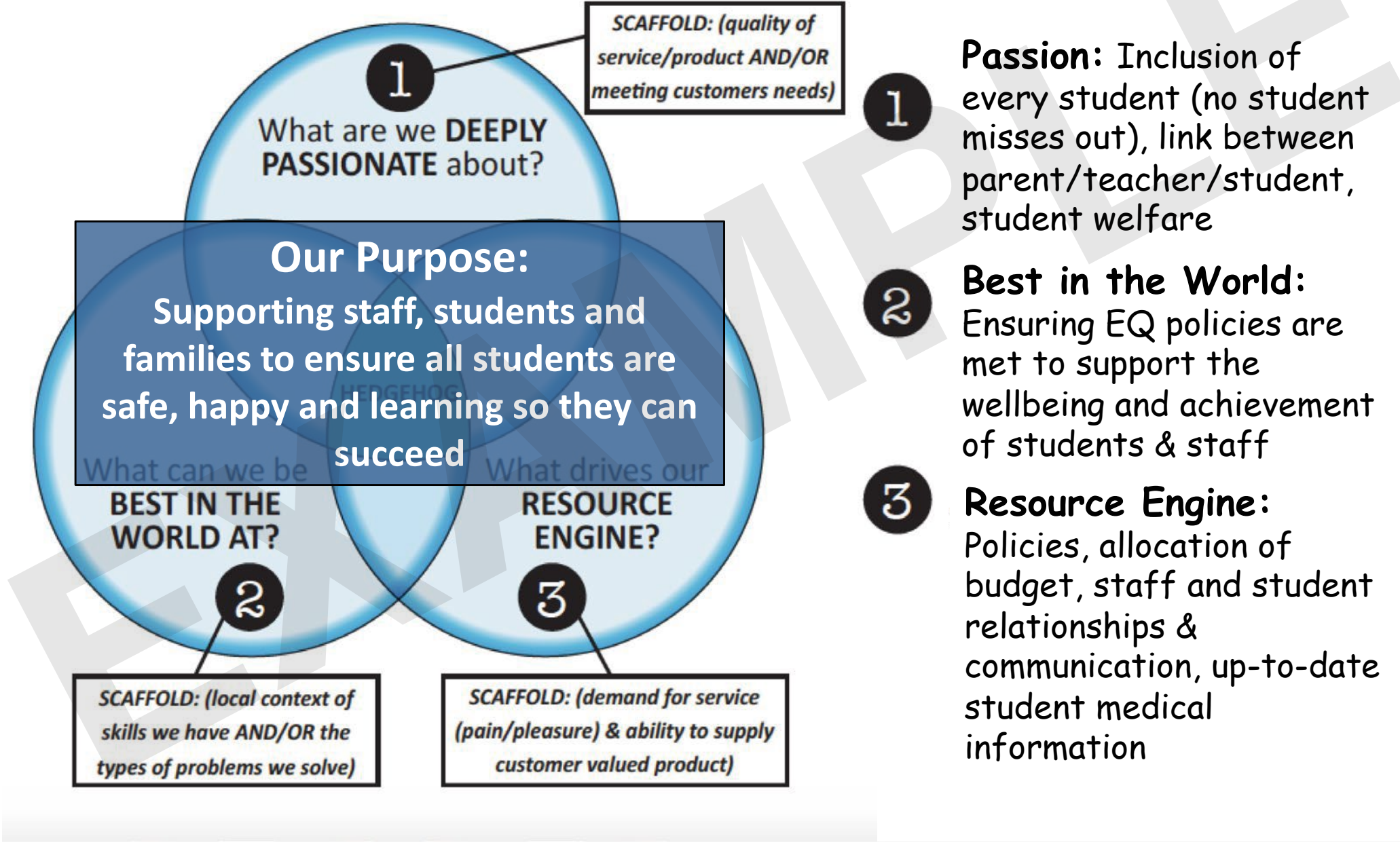
Team: Administration



Team Level Summary	Team Challenges: Achievement	Team Challenges: Engagement	Team Development Strategies	Team Specific Leadership
2, 2, 3, 2, 3, 2 (AVG 2.3)	Improve Activity Cycle - Implement regular team meetings, huddles and check ins.	Need to improve communication between teaching staff and admin team - particularly around roles and compliance and differing personality styles.	Communicate the admin Team Chart to all staff to increase their understanding of different roles in the team and display in office.	Manage / Mentor
Value: 1x Focus: Constructive	Limited responses / protocols to report staff compliance re key indicators to SLT.	Long standing team members and new team members - need to complete team building to establish trust and a culture of feedback and above and below line to clarify ways of working - using calling behaviour protocols effectively.	Implement Activity Cycle and review each term.	Manage - implement activity cycle and team meetings
Confidence: 50% Drive: Acceptance	No up-to-date action plan of key goals and targets.		Regularly review the Team Data Wall, Purpose, Goals and Action Plans - review progress regularly through fortnightly HPT Team Meeting.	Manage - work closely with BM to set up new processes in Action Plan
Challenge: Systems Approach: Manage			Team Talent Map, Above & Below Line and Feedback Protocols on Data Wall.	Mentor - work towards increasing Frank Feedback practice being OK with being uncomfortable.
			Trust Matched Teaming & Team Pulse for Wellbeing Planning.	



Team: Administration

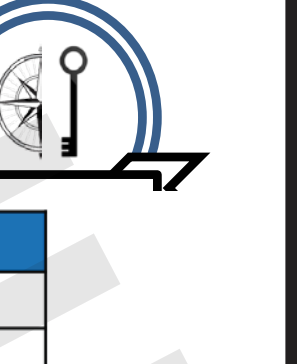
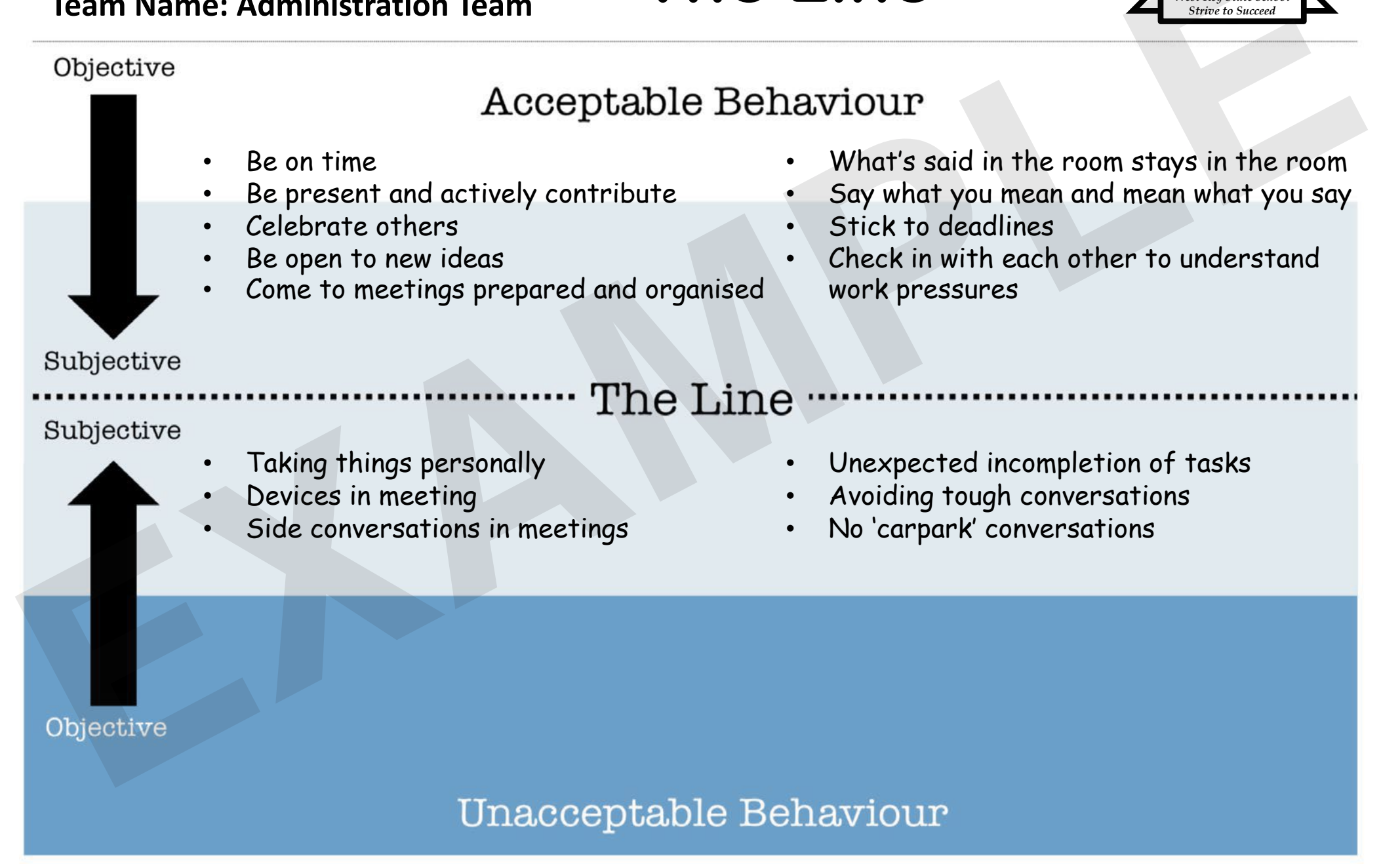


Issue (Problem to Solve - What P1)	Key Goals & Stretch Goals (What P2)	Execution Strategy (How)	Link to Broader Strategy (Why)	Accountability (Who and Reporting (When))
Priority 1: Staff: Implement checklist / protocol to improve staff compliance with admin reporting	Admin checklist developed and introduced to monitor staff compliance with EQ Policy and Guidelines regarding completion of roll marking and attendance at timetable duty by end of Semester 2	Develop checklist for use by admin and develop monthly dashboard for reporting to leadership team on staff compliance	Student safety and wellbeing is a priority - wide a school-wide initiative	Reception & Attendance Officer (T1, W2) Business Manager (T1, W3) Reception, Business Manager and LT (Ongoing)
Priority 2: Parent Payments/Info for Student Excursions: Implement new reminder payment system	Parent payments/permission slips not being completed on time leading to students either (1) missing out on excursions or (2) significant follow-up required by accounts receivable and payments often not being received	Develop and implement new reminder payment system for parents with 85% compliance by end of Semester 2 (100% by Sem 1 stretch)	School budget being met and payments received on time	Accounts Receivable & Student Services (T1, W2) Business Manager (T1, W3) Accounts Receivable & Business Manager (ongoing)
Priority 3: Staff-Parent Communication: Create a centrally coordinated communication process	Inconsistent staff-parent communication processes across the school. Administration often not aware of what information has been sent to parents so do not know how to respond to parent enquiries and critical information being missed	Introduce a centrally coordinated communication process for staff-parent communication with 100% compliance by end of Semester 1	Customer service a key role of the administration team to ensure high parent satisfaction and engagement	Admin Team (T1, W3) Admin Team & Business Manager (T1, W4) Admin Team (T1, W4) Admin Team (T1, W5 - ongoing) Admin Team (ongoing)



Team: Administration Team

Name	Role	Strengths (Personality Traits / Work Skills)	Work Interests & Goals	Secret Skills	Other
Linda Forrest	Business Manager	Blue/Green - Direct, gets on with the job, multi-tasking, memory, knowledgeable	Budgeting	Played netball for NSW	Grandmother to 6
Jane North	Reception	Blue/Yellow - Knowledgeable, multi-tasking, redirecting, customer service, strong, confident	Completing tasks, scheduling of TRS	Drawing	Water skiing
Tanya Smith	Accounts Receivable	Red/Yellow - Interactions with school community, sense of humour, helpful, problem solver, knowledgeable	Having children go on excursions - going the extra mile	Truck driving, collecting corks	Rock climbing
Nicole Bannister	Attendance officer	Red/Green - Friendly, gets on with it, interactions with parents, empathetic	Feeling confident and competent in current roles	Travelled Australia for 4 months	Camping
Melanie Jones	Student services	Green/Blue - Organised, gets on with it, quiet achiever, knowledgeable, follows procedures	All kids are safe	Ballroom dancing	Enjoying weekend reading
Mary Halliday	Accounts Payable / Facilities	Green/Red - Keeps others on task, organisation, empathy, completes tasks	Learning BM role to assist and support	Walk long distances	Anything!



STEP 1: Preparing for the Conversation
Notifying the other party of the 'type' of conversation requested and setting an appropriate time to talk.
OUR TEAM APPROACH IS: Organise a 1:1 meeting time - where both can be present and really listen - meet within a maximum of 2 working days - face to face (preference) - safe place as agreed - max 30 min. Flag verbally (preference) or email that it is a "Reset Conversation" and give as much info as able to.
STEP 2: Having the Conversation
Establishing clear ground rules to prevent conflict, allow breaks if needed and promote healthy outcomes.
OUR TEAM APPROACH IS: Use red/yellow cards as a tap out signal as needed. Use SBAR (Situation, Background, Assessment, Recommendation) Protocol & speak respectfully. Use "I" statements and have a clear outcome you are seeking that is realistic upon reflection.
STEP 3: Failure to Resolve Next Steps
The agreed process to escalate issues and involve third parties if the matter is unable to be resolved.
OUR TEAM APPROACH IS: If needed to defer part-way through due to difficulty, then reflect & re-convene with mutually agreed third party support. If any party escalates to their line manager include other party in the communication (CC no BCC).

Non-Teaching Team Meeting Agenda (60 min)

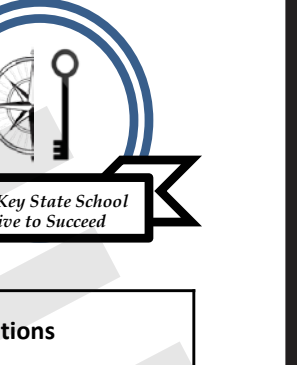
West Key State School

Item	Chair	Time
1. Welcome & Introductions	All	2 mins
2. Core Purpose	All	3 mins
3. Team Pulse	All	8 mins
4. Team Pulse Survey	All	15 mins
5. Team Pulse Survey	All	15 mins
6. Team Pulse Survey	All	15 mins
7. Team Pulse Survey	All	15 mins
8. Team Pulse Survey	All	15 mins
9. Team Pulse Survey	All	15 mins
10. Team Pulse Survey	All	15 mins
11. Team Pulse Survey	All	15 mins
12. Team Pulse Survey	All	15 mins

Moderator Scorecard

West Key State School

Team/Session	Date/Duration	Moderator Initials
1. Dynamics & Trust		
2. Dynamics & Trust		
3. Dynamics & Trust		
4. Dynamics & Trust		
5. Dynamics & Trust		



Team: Administration	Month: November	Participants: 6
HPT 4 KPIs (Inputs)	Previous*	Current*
KPI 1: Vision & Action	72.14%	62.50%
KPI 2: Performance Reporting	64.29%	63.34%
KPI 3: Leveraging Diversity	76.43%	80.12%
KPI 4: Work/Life & Wellbeing	64.29%	67.19%
Collective Team Efficacy Score	69.29%	68.28%