

School Wide Meeting Cycle & Agendas

The Golden Thread Analysis

The Golden Thread

Whole School Meeting & Communication Cycle

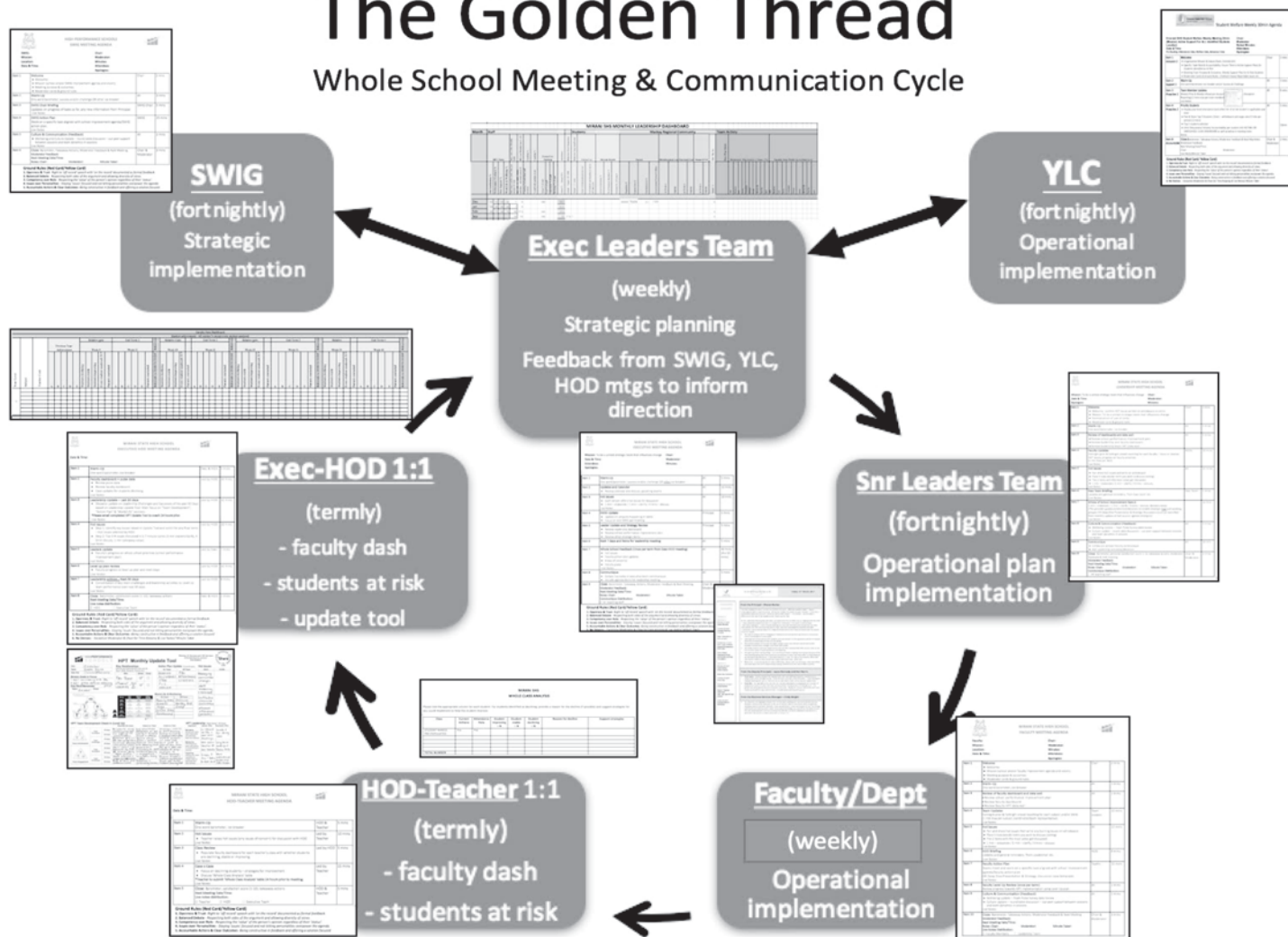


Table 1. Recommended Frequency of Meetings x Team

School Leadership Pro Tips: Effective School-wide Meeting & Communication Cycles

All teams within a school need to meet for *regularly scheduled meetings* to maintain work momentum and strengthen the relationships between team members. They also need to use a structured agenda which maximises the effective use of their meeting time AND keep a record of progress and forward accountable actions as well as keep stakeholders and colleagues up-to-date on progress. The Table below shows school-wide meeting and communication cycles for both primary and secondary schools.

Team Type	Recommended Meeting Cycle				Meeting Toolkit		Communication Cycle			
	Weekly	Fortnightly	Monthly	Quarterly	Other	HPT Agenda Template**	HPT Update Tool**	Live Notes / Minutes		
								Team	Team & Leadership	Updates: Newsletters/Communiques Team, Leadership & Peers Whole School
Leadership Team (Small - max 6)	✓ 60min			✓ 1 day		✓	✓	✓		✓^
Leadership Team (Large - min 7+)	✓ 90min			✓ 1 day		✓	✓	✓		✓^
Cohort/PLT	✓ 60min*			✓ ½ - 1 day		✓	✓		✓	✓
Faculty	✓ 60min*			✓ ½ - 1 day		✓	✓		✓	
Operational	✓ 60min					✓			✓	✓
General Staff			✓ 60min*			✓		✓		✓
Improvement Groups (Working Parties)^					✓ Project specific	✓			✓	✓
1:1 Line Meetings					✓	✓			Individuals Only	

Improvement group meetings may be incorporated as breakout sessions into general staff meetings where time does not allow for stand alone meetings.

* Pending school size & needs we recommend either a 2:1 or 3:1 ratio of teaching team to general staff meetings over a 4 week period (assuming 1 hour per week max. meeting allowance in teacher employment conditions – otherwise teaching team meetings every week plus other meetings as additional)

^ Weekly leadership newsletters are critical for staff communication between monthly general staff meetings & should be discussed at every cohort / faculty meeting.

** All HPT agenda templates and update tools are at www.HPTschools.com

School Leadership Team Meeting - Agenda

SLT - Weekly Team Meeting (60/90)

North Point SS SLT
Location:
Date & Time:

Chair:
Moderator:
Notes/ Minutes:

**Gaps or
overlaps with
our school's
approach ...**

Item 1 <i>Inclusion 1</i>	Welcome <ul style="list-style-type: none">• SLT Purpose: Learning Leaders who build the capacity and confidence of staff to enable all students to learn...• Team Role / Accountability: <i>Exec Team Role – Whole School Operations & Performance – The Buck Stops Here</i>• Purpose & Outcomes: <i>Weekly Operation Meeting: Past Week/ Coming Week planning and troubleshooting & coordination of all key activity – 'no surprises' student focused week ahead</i>• Moderator Overview Ground Rules (esp 1. Trust/ Chatham House)	Chair	2 mins			
Item 2 <i>Support 1</i>	Warm-Up One word barometer; Ice-breaker and/or Success & Challenge (small groups for larger teams)	All	3 min			
Item 3 <i>Proactive 1</i>	Team Member Updates # Week/s Prior & Week/s Ahead Exception Reporting (1-2 mins per team member) #MUST COMPLETE 2 PAR UPDATE & SEND TO CHAIR PRIOR (1. Key Activity – Week Past/Ahead; 2. Living The Values Week Past/Ahead) <i>Live Note (Display update on screen)</i> :	All	8/ 15 mins			
Item 4 <i>Proactive 2</i>	Hot Issues <ul style="list-style-type: none">• Pair & Share Top 2-3 Issues – Write on whiteboard and vegas vote (5 ticks per person) (3 mins)• Top 2 topics selected (Top 4 topics for 90min)• 1 min – elaborate / 1 min – clarify / 3 mins – discuss / 1 min takeaway action <i>Live Notes:</i>	All	15/ 30 mins			
Item 5 <i>Strategic 1</i>	Senior Leaders Briefing and Q&A <i>Live Notes:</i>	Senior Leader	10/15 mins			
Item 6 <i>Strategic 2</i> <i>Items in Cycle</i>	<table><tr><td>Action Plan Update (7min): Scroll through action plan live noting updates. P2 (8min) 90 day sprint on selected goal.</td><td>Dashboard Review (3min): Review monthly dashboard data (elbow partners). P2 (5min) Round room pairs feedback on trends/ anomalies. P3 (7min) key focus area discussion and SMART actions.</td><td>Deep Dive (7min) Presentation (use template). P2 (7min) Discussion / brainstorm (whiteboard). P3 (1min) Presenter takeaway actions from discussion.</td></tr></table>	Action Plan Update (7min): Scroll through action plan live noting updates. P2 (8min) 90 day sprint on selected goal.	Dashboard Review (3min): Review monthly dashboard data (elbow partners). P2 (5min) Round room pairs feedback on trends/ anomalies. P3 (7min) key focus area discussion and SMART actions.	Deep Dive (7min) Presentation (use template). P2 (7min) Discussion / brainstorm (whiteboard). P3 (1min) Presenter takeaway actions from discussion.	Items Led by Sponsor	15 mins
Action Plan Update (7min): Scroll through action plan live noting updates. P2 (8min) 90 day sprint on selected goal.	Dashboard Review (3min): Review monthly dashboard data (elbow partners). P2 (5min) Round room pairs feedback on trends/ anomalies. P3 (7min) key focus area discussion and SMART actions.	Deep Dive (7min) Presentation (use template). P2 (7min) Discussion / brainstorm (whiteboard). P3 (1min) Presenter takeaway actions from discussion.				
Item 7 <i>Support 2</i>	Team Pulse: Culture & Communication Update (Feedback) <ul style="list-style-type: none">• Wellbeing Update –Team Pulse Survey data review & note of forward actions to promote wellbeing• Culture Update – round table discussion of notable personal news and events among team and stakeholders <i>Live Notes:</i>	All	5/7 mins			
Item 8 <i>Accountable</i>	Close (Barometer, Takeaway Actions, Moderator Feedback & Next Mtg Roles) Moderator Feedback: _____ Next Meeting Date/Time: _____ Chair: _____ Moderator: _____ Deep Dive Topic & Presenter: _____ Live Notes/Minute Taker: _____	Chair & Moderator	3 mins			

Ground Rules (Red Card/ Yellow Card)

1. **Openness & Trust** - Right to 'off record' speech with 'on the record' documented as formal feedback.
2. **Balanced Debate** - Respecting both sides of the argument and allowing diversity of views.
3. **Competency over Role** - Respecting the 'value' of the person's opinion regardless of their 'status'.
4. **Issues over Personalities** - Staying 'issues' focused and not letting personalities overpower the agenda.
5. **Accountable Actions & Clear Outcomes** - Being constructive in feedback and offering a solution focused
6. **No Devices** – Exception Moderator & Chair for Time Keeping & Live Notes/ Minute Taker

School Leadership Team Meeting – Weekly Staff Newsletter

School Logo

Weekly Staff Newsletter^ DD MM YY

Ms W, Principal

Portfolios: Whole School Performance & Engagement, Community Partnerships, Year 4

Week Past / Week Ahead:

Last week's highlight was the State Principal's Conference. The take away message from the conference was keep doing what we are doing with putting faces on the data, increase collaboration between schools, precision in our work. This week, the executive leadership team has worked with Dr Pete Stebbins to improve clarity of roles, refine meeting procedures and processes within the school

Living The Values:

AIP and I4S documents submitted to P&C and Regional Office. Waiting for approval on both documents. STEM committee to meet in the near future to discuss resources, expertise and curriculum needs within each year level.

Mr D, DP

Portfolios: Whole School Curriculum, Quality Teaching, Specialists, Years P - 3)

Week Past / Week Ahead:

Last week I completed Data Talks in the School with Prep being the last one. The creation of Goals and Strategies for all students should now be underway as students look to their 'next steps'. The TSIT team are working hard on getting the Reading our Way program up and running for identified students below NMS. This week I will be focusing on Planning in Week 8 - timetables and agenda and Years 1, 2 and 3 Walk-Throughs.

Living The Values:

Thank you to the staff who attended Data talks and really drilled down using the Inquiry Cycle. Active displays (Learning Journeys) are being created in classrooms and I am looking forward to seeing feedback in classrooms around writing using the Sheena Cameron techniques that are now part of the Eimeo Road State School Writing Program.

Ms M, DP

Portfolios: Whole School Events, TAs, PBL, Profiling, Years 5 & 6

Week Past/ Week Ahead:

Week 2 of Athletic Rotations for our 9-12yr olds were completed despite the weather and as expected were a successful outcome as we had applied learnings to address issues from Week 1. Our final week of rotations is scheduled for this Thursday, weather permitting. A schedule of timeslots (to be released in the coming days) has been developed to complete the 200m and 800m trials with the focus on minimising disruption to classroom teaching and learning time.

Living The Values:

Keep a look out for the updated Performance Development Plan that will be emailed to all staff in the coming days. Teaching staff are required to complete a draft of their plan and to submit to their Line Manager in preparation for our upcoming Focused Improvement Meetings in Weeks 8-9. We are currently identifying the next round of teachers to be included in the Classroom Profiling PD to be held in the last week of term. Please submit your interest to me if you haven't done so as yet.

- **ADD IN OTHER LEADERSHIP TEAM MEMBER UPDATES ON FURTHER PAGES....**

^This is a brief communique from the School Leadership Team on key events and updates – It is not comprehensive in nature and does not supersede any of the existing workflow and operational plans

HPT Update Tool

Short Form

Name: Sue Smith

Date: 17 October

One Word Barometer: Rushed

Stretch Goals In Focus:

Goal 1. 100% consistency with PBL
Goal 2. 100% green data on staff Pulse

HPT Strategy:	On Track	Off Track
Team Data Wall		✓
Team Activity Cycle	✓	
Team Pulse		✓

Successes and Challenges:

		Description	Impact	Action
Successes	Last Week	All cohorts using reading program	Key deliverable	Showcase in staff meeting
		Protocols agreed to by staff	Consistency	Update data wall
	Next Week	All cohorts doing Team Profile	Increased sharing	Showcase in staff meeting
		School Art Show	Parent contact	Check in with coordinator
Challenges	Last Week	Behaviour & PBL non-compliance	Teacher stress	Confirm protocols on data wall
		Staff sickness and workload	Long hours	Thanks & wellbeing reminder
	Next Week	Workload, attendance, behaviour	Reduced facetime	Put on data wall, update staff
		ARD School review visit	Increased stress	Organise docs and prepare

Work/Life & Wellbeing:



On Track	Off Track
Family time	Sleep
Running	Screen time
Painting	Snacking

Hot Issues (Focus on day-to-day leadership & operational issues)

Describe the Issue	Describe Impact / Risk	Action / Solution
Staff wellbeing and workload	Increased sick leave, long hours, personality clashes	
Managing curriculum changes	Poor assessment results if curriculum not aligned	
Conflict between middle leaders	Teacher receiving mixed messages and increased stress	

Priority Relationships (Focus on relationships with key staff and stakeholders)

Name	Critical Issue	Forward Strategy
PBL team	Schoolwide rollout delays	Co-attend all PBL meetings
Student leaders	Confirm presentation for assembly	Meet with student leaders
Deputy Principal	Finalise development plan	Schedule for end of week, pre-work

Analysis: Best Practice Meeting Agendas - Cohort/PLT/Faculty

Teaching Team Forum Meetings - Weekly Agenda

Roles	Date & Time: Chair: Moderator: Live Notes: Apologies:	Completed Prior to Start	NA	Gaps or overlaps with our school's approach ...									
Pre-work	Complete Teacher Update Tool & Review/ Update Team Data Wall												
Item 1 Inclusion 1	Welcome <ul style="list-style-type: none">School Purpose & Team Purpose;Meeting Purpose & Outcomes;Moderator Cards & Ground Rules	Chair	2 min										
Item 2 Support 1	Warm-Up (Check In)* One-word barometer & share 1 success and 1 challenge from update tool (*teams larger than 6, split into smaller groups of 3-4)	All	4 min										
Item 3 Proactive 1	SLT Staff Update: Review & Comments – scroll through latest SLT staff update confirming all have read. Live note any comments or feedback for SLT. (No additional discussion at this point in the meeting.) Live Notes:	All	3 min										
Item 4 Proactive 2	Hot Issues – focus on day-to-day operational issues <ul style="list-style-type: none">Pair & Share Top 2-3 Issues – Write on whiteboard and Vegas vote (5 ticks per person) (2 mins) - Top 2 topics selected1 min – elaborate / 1 min – clarify / 3 mins – discuss / 1 min takeaways Live Notes:	All & Led by nominated individual	14 mins										
Item 5 Strategic 1	Leader's Update/ Team Pulse/ Dashboard & Action Plan (Cycle) <ul style="list-style-type: none">Monthly Team Pulse Wellbeing Scorecard Discussion, orDashboard Review & Action Plan Update, orSenior Leaders Update and Q&A Live Notes:	All & Line Manager	8 mins										
Item 6 Strategic 2	Learning Intensive (10 week cycle) – focus on professional growth & specific student support needs (^#* Item Instructions in Teaching Team Quickstart Download) <ul style="list-style-type: none">The Council (All Members)*Deep Dive #Quality Teaching Spotlight ^ <table><tr><td>Week 1 No Teams - General Staff Meeting</td><td>Week 6 Teams – Item 6- Learning Intensive</td></tr><tr><td>Week 2 Teams – Item 6 - Data Talks</td><td>Week 7 Teams – Item 6 - Moderation I ></td></tr><tr><td>Week 3 Teams – Item 6 - AIP Priority</td><td>Week 8 Teams – Item 6- Moderation II ></td></tr><tr><td>Week 4 Teams – Item 6 - Learning Intensive</td><td>Week 9 – No Teams (Parent Meetings)</td></tr><tr><td>Week 5 No Teams - General Staff Meeting</td><td>Week 10 – Teams – Item 6 - Learning Intensive</td></tr></table> > MODERATION – LODGE PRE-WORK WEEK PRIOR Live Notes:	Week 1 No Teams - General Staff Meeting	Week 6 Teams – Item 6- Learning Intensive		Week 2 Teams – Item 6 - Data Talks	Week 7 Teams – Item 6 - Moderation I >	Week 3 Teams – Item 6 - AIP Priority	Week 8 Teams – Item 6- Moderation II >	Week 4 Teams – Item 6 - Learning Intensive	Week 9 – No Teams (Parent Meetings)	Week 5 No Teams - General Staff Meeting	Week 10 – Teams – Item 6 - Learning Intensive	All or nominated presenter/s
Week 1 No Teams - General Staff Meeting	Week 6 Teams – Item 6- Learning Intensive												
Week 2 Teams – Item 6 - Data Talks	Week 7 Teams – Item 6 - Moderation I >												
Week 3 Teams – Item 6 - AIP Priority	Week 8 Teams – Item 6- Moderation II >												
Week 4 Teams – Item 6 - Learning Intensive	Week 9 – No Teams (Parent Meetings)												
Week 5 No Teams - General Staff Meeting	Week 10 – Teams – Item 6 - Learning Intensive												
Item 7 Accountable	Close (Check Out) (Barometer, Takeaway Actions per person), Moderator Feedback: Openness (score) /5, Balanced debate /5, Competency /5 Issues Focus /5, Accountable Actions /5 Next meeting improvement focus: Next Meeting Date/Time: Chair: Moderator: Live Notes: Item 6 Plan:	Chair & Moderator	4 min										

Ground Rules (Moderator using Red Card/ Yellow Card as signal to Chair)

- Openness & Trust- Chatham House Rule - Discussions 'off record' with 'on the record' documented in Live Notes**
- Balanced Debate - Respecting both sides of the argument and allowing diversity of views.**
- Competency over Role - Respecting the 'value' of the person's opinion regardless of their 'status'.**
- Issues over Personalities - Staying 'issues' focused and not letting personalities overpower the agenda.**
- Accountable Actions & Clear Outcomes - Being constructive in feedback and offering a solution focused**
- Devices Rule: Only if needed with Chairs Permission - On Task On Topic!**

Name: **EXAMPLE TEACHER**

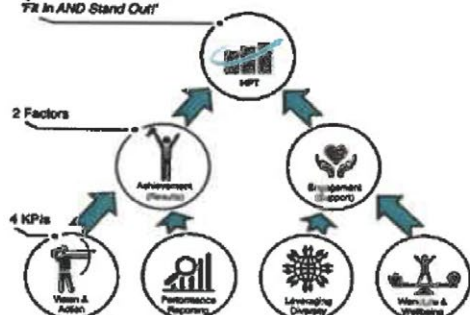
Date: DDMMYY

Barometer: **'Rushed'**

Classroom Successes and Challenges

		Description	Impact	Action to take
Successes	Last 2 weeks	Collaborative Planning	Cohesive Team planning	Implement activities planned
	Next 2 weeks	Collaborative review of strategies worked.	Allow for different strategies to be trialled next year	Develop similar planning strategies
Challenges	Last 2 weeks	Behaviour	Disruption of class routine	Revise classroom management strategies Inform admin.
	Next 2 weeks	Assessment	Report card writing	Moderation and communication within teams

High Performance Teams
"Fit In AND Stand Out"




Work Life & Wellbeing	
On Track	Off Track
Sharing resources.	late night planning
Good communication	High stress level
Supporting each other	Lack of sleep.

Hot Issues

Describe the Issue	Describe Impact / Risk	Action/Solution
Challenging Behaviours	Total class disruption	PBL Chill in / Chill out Stamps - positive consistency.

Priority Students In Focus

Name	Critical Issue (Learning & Wellbeing)	Forward Strategy
	• Unstable life	• External support.
	• Mental Health	• Mum/Child safety.
	• Off Task - no movement	• Meeting with Mum.
	• Behaviour	• SNAG referral.

Deep Dive Register

Describe the Issue	Key Challenge (Question)	Importance (Impact & Risks)	Possible Solutions & Related Risks
Learning walks and talks	Time to get it done.	• See different ideas • Teachers being consistent	Risk - teachers feeling judged??

Analysis: Best Practice Meeting Agendas - General Staff / Operations Meeting



HIGH PERFORMANCE SCHOOLS GENERAL STAFF MEETING AGENDA

Faculty:
Mission:
Location:
Date & Time:

Chair:
Moderator:
Minutes:
Attendees:
Apologies:

**Gaps or
overlaps with
our school's
approach ...**

Item 1	Welcome <ul style="list-style-type: none"> Welcome; Mission (school purpose & vision); Meeting purpose & outcomes; Moderator cards & ground rules. 	Chair	2 mins
Item 2	Warm-Up One word barometer; success and/or challenge OR other ice-breaker (small groups)	All	3 mins
Item 3	FACULTY Updates 30 days pre/post ahead exception reporting for each subject HoD (1 min max per subject coordinator – update on screen during report back) <i>Live Notes:</i>	HoDs	8 mins
Item 4	Hot Issues <ul style="list-style-type: none"> Pair & Share Top 2-3 Issues – Write/ Sticky Note on whiteboard and vegas vote (5 ticks per person) (3 mins) Top 2 topics selected 1 min – elaborate / 1 min – clarify / 3 mins – discuss / 1 min takeaway action <i>Notes:</i>	All	15 mins
Item 5	Principal Update, QandA & Key Forward Dates Updates from Principal <i>Live Notes:</i>	Principal	10 mins
Item 6	School Improvement Plan Update or Deep Dive Groups work on a specific task aligned with school improvement plan OR Deep Dive Presentation & Strategy Discussion (see template) <i>Live Notes:</i>	Teams	15 mins
Item 7	Team Pulse & Culture <ul style="list-style-type: none"> Wellbeing Update – Team Pulse Survey data review Culture Update – round table discussion – <i>our peer support between sessions and team dynamics in sessions</i> <i>Live Notes:</i>	All	5 mins
Item 8	Close: Barometer, Takeaway Actions, Moderator Feedback & Next Meeting Moderator Feedback: Next Meeting Date/Time: Roles: Chair: Moderator: Minute Taker:	Chair & Moderator	3 mins

Ground Rules (Red Card/Yellow Card)

- Openness & Trust-** Right to 'off record' speech with 'on the record' documented as formal feedback.
- Balanced Debate** - Respecting both sides of the argument and allowing diversity of views.
- Competency over Role** - Respecting the 'value' of the person's opinion regardless of their 'status'.
- Issues over Personalities** - Staying 'issues' focused and not letting personalities overpower the agenda.
- Accountable Actions & Clear Outcomes** - Being constructive in feedback and offering a solution focused
- No Devices** – Exception Moderator & Chair for Time Keeping & Live Notes/ Minute Taker

Analysis: 1:1 (One-on-one) Line Management Meeting 35min

AGENDA & LIVE NOTES

Name/ Date /Time: _____

**Gaps or
overlaps with
our school's
approach ...**

Item 1	Welcome & Warm-Up: <ul style="list-style-type: none"> Review: Organisation and Team Purpose Statement One word barometer, ice-breaker (level 2/3) 	Line/M & Staff Member	2 mins
Item 3	Update Tool Review*: <ul style="list-style-type: none"> Stepwise review of Update Tool since last meeting noting Successes, Challenges & Hot Issues *Where possible Please email completed Update Tool to line manager 24 hours prior. <i>Live Notes:</i>	Led by Staff Member	5 mins
Item 4	Hot Issues: <ul style="list-style-type: none"> Step 1: Identify key issues raised in Update Tool and solicit for any final items – Hot issues selected by Staff Member Step 2: Top 2 issues discussed in 4 minute cycles (1 min explain/clarify, 3- discuss, 1 min takeaway value) <i>Live Notes:</i>	Led by Staff Member	10 mins
Item 5	HPT Team Data Wall Review & Dashboard Discussion: <ul style="list-style-type: none"> Review Progress using Team Data Wall and Discuss current Dashboard Data Celebrate successes and troubleshoot challenges.... <i>Live Notes:</i>	Led by Line/M	5 mins
Item 6	Focus Area Discussion: <ul style="list-style-type: none"> Line Manager led discussion on a selected area of focus. <i>Live Notes:</i>	Led by Line/M	8 mins
Item 7	Key Forward Actions: <ul style="list-style-type: none"> Consolidation of key forward actions. <i>Live Notes:</i>	Led by Staff Member	4 mins
Item 8	Close: Barometer, satisfaction score (1-10), summary of takeaway actions Next Meeting Date/Time: Live notes distribution: <input type="checkbox"/> Staff Member <input type="checkbox"/> Line Manager	Line/M & Staff Member	1 mins

Ground Rules (Red Card/Yellow Card)

- 1. Openness & Trust-** Right to 'off record' speech with 'on the record' documented as formal feedback.
- 2. Balanced Debate** - Respecting both sides of the argument and allowing diversity of views.
- 3. Competency over Role** - Respecting the 'value' of the person's opinion regardless of their 'status'.
- 4. Issues over Personalities** - Staying 'issues' focused and not letting personalities overpower the agenda.
- 5. Accountable Actions & Clear Outcomes** -Being constructive in feedback and offering a solution focused
- 6. No Devices** – Exception Moderator & Chair for Time Keeping & Live Notes/ Minute Taker

Analysis: Best Practice Agendas

- Improvement Groups/Working Party



HIGH PERFORMANCE SCHOOLS Improvement Group Meeting Agenda (30)



SWG:
Mission:
Location:
Date & Time:

Chair:
Moderator:
Minutes:
Attendees:
Apologies:

Gaps or overlaps with our school's approach ...

Item 1	Welcome • Welcome; • Mission (school and improvement agenda and vision); • Meeting purpose & outcomes; • Moderator cards & ground rules.	Chair	2 mins	
Item 2	Warm-Up One word barometer, success and/or challenge OR other ice-breaker	All	3 mins	
Item 3	Improvement Group Chair Briefing Updates on progress of tasks so far, any new information from Principal. <i>Live Notes:</i>	SWG Chair	5 mins	
Item 4	Improvement Group Action Plan Work on a specific task aligned with school improvement agenda/SWIG action plan. <i>Live Notes:</i>	SWG	15 mins	
Item 5	Culture & Communication (Feedback) • Wellbeing and Culture Update – round table discussion – <i>our peer support between sessions and team dynamics in sessions</i> <i>Live Notes:</i>	All	2 mins	
Item 6	Close Barometer, Takeaway Actions, Moderator Feedback & Next Meeting Moderator Feedback: Next Meeting Date/Time: Roles: Chair: Moderator: Minute Taker:	Chair & Moderator	3 mins	

- Ground Rules (Red Card/Yellow Card)**
1. Openness & Trust- *Right to 'off record' speech with 'on the record' documented as formal feedback.*
 2. Balanced Debate- *Respecting both sides of the argument and allowing diversity of views.*
 3. Competency over Role - *Respecting the 'value' of the person's opinion regardless of their 'status'.*
 4. Issues over Personalities - *Staying 'issues' focused and not letting personalities overpower the agenda.*
 5. Accountable Actions & Clear Outcomes- *Being constructive in feedback and offering a solution focused.*
 6. No Devices – *Exception Moderator & Chair for Time Keeping & Live Notes/ Minute Taker.*

Analysis: Best Practice Agendas - Parents & Citizens Committee

.. North Point SHS Parents & Citizens General Meeting - Agenda 90min (allow 2Hrs)

Date/Time
Location:
Attendees:
Apologies:
Chair & Moderator:
Secretariat:

Agenda Item	Lead	Action	Time
1. Welcome, apologies, acknowledgement of country P & C Purpose Statement – (insert) Moderator, ground rules and Chatham House rules Round room One Word Barometer and Ice Breaker	Chair	Noting	5 mins
2. Confirmation of Minutes from Previous Meeting	Chair	Approval and Noting	1 mins
3. Follow up of Actions from Previous Minutes Live Notes....	Chair	Noting and exception reporting	4 mins
4. Updates (3min updates per item – use Hot Issues & Action Plan items for any longer discussions • Correspondence received since the previous general meeting • Table of executive committee's decisions (if any) • Treasurer's report and financial statement • Subcommittees' reports and financial statement • Uniform Shop/ Fundraising Live Notes....	All	Exception reporting	20 mins
5. Hot Issues Pair Share & write 2+ issues on whiteboard then Vegas vote – 5 votes each to determine Top 3 Issues - Issues workout x 3 • Description of issue (1 min) • Clarification Questions (1min) • Group Discussion (4 minutes) • Takeaways and accountable actions (1 min) Live Notes....		Discuss and decision	30 mins
6. Principal & President Updates & QA 5 mins briefing + 5 mins questions Live Notes....		Principal & President	10 mins
7. P & C Action Plan – 12 Month Strategy & Next Steps Discussion Live Notes....		Present and discuss	5 mins
8. Culture and Communication/Communique Draft Communique prepared: • Message from President • Action Plan Update • P&C General Updates • Hot Issues (5 mins to write + 5 mins to collate and endorse) Live Notes....	All	Discuss and endorse	10 mins
9. Wrap Up & Feedback from Moderator Round Room Barometer Forward Individual Action	Mode rator	Inform and discuss	3 mins
10. Next Meeting: Date: Location: Chair: Moderator:	Chair	Noting	2 mins

Gaps or overlaps with our school's approach ...

- Ground Rules (Red Card/ Yellow Card)**
1. Openness & Trust- *Right to 'off record' speech with 'on the record' documented as formal feedback.*
 2. Balanced Debate - *Respecting both sides of the argument and allowing diversity of views.*
 3. Competency over Role - *Respecting the 'value' of the person's opinion regardless of their 'status'.*
 4. Issues over Personalities - *Staying 'issues' focused and not letting personalities overpower the agenda.*
 5. Accountable Actions & Clear Outcomes- *Being constructive in feedback and offering a solution focused.*
 6. No Devices – *Exceptions Chair & Moderator Time Keeping & Live Note-Taker Only (Pen/ Pad Everyone Else)*

Staff Communication: BAU Operational Protocols

Table 1. Communicating With The School Leadership Team

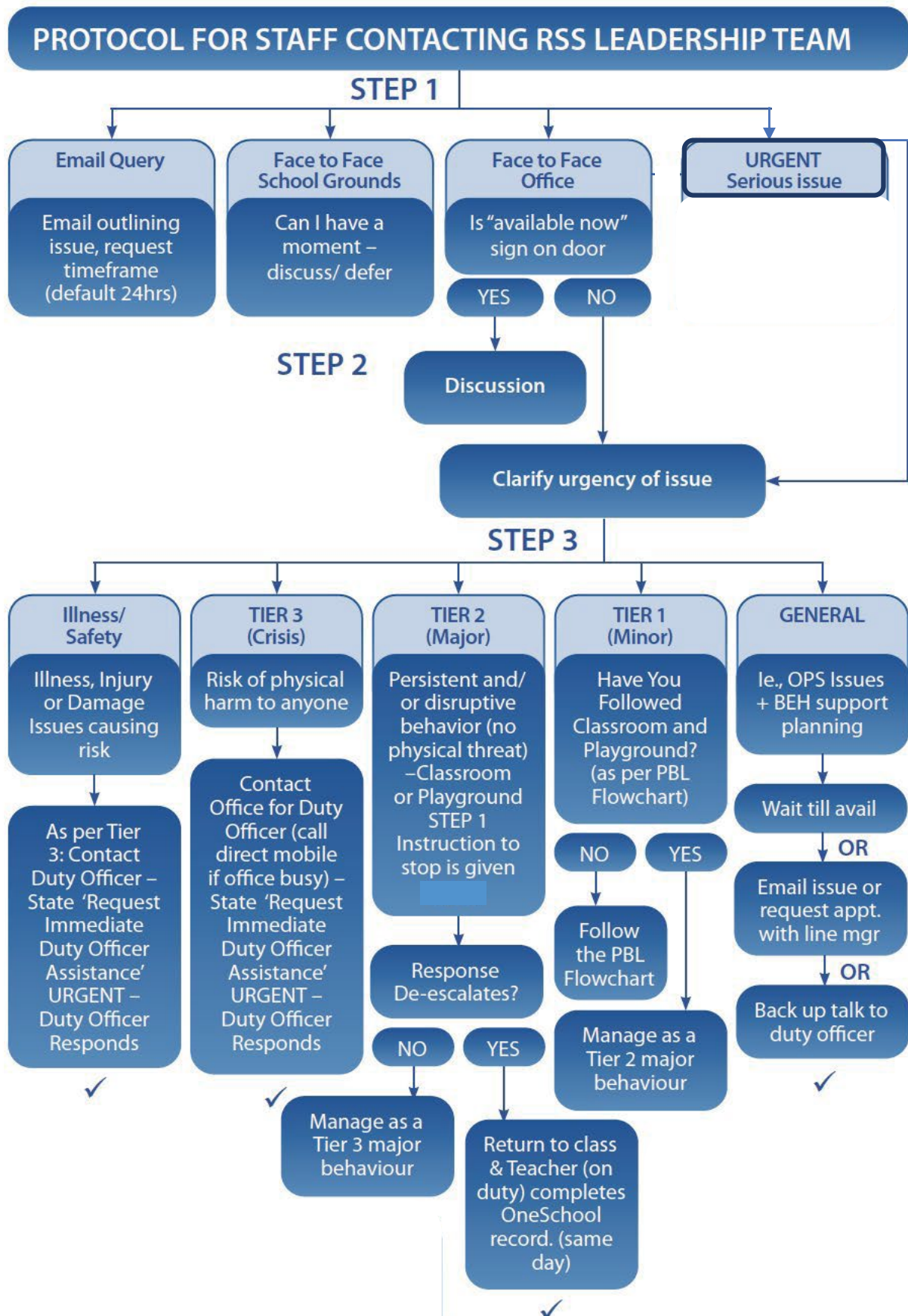


Table 2.
Supporting A Parent Enquiry

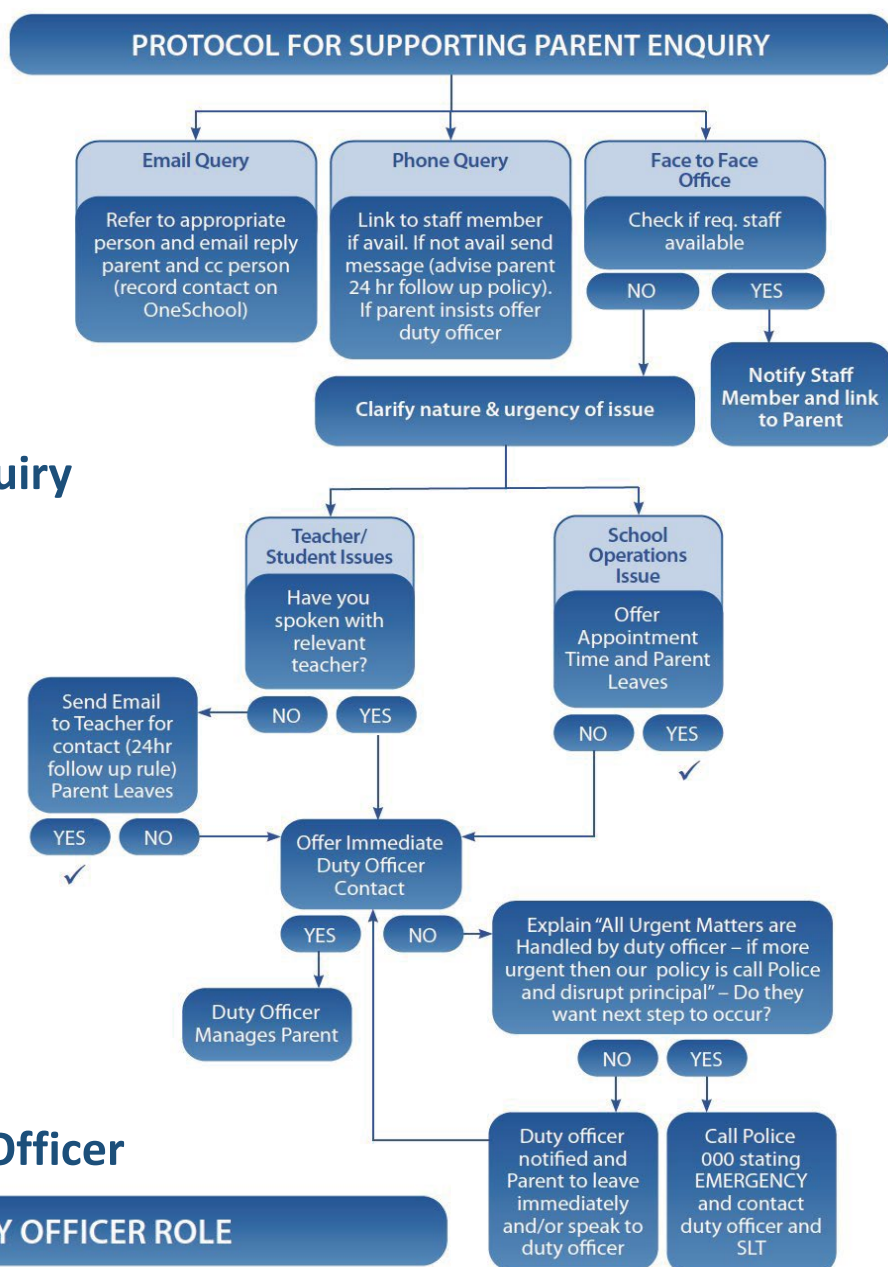


Table 3.
Working With The Duty Officer

