****

**Parents & Citizens General Meeting (90mins)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Context & Roles** |

|  |  |
| --- | --- |
| **Date & Time:** **Location:****Attendees:****Apologies:****Chair & Moderator:****Secretariat:** |  |

 |
|  | **Agenda Item** | **Lead** | **Action** | **Time** |
| **Item 1** ***Inclusion & Support*** | **Welcome, Apologies and 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 |
| **Item 2*****Proactive 1*** | **Confirmation of Minutes from Previous Meeting** | Chair | Approval & Noting | 1 min |
| **Item 3*****Accountable 1*** | **Follow up of Actions from Previous Minutes** *Live Notes:* | Chair | Noting & Exception Reporting | 4 mins |
| **Item 4*****Accountable 2*** | **Updates****(3min updates per item – use Hot Issues & Actions Plan items for longer discussions)*** Correspondence received since the previous general meeting
* Table of Executive Committee’s decisions (if any)
* Treasurer’s report and financial statement
* Subcommittee’s reports and financial statement
* Uniform shop/fundraising

*Live Notes:* | All | Exception Reporting | 20 mins |
| **Item 5*****Proactive 2*** | **Hot Issues****Part 1:** Pair & Share Top 2-3 Issues – Write on Whiteboard (2min) and Vegas Vote (5 ticks per person) (2min) with Top 3 Topics Selected**Part 2 Cycle:** 1 min – Elaborate / 1 min – Clarify / 4 mins – Discuss / 1 min Takeaway Actions (4Cs)*Live Notes:* | All | Discuss & Decision | 30 mins |
| **Item 6*****Strategic 1*** | **Principal & President Updates and Q&A**5 min briefing and 5 min questions*Live Notes:*  | Principal & President  | Present & Discuss | 10 mins |
| **Item 7*****Strategic 2*** | **P&C Action Plan – 12 Month Strategy & Next Steps Discussion***Live Notes:*  | All | Present & Discuss | 5 mins |
| **Item 8** ***Accountable 3*** | **Culture and Communication/Communique**Draft Communique prepared: * Message from President
* Action Plan Update
* P&C General Updates
* Hot Issues

(5 mins to write and 5 mins to collate and endorse)*Live Notes:* | All | Discuss & Endorse | 10 mins |
| **Item 9*****Accountable 4*** | **Close (Barometer and Takeaway Actions per person)****Moderator Feedback:** Openness (score) /5; Balanced Debate /5; Competency /5; Issues Focus /5; Accountable Actions /5**Next Meeting Date/Time:** **Chair:****Moderator:**  | Moderator & All | Noting | 5 mins |

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

1. **Openness & Trust** –*Chatham House Rule – Discussion ‘off record’ with ‘on the record’ documented in Live Notes.*
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** *– Clear next steps and/or SMART actions recorded for each item.*
6. **Device Rule** –*Only if needed with Chair’s Permission – On Task & On Topic!*

**End of Meeting Team Performance Ratings** *(1 – very low to 5 – very high)*