

Virtual Team Meeting Quickstart *

*OR Face to Face For Teams <4

“Don't wish it was easier wish you were better. Don't wish for less problems wish for more skills. Don't wish for less challenge wish for more wisdom.” - Jim Rohn

NOTE: Writable Versions of Update Tool and Agenda are at:
<https://www.hptschools.com/hpt-worksheets-download>

HPT – Virtual* Team Meeting Agenda (60) (*or Teams <4)

Context & Roles	Team Name: Date & Time: Chair: Moderator: Live Notes: PRE MEETING: All team members complete update tool and review team data wall	Completed Prior to Start	NA
Item 1 <i>Inclusion 1</i>	Welcome <ul style="list-style-type: none"> • Organisational Mission: • Team Purpose: • Meeting Purpose: Weekly Operations and Strategy Meeting to ensure we have a no surprises customer focused fortnight ahead. • Moderator Overview and Ground Rules (Chatham house etc.) 	Chair	1 min
Item 2 <i>Support 1</i>	Warm-Up (Check In)* One-word barometer & 1x Success & 1x Challenge from Update Tool	All	2 mins
Item 3A <i>Proactive 1</i>	Actions From Last Meeting Review – Exception Reporting (scroll through 'live notes' from last meeting on screen providing any quick updates on actions not completed) Live Notes (exceptions only):	All	2 mins
Item 3 <i>Accountable 1</i>	Team Member Updates Summary of Update Tool Stepwise review of Leadership Update Tool noting Key Goals, Successes, Challenges & Hot Issues Live Notes:	All	3min each 12 min total
Item 4 <i>Proactive 2</i>	Hot Issues <ul style="list-style-type: none"> • Chair Suggest Top 3 Issues Based on Team Member Updates – Confirm With Group & Prioritise (2 mins) • 3 Cycles of: 1 min elaborate / 1 min clarify / 4 mins discuss / 1 min takeaway action Live Notes:	All	23 mins
Item 5 <i>Strategic 1</i>	Senior Leaders Briefing and Q & A Live Notes:	Snr Ldr	8 mins
Item 6 <i>Mixed</i>	Focused Teamwork* (*items in cycle) Action Plan Update: P1 Scroll through action plan live noting updates to all items (5min) P2 (5min) – focused discussion on selected goal (as determined by chair). Dashboard Review or Policy Update: Dashboard - review data dashboard (5min) & discuss adjustments to forward strategy in light of data trends (5min) OR Policy – 5min review and 5min on changes/ improvements to work practices in light of policy. 10 Min Team Booster - complete targeted 10min team booster activity to address lowest Pulse KPI Monthly Team Pulse Scorecard - Review Team Pulse Survey Monthly Scorecard – (8min) Debrief Protocol and (2min) note Forward Actions Live Notes:	All	10 mins
Item 7 <i>Accountable 2</i>	Close (Check Out) (All - barometer, Takeaway Actions, & Satisfaction Score (1-10) Moderator Feedback: Next Meeting Date/Time: Chair: Moderator: Live Notes: Item 6 Plan:	All Chair & Moderator	2 mins

Ground Rules (Red Card/ Yellow Card)

1. **Openness & Trust- Chatham House Rule** - Discussions '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** - Documenting clear actions, accountabilities and decisions in Live Notes
6. **Devices Rule:** On Task On Topic!

Name: _____ Date: _____ One Word Barometer: _____

Stretch Goals In Focus: 1. _____ 2. _____

Leadership Successes and Challenges:

		Description	Impact	Action
Successes	Last Week/s			
	Next Week/s			
Challenges	Last Week/s			
	Next Week/s			

Work/Life & Wellbeing:



On Track	Off Track

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

Describe the Issue	Describe Impact / Risk	Action / Solution

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

Name	Critical Issue	Forward Strategy

Deep Dive Issues Register (Focus on longer term strategic issues)

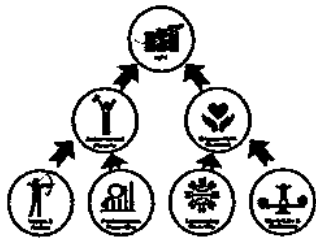
Name: Susan Smith Date: 17 October One Word Barometer: Rushed.

Stretch Goals In Focus: 1. 100% consistency with PBL 2. 100% green data on Pulse

Leadership Successes and Challenges:

		Description	Impact	Action
Successes	Last Week	All cohorts using reading program	key deliverable on AIP	Showcase cohorts in staff meeting
		Above and below the line agreed to by staff.	Consistency for all staff.	Update data wall and discuss at mtgs.
	Next Week	All cohorts doing team profile	Increased sharing and engagement	Showcase in staff meetings.
		School art show	Parent and community engage	Check in with co-ordinator + support.
Challenges	Last Week	Behaviour spikes and PBL non-compliance	Teacher stress	Confirm protocols on data wall.
		Staff sickness and juggling workloads.	Long hours filling gaps.	Personal thanks and wellbeing reminder.
	Next Week	Workload, attendance and behaviour issues	Reduced face time with teaching staff	Put up on data wall and update staff.
		ARO School Review visit	Increased stress on leadership team	Organise documents + preparation.

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 isn't aligned	
Conflict between middle leaders.	Teachers receiving mixed messages and feel stress	

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

Name	Critical Issue	Forward Strategy
PBL Team	School-wide rollout delays.	Co-attend all PBL meetings.
Student Leaders (end of yr activities)	confirm presentation for general assembly	meet with student leaders and run through slides
Deputy Principal	Finalise Dev. Plan	Schedule for end of week + complete pre-work.

Deep Dive Issues Register (Focus on longer term strategic issues)

Graduate Teacher onboarding and mentoring program
Staff shortages - coverage - impact on middle leaders.