Virtual Team Meeting Quickstart

"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)

Context & Roles	Team Name: Date & Time: Attendees: Chair: Moderator: Live Notes: **PRE MEETING:** *All team members complete update tool & review team data wall*	Completed Prior to Start	NA
Item 1 *Inclusion 1*	Welcome • Organisational Mission*:* • Team Purpose: • Meeting Purpose: • Moderator Overview and Ground Rules (*Chatham House etc.*)	Chair	1 min
Item 2 *Support 1*	Warm-Up (Check In)* *One-word barometer & Ice-breaker set by Chair (round room) (no live notes)*	All	2 mins
Item 3 *Proactive 1*	**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:*	Led by Chair	2 mins
Item 4 *Accountable 1*	**Team Member Updates** Summary (exception report) from Update Tool *Stepwise review of Leadership Update Tool noting Key Goals, Successes, Challenges & Hot Issues* *Live Notes:*	All	3min each 15 min total
Item 5 *Proactive 2*	Hot Issues • Chair Suggest Top 3 Issues Based on Updates – Confirm With Group & Prioritise (2 mins) • 3 Cycles of: 1 min elaborate / 1 min clarify / 3 mins discuss / 1 min takeaway action *Live Notes:*	All	20 mins
Item 6 *Strategic 1*	**Senior Leaders Briefing and Q & A** *Live Notes:*	Snr Ldr	8 mins
Item 7 *Strategic 2*	**Cycle: Strategy Discussion/ Dashboard Review/ Team Pulse/ PD Quick share** *Live Notes:*	All	10 mins
Item 8 *Accountable 2*	**Close (Check Out) (**All - barometer, Takeaway Actions, & Satisfaction Score (1-10) Moderator Feedback: Next Meeting Date/Time: Chair: Moderator: Live Notes: Item 7 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 -*Being constructive in feedback and offering a solution focused*
6. Devices Rule: *On Task On Topic*!

Update Tool
Short Form

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 facetime with teaching staff	Put up on data wall and update staff.
		ARD 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 activity)	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.

Update Tool
Short Form

HIGH**PERFORMANCE**TEAMS
LEVEL UP! PROGRAM

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)

HIGHPERFORMANCETEAMS
LEVEL UP! PROGRAM

Moderator Scorecard

Team Dynamics Scorecard

Team/Meeting_____ Date/Duration_____ Moderator Initials_____

Instructions: *Use the scale below to indicate how each factor applies to your team meeting. Please evaluate the statements honestly and without over-thinking your answers.*

		Very Low 1	Low 2	Moderate 3	High 4	Very High 5
1.	**Openness & Trust** *A climate of trust and candour – sharing difficult information and engaging in spirited debate* Rating Observations: _____	☐	☐	☐	☐	☐
2.	**Balanced Debate** *A culture of balanced debate through respect for dissenters and probing of silent participants* Rating Observations: _____	☐	☐	☐	☐	☐
3.	**Competency Over Role** *Utilising professional competencies over roles/ positions to ensure expertise is brought to the debate/decision* Rating Observations: _____	☐	☐	☐	☐	☐
4.	**Issues Over Personalities** *The discussion remains on key strategic issues/ topics and is not overtaken by personalities associated with issues* Rating Observations: _____	☐	☐	☐	☐	☐
5.	**Accountable Actions & Clear Outcomes** *Clear individual accountabilities established for each group member with key due dates for measurable deliverables* Rating Observations: _____	☐	☐	☐	☐	☐

Total Scores
Total Performance Score:　　　　Sum of 5 Ratings _____ out of a maximum of 25
Percentage Performance Score:　　Total Score _____ multiplied by 4 = _____%

Notes – Key Competencies: (a) Be able to identify and communicate individual (i.e., technical, strategic, governance, relational or political) skill sets to the rest of the group and have an awareness of the balance of skill sets across the group; (b) Assimilate and synthesise complex information quickly; (c) Develop and deliver a convincing argument; (d) Be innovative and think beyond the normal curve; and (e) Understand issues at both the detailed/local level and 'big picture' whole of organisation level.

Yellow Card – Caution – Keep on Track _____

Red Card – Stop – Refocus/Redirect _____

Source References: Standards Australia, (2003). *Good Governance Principles*. Corporate Governance Council, (2003). *ASX Principles for Corporate Governance*. Sonnefeld, J. (2002). *'What Makes Board's Great'*, Harvard Business Review.　　©Dr Pete Stebbins 2016