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

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| **Context & Roles** | |  |  | | --- | --- | | **Date & Time:**  **Location:**  **Attendees:**  **Apologies:**  **Chair & Moderator:**  **Secretariat:** |  | | | | |
|  | **Agenda Item** | **Lead** | **Action** | **Time** |
| **Item 1** | **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** | **Confirmation of Minutes from Previous Meeting**  Round Room one-word barometer and Ice Breaker | Chair | Approval & Noting | 1 min |
| **Item 3** | **Follow up of Actions from Previous Minutes**  *Live Notes:* | Chair | Noting & Exception Reporting | 4 mins |
| **Item 4** | **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** | **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** | **Principal & President Updates and Q&A**  5 min briefing and 5 min questions  *Live Notes:* | Principal & President | Present & Discuss | 10 mins |
| **Item 7** | **P&C Action Plan – 12 Month Strategy & Next Steps Discussion**  *Live Notes:* | All | Present & Discuss | 5 mins |
| **Item 8** | **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** | **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)*