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**Improvement Group / Committee Meeting Agenda (30mins)**

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| **Context & Roles** | |  |  | | --- | --- | | **Date & Time:**  **Location:**  **Chair:**  **Moderator:**  **Attendees:**  **Apologies:**  **Live Notes:** |  | | | |
|  | **Agenda Item** | **Lead** | **Time** |
| **Item 1**  ***Inclusion*** | **Welcome and Acknowledgement of Country**  **School Motto**: *(Insert)*  **Group / Committee Purpose:** *(Insert)*  **Meeting Purpose:** *(Insert)*  **Moderator**, **Ground Rules** and **Chatham House Rules** | Chair | 1 min |
| **Item 2**  ***Support*** | **Warm-Up**  One word barometer & Ice-breaker (set up Chair) or success/challenge *(\*teams larger than 6, split into smaller groups of 3-4)* | All | 3 mins |
| **Item 3**  ***Proactive*** | **Improvement Group Chair Briefing**  Updates on progress of tasks to date and any new information from Principal  *Live Notes:* | Chair | 2 mins |
| **Item 4**  ***Strategic*** | **Improvement Group Action Plan**  Work on specific tasks aligned with school improvement agenda and/or action plan  *Live Notes:* | All | 20 mins |
| **Item 5**  ***Accountable 1*** | **Key Forward Actions**  Consolidation of key forward actions  *Live Notes:* | All | 2 mins |
| **Item 6**  ***Accountable 2*** | **Close (Check Out)** 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:**  **Live Notes:** | Chair & Moderator (and All) | 2 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)*