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**Teaching Team Meeting Agenda (60mins)**

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| **Context & Roles**  ***Pre-Work*** | |  | | --- | | **Date & Time:**  **Chair:**  **Moderator:**  **Live Notes:**  **Apologies:**  *Complete Teacher Update Tool and Review / Update HPT Team Data Wall* | | | |
|  | **Agenda Item** | **Lead** | **Time** |
| **Item 1**  ***Inclusion*** | **Welcome and Acknowledgement of Country**  **School Motto**: *(Insert)*  **Team Purpose:** *(Insert)*  **Meeting Purpose:** *(Insert)*  **Moderator**, **Ground Rules** and **Chatham House Rules** | Chair | 1 min |
| **Item 2**  ***Support*** | **Warm-Up (Check-In)\***  One word barometer & share 1 success and 1 challenge from Update Tool *(\*teams larger than 6, split into smaller groups of 3-4)* | All | 2 mins |
| **Item 3**  ***Proactive 1*** | **School Leadership Team (SLT) Staff Newsletter: Review & Feedback**  Scroll through latest SLT staff newsletter confirming all have read. Live note any feedback for SLT (no further discussion at this time)  *Live Notes:* | All | 2 min |
| **Item 4**  ***Proactive 2*** | **Hot Issues** – focus on day-to-day operational issues  **Part 1:** Pair & Share Top 2-3 Issues – Write on Whiteboard (1min) and Vegas Vote (5 ticks per person) (1min) with Top 2 Topics Selected  **Part 2 Cycle:** 1 min – Elaborate / 1 min – Clarify / 3 mins – Discuss / 1 min Takeaway Actions (4Cs)  *Live Notes:* | All | 14 mins |
| **Item 5**  ***Strategic 1*** | **Leader’s Update / Team Pulse Scorecard / Team Booster (Cycle)**   * Leaders Update and Q&A; or * Team Pulse Scorecard Discussion; or * 10 min Team Booster Activity   *Live Notes:* | All & Line Manager | 8-10 mins |
| **Item 6**  ***Strategic 2*** | **Focused Teamwork (10 week cycle)** –focusedon professional growth and specific student support needs *(^Instruction Recipe Cards in ‘HPT Teaching Team Meetings’ QuickStart Download)*   |  |  | | --- | --- | | * Case Management for Learning (CM)^ * The Council Forum^ * Moderation^ | * Data Discussions^ * Reasonable Adjustments^ |  |  |  | | --- | --- | | Week 1 N/A – General Staff Meeting | Week 6 – The Council Forum | | Week 2 – Data Discussion *(select student for CM)* | Week 7 – Case Management 2 – Follow-Up | | Week 3 – Case Management 1 – Focus Students | Week 8 – Moderation I (eg. English) | | Week 4 – Reasonable Adjustments | Week 9 – Moderation II (eg. Maths) | | Week 5 N/A – General Staff Meeting  EXAMPLE | Week 10 N/A – General Staff Mtg / Parent Mtgs |   *Live Notes:* | All or nominated presenter/s | 25-30 mins |
| **Item 7**  ***Accountable*** | **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) | 3 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)*