

Meetings Policy

Rationale:

The effective functioning of the school is conditional upon highly effective communication, including well known, understood and agreed meeting schedules and processes.

Aim:

To ensure that school effectiveness is maximised by effective and efficient meeting schedules, processes and protocols.

Implementation:

- An agreed meeting schedule, combined with efficient and effective meeting processes and protocols ensures maximum opportunities for participation, effective communication and economical decision-making.
- After appropriate consultation, an agreed meeting schedule will be decided by the principal and the majority of staff at the beginning of each school year.
- The meeting schedule will not contravene any certified Industrial Agreements, will consider the personal needs of individual staff, and will enable staff to meet together in learning teams etc as best as possible.
- The agreed meeting schedule will be minuted and will be distributed to all staff.
- Meeting free weeks will be scheduled at appropriate busy times of the school year (eg: report writing).
- The meeting schedule will stipulate compulsory meetings (eg: staff meetings) as well as discretionary meetings (eg: staff social committee meetings).
- All meetings will have a clear agenda, with any member of each meeting having a prior opportunity to contribute to the agenda. Generally, meetings will not change the agenda or include additional items once the meeting has commenced.
- A member of the principal class or his/her nominee will chair meetings. The principal's nominee will generally be the team leader or most senior staff team member attending the meeting.
- Staff members wishing to be excused from compulsory staff meetings must seek prior approval from the principal. Non-attendance at compulsory meetings without prior approval is unacceptable.
- It is a professional expectation and common courtesy that staff be punctual to meetings.
- All meetings will be minuted by a nominated or rotating minute-taker, with all minutes being posted on the school's intranet as soon as possible.
- It is the responsibility of absent staff to familiarise themselves with the minutes of meetings they have missed, and to seek clarification as required.
- Members of each meeting are expected to be participants in the meeting, and the use of mobile phones, lap tops for non-meeting business and similar distractions are not accepted.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.