

STAFF MEETINGS

1. Rationale:

- 1.1 Focussed, open and succinct communication is essential to the effectiveness of our school. Regular, well-run staff meetings provide one avenue for such communication to take place.

2. Aims:

- 2.1 To contribute to clear and effective communication for all staff.
- 2.2 To provide a meeting structure that is streamlined, efficient and productive.

3. Implementation:

- 3.1 A general staff meeting will be held each Monday from 3:45 until 5.00pm.
- 3.2 Extraordinary meetings will be held only in exceptional circumstances, and only if necessary.
- 3.3 All staff are required to attend the weekly staff meeting.
- 3.4 Staff members who are unable to attend a staff meeting are required to discuss the matter with the Principal.
- 3.5 The agenda for the staff meeting will be compiled by the Principal or Assistant Principal.
- 3.6 The agenda will be emailed to staff.
- 3.7 Staff wishing to contribute an agenda item must email it to the Principal or AP with their name and the anticipated time required to discuss the item.
- 3.8 Information that can be disseminated by other means – such as the Weekly Memo or an email – will not be included as staff meeting agenda items.
- 3.9 Meetings will not be held if there are inadequate agenda items.
- 3.10 Staff meetings will be chaired by the Principal.
- 3.11 Late agenda items will be included only at the discretion of the chairperson.
- 3.12 All meetings will be minuted, with minutes placed on the school's server and emailed to all staff.
- 3.13 Staff will be made aware of agenda items that require consideration and discussion, and staff will be provided with adequate opportunities to investigate and consider relevant information prior to any decisions being made.
- 3.14 Professional development will be regular feature of staff meetings.

4. Evaluation:

- 4.1 The organisation and arrangements of staff meetings will be discussed and agreed to by staff at the commencement of each school year. This policy was ratified by School Council on 25 November 2013.