



## **STAFF MEETINGS POLICY**

### **Rationale:**

- Focused, open and succinct communication is essential to the effectiveness of our school. Regular, well-run staff meetings, with a focus on Professional Learning, provide one avenue for such communication to take place.

### **Aims:**

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

### **Implementation:**

- Two meetings will be scheduled every week (Mondays and Tuesdays 3.30-4.30pm).
- A third hour of meeting in accordance with the current Employee Agreement will be scheduled (Wednesday 3.30-4.30pm) so teachers can fulfil duties such as Reporting, Working Parties.
- A meeting free week will be built into Term 2, 3 and 4.
- All full-time staff are required to attend these meetings.
- ES staff will be supported in meetings scheduled throughout the term as organised by the AP (Welfare).
- Staff members who are unable to attend a staff meeting are required to discuss the matter with the Assistant Principal and there is an expectation that what was missed is to be followed through.
- The schedule of timetabled meetings will be developed by the leadership team, taking into consideration staff PL and whole school identified needs in consultation with the staff.
- The AP (Curriculum) will develop and forward schedules to the whole staff after consultation with the Consultative Committee.
- Information that can be disseminated by other means (such as the staff bulletin, Monday Morning Briefings) as effectively as being presented at the staff meeting will not be included as staff meeting agenda items.
- All meetings will be minuted, with minutes placed in the school's google docs.
- 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.
- Professional development will be a regular feature of staff meetings.

### **Evaluation:**

- The organisation and arrangements of staff meetings will be discussed and agreed to by staff at the commencement of each school year.
- This policy will be reviewed by School Council as part of the school's three year review cycle.

This policy was last ratified by School Council in....

November 2016