

# **STAFF MEETINGS**

## **POLICY**

### **Rationale:**

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.

### **Aims:**

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

### **Implementation:**

- A general staff meeting will be held each Monday from 3:45 until 4:30pm.
- Extraordinary meetings will be held only in exceptional circumstances, and only if necessary.
- The middle week of each term will be a meeting free week.
- All full-time staff, including non-teaching staff are required to attend the weekly staff meeting.
- Staff members who are unable to attend a staff meeting are required to discuss the matter with the Principal.
- The agenda for the staff meeting will be compiled by the Principal.
- After consultation with the Principal, staff wishing to agenda an item must place it on the whiteboard along with their name and the anticipated time required to discuss the item.
- Information that can be disseminated by other means (such as the daily bulletin) as effectively as being presented at the staff meeting will not be included as staff meeting agenda items.
- Meetings will not be held if there are inadequate agenda items.
- Staff meetings will be chaired by the principal class.
- Late agenda items will be included only at the discretion of the chairperson.
- 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 was last ratified by School Council on....

**March 2015**