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**HPT Staff Meeting Agenda (60mins)**

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| **Context & Roles** | |  |  | | --- | --- | | **Date & Time:**  **Location:**  **Attendees:**  **Apologies:**  **Chair & Moderator:**  **Live Notes:** |  | | | |
|  | **Agenda Item** | **Lead** | **Time** |
| **Item 1**  ***Inclusion*** | **Welcome & Acknowledgement:** We acknowledge the traditional owners of the land & pay respect to elders past, past & emerging.  **School Motto:** (example) Education is Life  **Annual Improvement Plan Focus:***(example)* Culture, Data, Behaviour  **Meeting Purpose:** *(example)* Whole staff gathering to share updates, celebrate successes and learn and grow together as a school workforce.  **Moderator**, **Ground Rules** and **Chatham House Rules** | Chair & Moderator | 2 min |
| **Item 2**  ***Support*** | **Warm-Up (Check-In)\***  One word barometer & Ice-breaker (set by Chair) *(\*teams larger than 6, split into smaller groups of 3-4)* | All | 3 mins |
| **Item 3**  ***Proactive*** | **Quick Celebrations and Updates:**  *Live Notes:*   * Celebrations * Updates | Senior Leader | 5 mins |
| **Item 4**  ***Strategic*** | **Collaboration Activity (Flexible 45min block of time)**  Options:   * Learn & Grow Topics (internally or externally facilitated) * Staff Consultation/ Feedback Items (when applicable)   *Live Notes:* | Presenters & All Staff | 45 mins |
| **Item 5**  ***Accountable*** | **Close**  **Barometer and Takeaway Ideas/ Actions per person** (small groups)  **Moderator Feedback:** Openness (score) /5; Balanced Debate /5; Competency /5; Issues Focus /5; Accountable Actions /5  **Next Meeting Date/Time & Roles** (Chair/ Moderator/ Live Notes):  **Item 4 Plan:** | Chair & Moderator (and All) | 3 mins  2 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)*