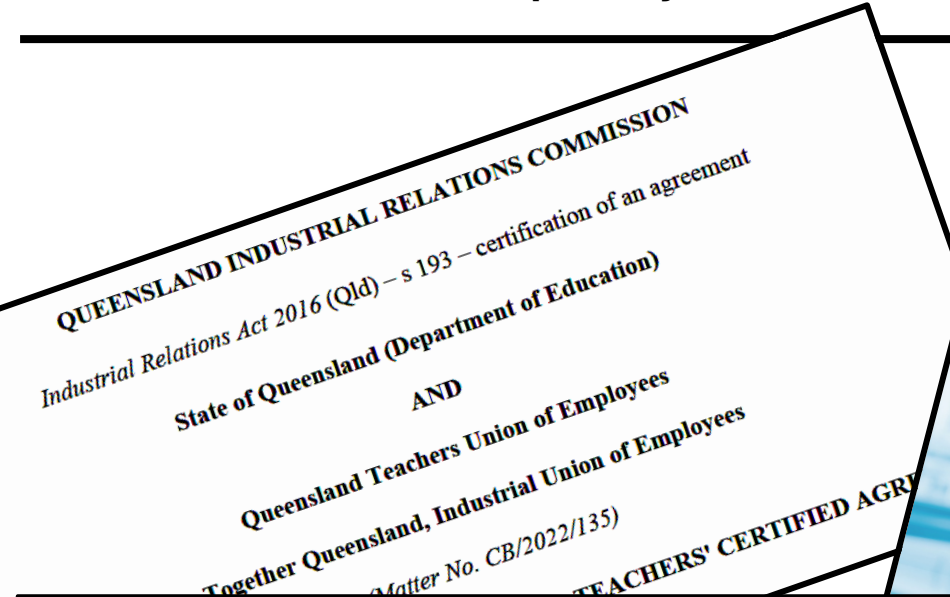




Consultative Committees (LCC) Quick-Start Guide (HPT Formats)



Agreement	Consultation	No Role for the LCC
Altering/'Operationalising' the working conditions defined in the Certified Agreement	Changing the way work is performed in the workplace	The principal, leadership team or Department of Education make decisions about the school
<i>Often referred to as 'Workplace Reforms'</i>	<i>Significant changes to 'Work Practices'</i>	
Flexible Student Days	Annual Performance Reviews	The purchasing of additional non-staffing resources
School Staffing proposals (including FTE to TRS)	Collegial Engagement in Classrooms	The allocation of teachers to particular classes/year levels/rooms
Meal break variations	Long term planning, storage of plans	The identification of staff for transfer
Change to school hours	Nature of Pedagogical Frameworks	Allocation of time slots for rosters e.g. NCT or PGD
Class size proposals	Data Plans, workload impact and how student data (academic, behaviour, attendance, well-being) is collected, recorded and followed up	The appointments of head of programs and school leaders
	All other areas as described in the QTU/DoE Joint Statements	
	Staff Meetings (purpose, frequency, duration)	
	Invest for Success Funding (I4S)– considering the impact on workload and how work is undertaken in the school	



Our School's Main LCC Reference Documents (& Key Sections/ Pages):



Example program

Timing:

Initial meeting between Union Reps and principal – Week 2 each term

LCC meeting – Week 5 each term

Follow up LCC meeting (where necessary) – Week 9 each term.

LCC Activity Cycle – Termly Timelines - EXAMPLE

Main Termly LCC Activity Cycle

Week 1: LCC Agenda open

- Suggested agenda items to be sent to Principal via email by COB Friday.
- Regular items added automatically to Agenda and Action Register.

Week 2: LCC Agenda closed & ‘Agenda Setting’ Meeting held

- Agenda Setting Meeting (Time: TBA) to confirm priority issues for consultation/ feedback – complete Items 1- 5 of Action Register.
- Agenda Setting Meeting focus – review in detail and classify all issues raised by anyone within ‘open’ phase as either matters for ‘Agreement’, ‘Consultation’ or ‘No Role’ for LCC as per guidelines. For matters of Agreement or Consultation draft a ‘Focus Question’ referencing relevant parameters and policies to use as a basis for further staff engagement.
- Agenda Live Notes & Action Register distributed to all staff immediately and placed on share drive.

Week 3, 4 & 5: Consultation Period & ‘No Surprises’ Meeting held

- Union Reps to meet with members – Week 3 or 4 (before ‘No Surprises’ update meeting).
- SLT to also undertake consultation/ feedback processes with staff.
- ‘No Surprises’ Update Meeting Early Week 5 (Time: TBA) – complete items 6,7 & 8 on Action Register
- Agenda Live Notes & Action Register distributed to all staff immediately and placed on share drive.

Late Week 5: LCC meeting

- LCC meeting (Time: TBA). Complete Item 9 on Action Register.
- Agenda Live Notes & Action Register distributed to all staff immediately and placed on share drive.

Optional Second Cycle (if needed)

Request for any additional meeting cycle made by LCC member/s by email to LCC Chair by Friday of week 5 – Chair to confirm and advise staff of second cycle.

Week 6: LCC Agenda open – as per week 1 description.

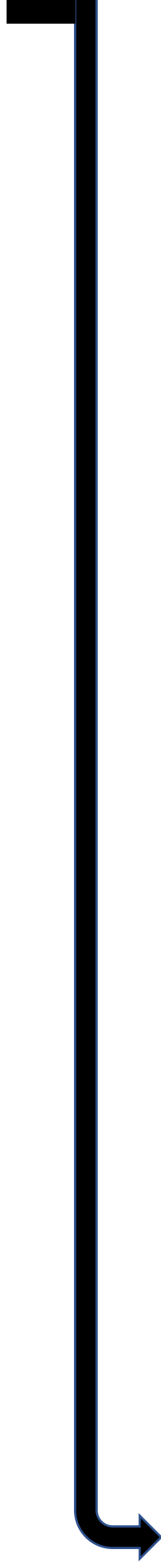
Week 7: LCC Agenda closed & Agenda Setting Meeting Held – as per week 2 description.

Week 8 & 9: Consultation Period & No Surprises Meeting – as per week 3 & 4, 5 descriptions.

Week 10: LCC meeting – as per Late Week 5 description.

LCC Termly Action Register

LCC Termly Action Register	
School: (NAME)	Term: (INSERT)
1.) Open List of Items: Week 1 (Main Cycle) or Week 6 (Second Cycle) for 'Agenda Setting' Mtg <i>List down all items raised by date during specified cycle 'open' phase before agenda setting meeting.</i>	2.) Item Description In Detail <i>At agenda setting meeting, explain item as is relevant to specific school and industrial issues.</i>
	3.) Item Classification & Rationale <i>Agreement (A)/ Consultation (C) // No Role for LCC (NA & link to other process).</i>
	4.) If Item = C, Focus Question for Consultation. If Item = A question includes method to choose <i>State as a 'focus question' citing relevant Parameters, Policies & Procedures</i>



5.) Priority Rank 'C' items per LCC Consensus (All 'A' items are already top priority) <i>Determine via LCC discussion & consensus (note any items where consensus is not reached).</i>	6.) C & A items - Consultation Next Steps SLT <i>To be completed after SLT has subsequently met and developed a sepcific strategy.</i>	7.) C & A items - Consultation Next Steps Union Reps <i>Documentation as per applicable union guidelines.</i>	8.) Item Update/ Additional Feedback for Early Wk 5/10 <i>'No Surprises' Mtg</i> <i>Note any updates or feedback as they are provided prior to/ or at the 'No Surprises'</i>	9.) Item Finalisation/ Outcome at Late Wk 5/10 <i>LCC Mtg</i> <i>Note final outcome of items according "C" and "A" status after 'Formal LCC Meeting'</i>

Date & Time:

Chair:

Attendees:

Moderator:

Apologies:

Live Notes:

LCC Agenda Setting Meeting (45-60min)

Item 1	Welcome: <ul style="list-style-type: none"> LCC Role & Purpose LCC Agenda Setting Meeting purpose & outcomes Moderator role & ground rules 	Chair	2 min
Item 2	Warm-Up: One word barometer and ice-breaker	All	3 mins
Item 3	LCC Member Updates: Exception reports on key issues not already noted on Termly Action Register (approx. 1-2min per person). Add any new items to the Action Register. <i>Live Notes:</i>	All	8-10 mins
Item 4	LCC Termly Action Register – In Detail P1: <i>for each Issue raised on the action register complete steps 1-4. on the action register in 5-7min cycles. For Item 4 'C' and 'A' make sure any applicable professional standards, parameters or workplace operational issues are referenced in the focus question.</i> <i>Live Notes: (if not already noted below then see Action Register)</i>	All	5-7min cycles (20-30min)
Item 5	LCC Termly Action Register – In Detail P2: <i>complete the prioritization process – part 5 of termly action register – noting the final list of priorities agreed upon by consensus (or noting any disagreement in live notes below:</i> <i>Live Notes:</i>	All	8-12 mins
Item 6	Close: Barometer, Moderator Feedback & Next Meeting Date/ Time Moderator Score (5 Factors): Next Meeting Date/Time: Roles: Chair: Moderator: Live Notes:	Chair & Moderator	3 mins

LCC No Surprises Meeting (30-45min)

Item 1	Welcome: <ul style="list-style-type: none"> LCC Role & Purpose LCC No Surprises Meeting purpose & outcomes Moderator role & ground rules 	Chair	2 min
Item 2	Warm-Up: One word barometer and ice-breaker	All	3 mins
Item 3	LCC Member Updates: Exception reports on any <i>additional information</i> not already noted on Termly Action Register (approx. 1-2min per person). Any new issues to be classified as such on the action register for inclusion in next cycle. <i>Live Notes:</i>	All	6-8 mins
Item 4	LCC Termly Action Register Update: <i>for each existing 'priority' Issue raised on the action register complete steps 6,7,8. (if not already) on the action register in 5 min cycles.</i> <i>Live Notes: (if not already noted below then see Action Register)</i>	All	5min cycles (15-30min)
Item 6	Close: Barometer, Takeaway Actions, Moderator Feedback & Next Meeting Moderator Score (5 Factors): Next Meeting Date/Time: Roles: Chair: Moderator: Live Notes:	Chair & Moderator	2 mins

Agenda C – Formal LCC Meeting (Agenda as per Applicable Guidelines)

Staff/ Team Meeting EXAMPLE Consultation Items

(to be inserted into Item 4 of General Staff Meeting Agenda Template)

OPTION 1: LCC Staff Discussion Item for further feedback on 'A' or 'C' Items (for team or staff meeting).

Item	<p>Staff Consultation or Feedback: (for team or staff meeting).</p> <p>Step 1. Share applicable "priority item" from Consultation Termly Action Register - show on screen all known information (2min).</p> <p>Step 2. Pairs/ triads discussion over possible answers to focus question (4 min).</p> <p>Step 3. Invite further feedback and comment from each pair/ triad - live note in screen and add feedback to action register <u>column 8</u> (4min – extend this time if req.)</p> <p><u>Repeat cycle on total number of "priority items" required.</u></p> <p>NOTE: <i>If additional numerical clarification of preferences against options is required than ballot box or online survey method post meeting is psychological safest method.</i></p>	LCC Member & All	10 min cycles (2min/ 4min/ 4min)
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OPTION 2: LCC Staff Discussion Item for further feedback on 'A' or 'C' Items (for team or staff meeting).

Item	<p>Staff Consultation or Feedback: (for team or staff meeting).</p> <p>Step 1. Share applicable "priority item" from Consultation Termly Action Register - show on screen all known information (2min) and rationale for current staff discussion.</p> <p>Step 2. Invite table based discussions and feedback onto either sticky notes that can be placed onto a larger A2 or bigger capture sheet OR directly write feedback onto table based capture sheets (5min)</p> <p><u>Repeat cycle on total number of "priority items" required.</u></p> <p>NOTE: <i>If additional numerical clarification of preferences against options is required than ballot box or online survey method post meeting is psychological safest method.</i></p>	LCC Member & All	7 min cycles (2min/ 5min)
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Available Staff Meetings for 'Staff Consultation or Feedback'

(note – 'consultation' is required if making significant changes to existing staff meeting processes)

Termly Staff Meeting Schedule This Term: _____

Our Termly Staff Meeting Schedule Is: _____

Staff Survey Process:

- Use applicable confidential survey methods appropriate to the context (ie., online survey, ballot box, post-it notes or feedback slips placed into table envelopes etc.)
- Ensure the 'Focus Question' is clearly displayed prior to the survey response items
- Include option for comments where possible
- Use 'opt in' for people to share their name if applicable
- For matters of 'Agreement' use a method that reduces the risk of the same person inadvertently voting twice

Staff Meeting Agenda Template: (Item 4 – Collaboration Activity)

HPT Staff Meeting Agenda (60mins)

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: <ul style="list-style-type: none"> Celebrations Updates 	Senior Leader	5 mins
Item 4 Strategic	Collaboration Activity (Flexible 45min block of time) Options: <ul style="list-style-type: none"> 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)

- Openness & Trust** – Chatham House Rule – Discussion 'off record' with 'on the record' documented in Live Notes.
 - Balanced Debate** – Respecting both sides of the argument and allowing diversity of views.
 - Competency over Role** – Respecting the 'value' of the person's opinion regardless of their 'status'.
 - Issues over Personalities** – Staying 'issues' focused and not letting personalities overpower the agenda.
 - Accountable Actions & Clear Outcomes** – Clear next steps and/or SMART actions recorded for each item.
 - 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)

