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**Teaching Team Meeting Agenda**

 **(60mins)**

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| **Context & Roles*****Pre-Work*** |

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| **Date & Time:** **Chair:****Moderator:****Live Notes:****Apologies:***Complete Teacher Update Tool and Review / Update HPT Team Data Wall* |

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|  | **Agenda Item** | **Lead** | **Time** |
| **Item 1** ***Inclusion*** | **Welcome and Acknowledgement of Country****School Motto**: *(Insert)***Team Purpose:** *(Insert)***Meeting Purpose:** *(Insert)***Moderator**, **Ground Rules** and **Chatham House Rules** | Chair  | 1 min |
| **Item 2*****Support*** | **Warm-Up (Check-In)\***One word barometer & share 1 success and 1 challenge from Update Tool *(\*teams larger than 6, split into smaller groups of 3-4)*  | All | 2 mins |
| **Item 3*****Proactive 1*** | **School Leadership Team (SLT) Staff Newsletter: Review & Feedback** Scroll through latest SLT staff newsletter confirming all have read. Live note any feedback for SLT (no further discussion at this time)*Live Notes:*  | All | 2 min |
| **Item 4*****Proactive 2*** | **Select 1 x Option:****Option 1 - Hot Issues** *(expert item**– focus on day-to-day operational issues)***P1:** Pair & Share Top 2-3 Issues – Write on Whiteboard (2min) and Vegas Vote (5 ticks per person) (1min) with Top 3 Topics Selected. **P2 Cycle:** 1 min – Elaborate / 1 min – Clarify / 3 mins – Discuss / 1 min Takeaway Actions (4Cs)**Option 2 - Team Brainstorm** *(alternative item – same focus)* (10min) **P1:** Sponsor Presents Topic/ Focus Question (1min); **P2**: Pair/ Share (1min) Whole Group Share (6min); **P3** Sponsor Shares Takeaway Actions (4Cs) (2min)*Live Notes:*  | All | 10-15 mins |
| **Item 5*****Strategic 1*** | **Leader’s Update / Team Pulse Scorecard / Team Booster (Cycle)*** Leaders Update and Q&A; or
* Team Pulse Scorecard Discussion; or
* 10 min Team Booster Activity

*Live Notes:*  | All & Line Manager | 8-10 mins |
| **Item 6*****Strategic 2***  | **Focused Teamwork (10 week cycle)** –*(expert item - focus on professional growth and specific student support needs)* ^Instructional Recipe Cards in ‘HPT Teaching Team Meetings’ QuickStart Download

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| * Case Management for Learning (CM)^
* The Council Forum^
* Moderation^
 | * Data Discussions^
* Reasonable Adjustments^
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| Week 1 N/A – General Staff Meeting | Week 6 – The Council Forum  |
| Week 2 – Data Discussion *(select student for CM)*EXAMPLE | Week 7 – Case Management 2 – Follow-Up  |
| Week 3 – Case management 1 – Focus Students | Week 8 – Moderation I (eg. English) |
| Week 4 – Reasonable Adjustments  | Week 9 – Moderation II (eg. Maths) |
| Week 5 N/A – General Staff Meeting | Week 10 N/A – General Staff Mtg / Parent Mtgs |

*Live Notes:*  | All or nominated presenter/s | 25-30 mins |
| **Item 7*****Accountable*** | **Close (Check Out)** Barometer and Takeaway Actions per person**Moderator Report:** Openness (score) /5; Balance /5; Competency /5; Issues Focus /5; Actions /5; Next Mtg Improvement Focus:**Next Meeting Date/Time:** **Chair: Moderator:**  **Live Notes:** | Chair & Moderator (and All) | 3 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)*