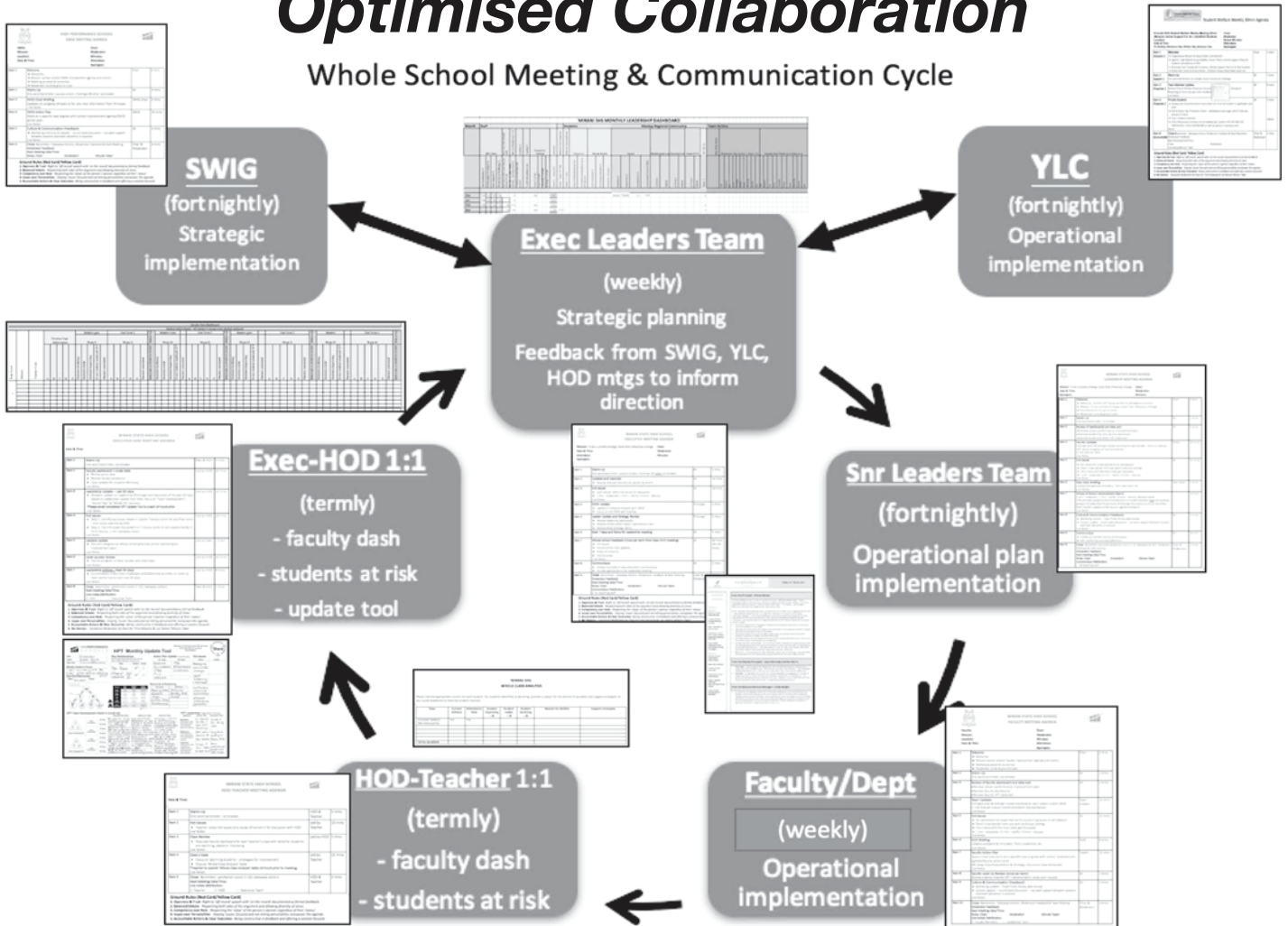


# School Wide Meeting Cycle & Agendas

## *Optimising School Wide Collaboration*

### ***Optimised Collaboration***

Whole School Meeting & Communication Cycle



# Table 1. Recommended Frequency of Meetings x Team

## School Leadership Pro Tips: Effective School-wide Meeting & Communication Cycles

All teams within a school need to meet for *regularly scheduled meetings* to maintain work momentum and strengthen the relationships between team members. They also need to use a structured agenda which maximises the effective use of their meeting time AND keep a record of progress and forward accountable actions as well as keep stakeholders and colleagues up-to-date on progress. The Table below shows school-wide meeting and communication cycles for both primary and secondary schools.

Team Type	Recommended Meeting Cycle					Meeting Toolkit			Communication Cycle				
	Weekly	Fortnightly	Monthly	Quarterly	Other	HPT Agenda Template**	HPT Update Tool**	Live Notes / Minutes	Team & Leadership	Team & Leadership	Updates: Newsletters/Communiqes	Team, Leadership & Peers	Whole School
								Team					
Leadership Team (Small - max 6)	✓ 60min			✓ 1 day		✓	✓	✓					✓ <sup>^</sup>
Leadership Team (Large - min 7+)	✓ 90min			✓ 1 day		✓	✓	✓					✓ <sup>^</sup>
Cohort/PLT	✓ 60min*			✓ ½ - 1 day		✓	✓		✓			✓	
Faculty	✓ 60min*			✓ ½ - 1 day		✓	✓		✓			✓	
Operational	✓ 60min					✓			✓				✓
General Staff			✓ 60min*			✓		✓					✓
Improvement Groups (Working Parties) <sup>#</sup>					✓ Project specific	✓							✓
1:1 Line Meetings					✓	✓				Individuals Only			

# Improvement group meetings may be incorporated as breakout sessions into general staff meetings where time does not allow for stand alone meetings.

\* Pending school size & needs we recommend either a 2:1 or 3:1 ratio of teaching team to general staff meetings over a 4 week period (assuming 1 hour per week max. meeting allowance in teacher employment conditions – otherwise teaching team meetings every week plus other meetings as additional)

<sup>^</sup>Weekly leadership newsletters are critical for staff communication between monthly general staff meetings & should be discussed at every cohort / faculty meeting.

\*\*All HPT agenda templates and update tools are at [www.HPTschools.com](http://www.HPTschools.com)

# Leadership Team Meeting Agenda

(60 / 90mins)

Context & Roles	Date & Time: Chair: Moderator: Live Notes: Apologies:		
	Agenda Item	Lead	Time
<b>Item 1</b> <i>Inclusion</i>	<b>Welcome and Acknowledgement of Country</b> School Motto: <i>(Insert)</i> SLT Team Purpose: <i>(Insert)</i> SLT Meeting Purpose: <i>(Insert)</i> Moderator, Ground Rules and Chatham House Rules	Chair	2 mins
<b>Item 2</b> <i>Support</i>	<b>Warm-Up (Check-In)*</b> One word barometer & ice-breaker (set by Chair) ( <i>*teams larger than 6, split into smaller groups of 3-4</i> )	All	3 mins
<b>Item 3a</b> <i>Proactive 1</i>	<b>Action Register Review – Exception Reporting (5mins max)</b> Scroll through action register and note items completed, items with updates, and items no longer relevant (no additional discussion beyond updating at this point in the meeting) <i>Live Notes:</i>	All	3/5 mins
<b>Item 3b</b> <i>Accountable 1</i>	<b>Team Member Updates (submit prior#)</b> Review update on screen (30secs) followed by verbal exception report (1-2 mins max per team member) (#extracts added into SLT Staff Newsletter) <i>Live Notes:</i>	All	8/12 mins
<b>Item 4</b> <i>Proactive 2</i>	<b>Hot Issues – focus on day-to-day leadership and operational issues</b> <b>Part 1:</b> Pair & Share Top 2-3 Issues – Write on Whiteboard (2min) and Vegas Vote (5 ticks per person) (2min) with Top 3 Topics Selected (2 Topics for 60) <b>Part 2 Cycle:</b> 1 min – Elaborate / 1 min – Clarify / 4 mins – Discuss / 1 min Takeaway Actions (4Cs) <i>Live Notes:</i>	All	18/25 mins
<b>Item 5</b> <i>Strategic 1</i>	<b>Senior Leaders Briefing and Q&amp;A</b> <i>Live Notes:</i>	Senior Leader	8/10 mins
<b>Item 6</b> <i>Strategic 2</i>	<b>Focused Teamwork (1-3 items each meeting rotated in 4 week cycle)</b> <ul style="list-style-type: none"> <li>• <b>Action Plan Update:</b> Part 1 (5 mins) – Live note updates on action plan; Part 2 (5 mins) – Discussion on selected goal</li> <li>• <b>Dashboard Review or Policy Update:</b> Part 1 (5 mins) – Review and discuss; Part 2 (5 mins) – Note forward adjustments</li> <li>• <b>10 Minute Team Booster:</b> Complete 10 minute Team Booster based on Pulse Scorecard indicators</li> <li>• <b>Monthly Team Pulse Scorecard:</b> Part 1 (8 mins) – Debrief Scorecard using 8 minute Protocol; Part 2 (2 mins) – Note takeaway actions</li> <li>• <b>Deep Dive* (*Advanced Module)</b> (15 mins): Part 1 (5 mins) – Presentation (use template); Part 2 (7 mins) – Brainstorm; Part 3 (3 mins) – Takeaways</li> </ul> <i>Live Notes:</i>	All or nominated presenter/s	15/30 mins
<b>Item 7</b> <i>Accountable 2</i>	<b>Close (Check Out)</b> Barometer and Takeaway Actions per person <b>Moderator Feedback:</b> Openness (score) /5; Balanced Debate /5; Competency /5; Issues Focus /5; Accountable Actions /5 <b>Next Meeting Date/Time:</b> <b>Chair:</b> <b>Moderator:</b> <b>Live Notes:</b> <b>Item 6 Plan:</b>	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)

# School Leadership Team Meeting – Weekly Staff Newsletter

School Logo

## Weekly Staff Newsletter<sup>^</sup> DD MM YY

**Ms W, Principal**

**Portfolios: Whole School Performance & Engagement, Community Partnerships, Year 4**

**Week Past / Week Ahead:**

Last week's highlight was the State Principal's Conference. The take away message from the conference was keep doing what we are doing with putting faces on the data, increase collaboration between schools, precision in our work. This week, the executive leadership team has worked with Dr Pete Stebbins to improve clarity of roles, refine meeting procedures and processes within the school

**Living The Values:**

AIP and I4S documents submitted to P&C and Regional Office. Waiting for approval on both documents. STEM committee to meet in the near future to discuss resources, expertise and curriculum needs within each year level.

**Mr D, DP**

**Portfolios: Whole School Curriculum, Quality Teaching, Specialists, Years P - 3)**

**Week Past / Week Ahead:**

Last week I completed Data Talks in the School with Prep being the last one. The creation of Goals and Strategies for all students should now be underway as students look to their 'next steps'. The TSIT team are working hard on getting the Reading our Way program up and running for identified students below NMS. This week I will be focusing on Planning in Week 8 - timetables and agenda and Years 1, 2 and 3 Walk-Throughs.

**Living The Values:**

Thank you to the staff who attended Data talks and really drilled down using the Inquiry Cycle. Active displays (Learning Journeys) are being created in classrooms and I am looking forward to seeing feedback in classrooms around writing using the Sheena Cameron techniques that are now part of the Eimeo Road State School Writing Program.

**Ms M, DP**

**Portfolios: Whole School Events, TAs, PBL, Profiling, Years 5 & 6**

**Week Past/ Week Ahead:**

Week 2 of Athletic Rotations for our 9-12yr olds were completed despite the weather and as expected were a successful outcome as we had applied learnings to address issues from Week 1. Our final week of rotations is scheduled for this Thursday, weather permitting. A schedule of timeslots (to be released in the coming days) has been developed to complete the 200m and 800m trials with the focus on minimising disruption to classroom teaching and learning time.

**Living The Values:**

Keep a look out for the updated Performance Development Plan that will be emailed to all staff in the coming days. Teaching staff are required to complete a draft of their plan and to submit to their Line Manager in preparation for our upcoming Focused Improvement Meetings in Weeks 8-9. We are currently identifying the next round of teachers to be included in the Classroom Profiling PD to be held in the last week of term. Please submit your interest to me if you haven't done so as yet.

- **ADD IN OTHER LEADERSHIP TEAM MEMBER UPDATES ON FURTHER PAGES....**

*<sup>^</sup>This is a brief communique from the School Leadership Team on key events and updates – It is not comprehensive in nature and does not supersede any of the existing workflow and operational plans*

## Short Form

**Name:** Sue Smith

**Date:** 17 October

**One Word Barometer:** Rushed

### Stretch Goals In Focus:

Goal 1. 100% consistency with PBL
Goal 2. 100% green data on staff Pulse

HPT Strategy:	On Track	Off Track
Team Data Wall		✓
Team Activity Cycle	✓	
Team Pulse		✓

### Successes and Challenges:

		Description	Impact	Action
Successes	Last Week	All cohorts using reading program	Key deliverable	Showcase in staff meeting
		Protocols agreed to by staff	Consistency	Update data wall
	Next Week	All cohorts doing Team Profile	Increased sharing	Showcase in staff meeting
		School Art Show	Parent contact	Check in with coordinator
Challenges	Last Week	Behaviour & PBL non-compliance	Teacher stress	Confirm protocols on data wall
		Staff sickness and workload	Long hours	Thanks & wellbeing reminder
	Next Week	Workload, attendance, behaviour	Reduced facetime	Put on data wall, update staff
		ARD School review visit	Increased stress	Organise docs and prepare



### Work/Life & Wellbeing:

On Track	Off Track
Family time	Sleep
Running	Screen time
Painting	Snacking

### Hot Issues (Focus on day-to-day leadership & operational issues)

Describe the Issue	Describe Impact / Risk	Action / Solution
Staff wellbeing and workload	Increased sick leave, long hours, personality clashes	
Managing curriculum changes	Poor assessment results if curriculum not aligned	
Conflict between middle leaders	Teacher receiving mixed messages and increased stress	

### Priority Relationships (Focus on relationships with key staff and stakeholders)

Name	Critical Issue	Forward Strategy
PBL team	Schoolwide rollout delays	Co-attend all PBL meetings
Student leaders	Confirm presentation for assembly	Meet with student leaders
Deputy Principal	Finalise development plan	Schedule for end of week, pre-work

# Teaching Team Meeting Agenda (60mins)

<b>Context &amp; Roles</b>	<b>Date &amp; Time:</b> <b>Chair:</b> <b>Moderator:</b> <b>Live Notes:</b> <b>Apologies:</b> <i>Pre-Work</i> <i>Complete Teacher Update Tool and Review / Update HPT Team Data Wall</i>												
	<b>Agenda Item</b>	<b>Lead</b>	<b>Time</b>										
<b>Item 1</b> <i>Inclusion</i>	<b>Welcome and Acknowledgement of Country</b> <b>School Motto:</b> <i>(Insert)</i> <b>Team Purpose:</b> <i>(Insert)</i> <b>Meeting Purpose:</b> <i>(Insert)</i> <b>Moderator, Ground Rules and Chatham House Rules</b>	Chair	1 min										
<b>Item 2</b> <i>Support</i>	<b>Warm-Up (Check-In)*</b> One word barometer & share 1 success and 1 challenge from Update Tool <i>(*teams larger than 6, split into smaller groups of 3-4)</i>	All	2 mins										
<b>Item 3</b> <i>Proactive 1</i>	<b>School Leadership Team (SLT) Staff Newsletter: Review &amp; Feedback</b> Scroll through latest SLT staff newsletter confirming all have read. Live note any feedback for SLT (no further discussion at this time) <i>Live Notes:</i>	All	2 min										
<b>Item 4</b> <i>Proactive 2</i>	<b>Select 1 x Option:</b> <b>Option 1 - Hot Issues</b> <i>(expert item – focus on day-to-day operational issues)</i> <b>P1:</b> Pair & Share Top 2-3 Issues – Write on Whiteboard (2min) and Vegas Vote (5 ticks per person) (1min) with Top 3 Topics Selected. <b>P2 Cycle:</b> 1 min – Elaborate / 1 min – Clarify / 3 mins – Discuss / 1 min Takeaway Actions (4Cs) <b>Option 2 - Team Brainstorm</b> <i>(alternative item – same focus)</i> (10min) <b>P1:</b> Sponsor Presents Topic/ Focus Question (1min); <b>P2:</b> Pair/ Share (1min) Whole Group Share (6min); <b>P3</b> Sponsor Shares Takeaway Actions (4Cs) (2min) <i>Live Notes:</i>	All	10-15 mins										
<b>Item 5</b> <i>Strategic 1</i>	<b>Leader's Update / Team Pulse Scorecard / Team Booster (Cycle)</b> <ul style="list-style-type: none"> <li>• Leaders Update and Q&amp;A; or</li> <li>• Team Pulse Scorecard Discussion; or</li> <li>• 10 min Team Booster Activity</li> </ul> <i>Live Notes:</i>	All & Line Manager	8-10 mins										
<b>Item 6</b> <i>Strategic 2</i>	<b>Focused Teamwork (10 week cycle) – <i>(expert item - focus on professional growth and specific student support needs)</i></b> ^Instructional Recipe Cards in 'HPT Teaching Team Meetings' QuickStart Download <ul style="list-style-type: none"> <li style="width: 50%;">• Case Management for Learning (CM)^</li> <li style="width: 50%;">• Data Discussions^</li> <li style="width: 50%;">• The Council Forum^</li> <li style="width: 50%;">• Reasonable Adjustments^</li> <li style="width: 50%;">• Moderation^</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%;">Week 1 N/A – General Staff Meeting</td> <td style="width: 50%;">Week 6 – The Council Forum</td> </tr> <tr> <td>Week 2 – Data Discussion <i>(select student for CM)</i></td> <td>Week 7 – Case Management 2 – Follow-Up</td> </tr> <tr> <td>Week 3 – Case management 1 – Focus Students</td> <td>Week 8 – Moderation I (eg. English)</td> </tr> <tr> <td>Week 4 – Reasonable Adjustments</td> <td>Week 9 – Moderation II (eg. Maths)</td> </tr> <tr> <td>Week 5 N/A – General Staff Meeting</td> <td>Week 10 N/A – General Staff Mtg / Parent Mtgs</td> </tr> </table> <i>Live Notes:</i>	Week 1 N/A – General Staff Meeting	Week 6 – The Council Forum	Week 2 – Data Discussion <i>(select student for CM)</i>	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	All or nominated presenter/s	25-30 mins
Week 1 N/A – General Staff Meeting	Week 6 – The Council Forum												
Week 2 – Data Discussion <i>(select student for CM)</i>	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												
<b>Item 7</b> <i>Accountable</i>	<b>Close (Check Out)</b> Barometer and Takeaway Actions per person <b>Moderator Report:</b> Openness (score) /5; Balance /5; Competency /5; Issues Focus /5; Actions /5; Next Mtg Improvement Focus: <b>Next Meeting Date/Time:</b> <b>Chair:</b> <span style="margin-left: 150px;"><b>Moderator:</b></span> <span style="margin-left: 150px;"><b>Live Notes:</b></span>	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)

Name: *EXAMPLE TEACHER*    Date: *DDMMYY*    Barometer: *'Rushed'*

## Classroom Successes and Challenges

		Description	Impact	Action to take
Successes	Last 2 weeks	<i>Collaborative Planning</i>	<i>Cohesive Team planning</i>	<i>Implement activities planned</i>
	Next 2 weeks	<i>Collaborative review of strategies worked.</i>	<i>Allow for different strategies to be tried next year</i>	<i>Develop similar planning strategies</i>
Challenges	Last 2 weeks	<i>Behaviour</i>	<i>Disruption of class routine</i>	<i>Revise classroom management strategies Inform admin.</i>
	Next 2 weeks	<i>Assessment</i>	<i>Report card writing</i>	<i>Moderation and communication within teams</i>




Work Life & Wellbeing	
On Track	Off Track
<i>Sharing resources,</i>	<i>late night planning</i>
<i>Good communication</i>	<i>High stress level</i>
<i>Supporting each other</i>	<i>Lack of sleep.</i>

## Hot Issues

Describe the Issue	Describe Impact / Risk	Action/Solution
<i>Challenging Behaviours</i>	<i>Total class disruption</i>	<i>PBL Chill in / Chill out Stamps - positive consistency.</i>

## Priority Students In Focus

Name	Critical Issue (Learning & Wellbeing)	Forward Strategy
	<i>Unstable life</i>	<i>External support.</i>
	<i>Mental Health</i>	<i>Mum / Child safety.</i>
	<i>Off Task - no movement</i>	<i>Meeting with Mum.</i>
	<i>Behaviour</i>	<i>SNAG referral.</i>

## Deep Dive Register

Describe the Issue	Key Challenge (Question)	Importance (Impact & Risks)	Possible Solutions & Related Risks
<i>Learning walks and talks</i>	<i>Time to get it done.</i>	<i>See different ideas Teachers being consistent</i>	<i>Risk - teachers feeling judged??</i>

# HPT GENERAL Meeting Agenda

(60mins)

Context & Roles	Date & Time: Location: Attendees: Apologies: Chair & Moderator: Live Notes:	Lead	Time
	<b>Agenda Item</b>		
<b>Item 1</b> <i>Inclusion</i>	<b>Welcome and Acknowledgement of Country</b> <b>Organisation Mission / Motto:</b> <i>(Insert)</i> <b>Team Purpose:</b> <i>(Insert)</i> <b>Team Meeting Purpose:</b> <i>(Insert)</i> <b>Moderator, Ground Rules and Chatham House Rules</b>	Chair	1 min
<b>Item 2</b> <i>Support</i>	<b>Warm-Up (Check-In)*</b> One word barometer & Ice-breaker (set by Chair) <i>(*teams larger than 6, split into smaller groups of 3-4)</i>	All	3 mins
<b>Item 3</b> <i>Accountable 1</i>	<b>Team Member Updates</b> Week prior and week ahead exception reporting (1-2 mins max per person) <i>Live Notes:</i>	All	8 mins
<b>Item 4</b> <i>Proactive</i>	<b>Hot Issues</b> <b>Part 1:</b> Pair & Share Top 2-3 Issues – Write on Whiteboard (2min) and Vegas Vote (5 ticks per person) (2min) with Top 3 Topics Selected <b>Part 2 Cycle:</b> 1 min – Elaborate / 1 min – Clarify / 4 mins – Discuss / 1 min Takeaway Actions (4Cs) <i>Live Notes:</i>	All	25 mins
<b>Item 5</b> <i>Strategic 1</i>	<b>Senior Leaders Briefing and Q&amp;A</b> Consolidation of key forward actions <i>Live Notes:</i>	Senior Leader	10 mins
<b>Item 6</b> <i>Strategic 2</i>	<b>Focused Teamwork*</b> (*items in a 4 week cycle) <ul style="list-style-type: none"> <li>• <b>Action Plan Update:</b> Part 1 (5 mins) – Live note updates on action plan; Part 2 (5 mins) – Discussion on selected goal</li> <li>• <b>Dashboard Review or Policy Update:</b> Part 1 (5 mins) – Review and discuss; Part 2 (5 mins) – Note forward adjustments</li> <li>• <b>10 Minute Team Booster:</b> Complete 10 minute Team Booster based on Pulse Scorecard indicators</li> <li>• <b>Monthly Team Pulse Scorecard:</b> Part 1 (8 mins) – Debrief Scorecard using 8 minute Protocol; Part 2 (2 mins) – Note takeaway actions</li> </ul> <i>Live Notes:</i>	Nominated Presenter/s	10 mins
<b>Item 7</b> <i>Accountable 2</i>	<b>Close (Barometer and Takeaway Actions per person)</b> <b>Moderator Feedback:</b> Openness (score) /5; Balanced Debate /5; Competency /5; Issues Focus /5; Accountable Actions /5 <b>Next Meeting Date/Time:</b> <b>Chair:</b> <b>Moderator:</b> <b>Live Notes:</b> <b>Item 6 Plan:</b>	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)



# 1:1 (One-on-One) Meeting Agenda (35mins)

Name: Date & Time: Location:		Agenda Item		Lead	Time
<b>Item 1</b> <i>Inclusion</i>	<b>Welcome &amp; Warm Up</b> <ul style="list-style-type: none"> <li>Review Organisation &amp; Team Purpose Statement</li> <li>One word barometer and icebreaker (Level 2/3)</li> </ul>	Line Manager & Staff Member	2 mins		
<b>Item 2</b> <i>Support</i>	<b>Update Tool Review*</b> <ul style="list-style-type: none"> <li>Stepwise review of Update Tool since last meeting noting Success, Challenges &amp; Hot Issues</li> <li><i>*Where possible email completed 'Update Tool' to Line Manager 24 hours prior</i></li> </ul> <b>Live Notes:</b>	Led by Staff Member	5 mins		
<b>Item 3</b> <i>Proactive</i>	<b>Hot Issues</b> <ul style="list-style-type: none"> <li>Step 1: Identify key issues raised in Update Tool and solicit for any final items (Hot Issues selected by Staff Member)</li> <li>Step 2: Top 2 issues discussed in 4 minute cycles (1min explain/clarity / 3min discuss / 1min takeaway)</li> </ul> <b>Live Notes:</b>	Led by Staff Member	10 mins		
<b>Item 4</b> <i>Strategic 1</i>	<b>HPT Team Data Wall Review &amp; Dashboard Discussion</b> <ul style="list-style-type: none"> <li>Review progress using Team Data Wall and discuss current Dashboard Data – Celebrate successes and troubleshoot challenges</li> </ul> <b>Live Notes:</b>	Led by Line Manager	5 mins		
<b>Item 5</b> <i>Strategic 2</i>	<b>Focus Area Discussion</b> <ul style="list-style-type: none"> <li>Line Manager led discussion on a selected area of focus</li> </ul> <b>Live Notes:</b>	Led by Line Manager	8 mins		
<b>Item 6</b> <i>Accountable</i>	<b>Key Forward Actions</b> <ul style="list-style-type: none"> <li>Consolidation of key forward actions</li> </ul> <b>Live Notes:</b>	Led by Staff Member	4 mins		
<b>Item 7</b> <i>Accountable</i>	<b>Close</b> (Barometer, Satisfaction Score (1-10) & Summary of Takeaway Actions) <b>Next Meeting Date/Time:</b> <b>Live Notes Distribution:</b> Staff Member: Y/N      Line Manager: Y/N	Line Manager & Staff Member	1 min		

- Ground Rules** (*Red Card / Yellow Card*)
- 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!*

# Improvement Group / Committee Meeting Agenda (30mins)

Context & Roles	Date & Time: Location: Chair: Moderator: Attendees: Apologies: Live Notes:	Agenda Item		Lead	Time
<b>Item 1</b> <i>Inclusion</i>	<b>Welcome and Acknowledgement of Country</b> School Motto: <i>(insert)</i> Group / Committee Purpose: <i>(insert)</i> Meeting Purpose: <i>(insert)</i> Moderator, Ground Rules and Chatham House Rules	Chair	1 min		
<b>Item 2</b> <i>Support</i>	<b>Warm-Up</b> One word barometer & ice-breaker (set up Chair) or success/challenge ( <i>*teams larger than 6, split into smaller groups of 3-4</i> )	All	3 mins		
<b>Item 3</b> <i>Proactive</i>	<b>Improvement Group Chair Briefing</b> Updates on progress of tasks to date and any new information from Principal <b>Live Notes:</b>	Chair	2 mins		
<b>Item 4</b> <i>Strategic</i>	<b>Improvement Group Action Plan</b> Work on specific tasks aligned with school improvement agenda and/or action plan <b>Live Notes:</b>	All	20 mins		
<b>Item 5</b> <i>Accountable</i>	<b>Key Forward Actions</b> Consolidation of key forward actions <b>Live Notes:</b>	All	2 mins		
<b>Item 6</b> <i>Accountable</i>	<b>Close (Check Out)</b> Barometer and Takeaway Actions per person <b>Moderator Feedback:</b> Openness (score) /5; Balanced Debate /5; Competency /5; Issues Focus /5; Accountable Actions /5 <b>Next Meeting Date/Time:</b> <b>Chair:</b> <b>Moderator:</b> <b>Live Notes:</b>	Chair & Moderator (and All)	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)

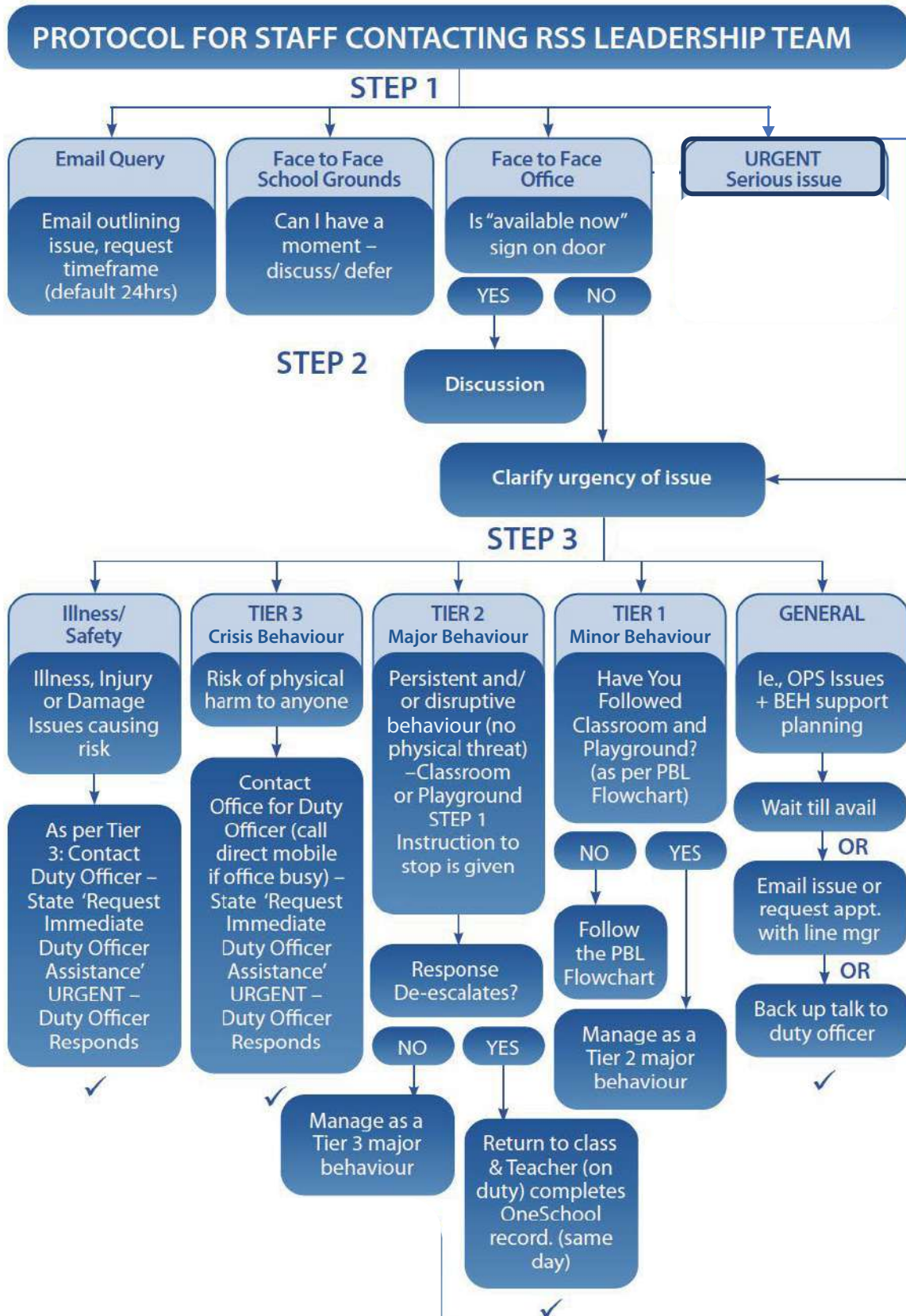
Context & Roles	Date & Time: Location: Attendees: Apologies: Chair & Moderator: Secretariat:	Lead	Action	Time
Item 1 <b>Inclusion &amp; Support</b>	Welcome, Apologies and Acknowledgement of Country P&C Purpose Statement: <i>(insert)</i> Moderator, Ground Rules and Chatham House Rules Round room One Word Barometer and Ice Breaker	Chair	Noting	5 mins
Item 2 <b>Proactive 1</b>	Confirmation of Minutes from Previous Meeting	Chair	Approval & Noting	1 min
Item 3 <b>Accountable</b>	Follow up of Actions from Previous Minutes <i>Live Notes:</i>	Chair	Noting & Exception Reporting	4 mins
Item 4 <b>Accountable</b>	Updates (3min updates per item – use Hot Issues & Actions Plan items for longer discussions) • Correspondence received since the previous general meeting • Table of Executive Committee's decisions (if any) • Treasurer's report and financial statement • Subcommittee's reports and financial statement • Uniform shop/fundraising <i>Live Notes:</i>	All	Exception Reporting	20 mins
Item 5 <b>Proactive 2</b>	<b>Hot Issues</b> <b>Part 1:</b> Pair & Share Top 2-3 Issues – Write on Whiteboard (2min) and Vegas Vote (5 ticks per person) (2min) with Top 3 Topics Selected <b>Part 2 Cycle:</b> 1 min – Elaborate / 1 min – Clarify / 4 mins – Discuss / 1 min Takeaway Actions (4Cs) <i>Live Notes:</i>	All	Discuss & Decision	30 mins
Item 6 <b>Strategic 1</b>	<b>Principal &amp; President Updates and Q&amp;A</b> 5 min briefing and 5 min questions <i>Live Notes:</i>	Principal & President	Present & Discuss	10 mins
Item 7 <b>Strategic 2</b>	<b>P&amp;C Action Plan – 12 Month Strategy &amp; Next Steps Discussion</b> <i>Live Notes:</i>	All	Present & Discuss	5 mins
Item 8 <b>Accountable</b>	<b>Culture and Communication/Communique</b> Draft Communique prepared: • Message from President • Action Plan Update • P&C General Updates • Hot Issues (5 mins to write and 5 mins to collate and endorse) <i>Live Notes:</i>	All	Discuss & Endorse	10 mins
Item 9 <b>Accountable</b>	<b>Close (Barometer and Takeaway Actions per person)</b> <b>Moderator Feedback:</b> Openness (score) /5; Balanced Debate /5; Competency /5; Issues Focus /5; Accountable Actions /5 <b>Next Meeting Date/Time:</b> <b>Chair:</b> <b>Moderator:</b>	Moderator & All	Noting	5 mins

- Ground Rules** *(Moderator using Red Card / Yellow Card as signal to Chair)*
1. **Openness & Trust** – Chatham House Rule – Discussion 'of 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.
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- End of Meeting Team Performance Ratings** (1 – very low to 5 – very high)

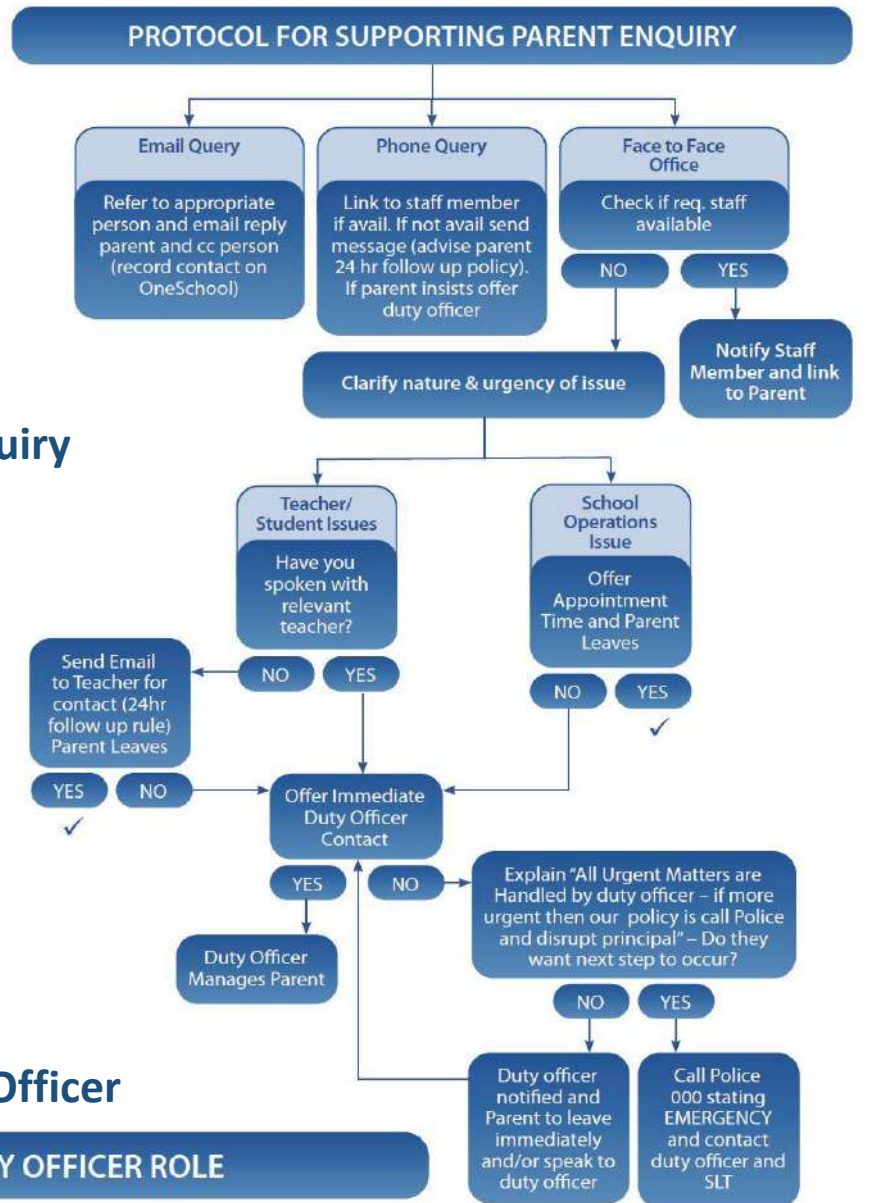
Context & Roles	Date & Time: Chair: Moderator: Live Notes: Apologies:	Lead	Time
Pre-Work	All team members complete Leadership Update Tool and review HPT Team Data Wall		
Item 1 <b>Inclusion</b>	Welcome and Acknowledgement of Country Organisational Mission / Motto: <i>(insert)</i> Team Purpose: <i>(insert)</i> Meeting Purpose: <i>(insert)</i> Moderator, Ground Rules and Chatham House Rules	Chair	1 min
Item 2 <b>Support</b>	<b>Warm-Up (Check-In)</b> One word barometer & share 1 success and 1 challenge from Update Tool	All	2 mins
Item 3a <b>Proactive 1</b>	<b>Actions from Last Meeting Review – Exception Reporting</b> Scroll through 'live notes' from last meeting on screen providing any quick updates on actions not completed <i>Live Notes (exceptions only):</i>	All	2 mins
Item 3b <b>Accountable</b>	<b>Team Member Updates</b> Summary of Update Tool: Stepwise review of Leadership Update Tool noting Key Goals, Successes, Challenges and Hot Issues (3mins each) <i>Live Notes:</i>	All	12 mins
Item 4 <b>Proactive 2</b>	<b>Hot Issues</b> <b>Part 1:</b> Chair to suggest Top 3 Issues based on Team Member Updates – Confirm with group and prioritise (2min) <b>Part 2 Cycle:</b> 1 min – Elaborate / 1 min – Clarify / 4 mins – Discuss / 1 min Takeaway Actions (4Cs) <i>Live Notes:</i>	All	23 mins
Item 5 <b>Strategic 1</b>	<b>Senior Leaders Briefing and Q&amp;A</b> <i>Live Notes:</i>	Senior Leader	8 mins
Item 6 <b>Strategic 2</b>	<b>Focused Teamwork*</b> (Items in a 4 week cycle) • <b>Action Plan Update:</b> Part 1 (5 mins) – Live note updates on action plan; Part 2 (5 mins) – Discussion on selected goal • <b>Dashboard Review or Policy Update:</b> Part 1 (5 mins) – Review and discuss; Part 2 (5 mins) – Note forward adjustments • <b>10 Minute Team Booster:</b> Complete 10 minute Team Booster based on Pulse Scorecard indicators • <b>Monthly Team Pulse Scorecard:</b> Part 1 (8 mins) – Debrief Scorecard using 8 minute Protocol; Part 2 (2 mins) – Note takeaway actions <i>Live Notes:</i>	Nominated Presenter/s	10 mins
Item 7 <b>Accountable</b>	<b>Close (Check Out) Barometer and Takeaway Actions per person</b> <b>Moderator Feedback:</b> Openness (score) /5; Balanced Debate /5; Competency /5; Issues Focus /5; Accountable Actions /5 <b>Next Meeting Date/Time:</b> <b>Chair:</b> <b>Moderator:</b> <b>Live Notes:</b> <b>Item 6 Plan:</b>	Chair & Moderator (and All)	2 mins

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**Table 1. Communicating With The School Leadership Team**



**Table 2.  
Supporting A Parent Enquiry**



**Table 3.  
Working With The Duty Officer**

