

# **Timboon P-12 School Meetings of Staff**

# **POLICY**

## **1.0 PURPOSE OF POLICY**

- 1.1 To establish the ground rules for all scheduled meetings of staff.
- 1.2 To enable the distribution of information.
- 1.3 To provide a forum for staff concerns to be discussed.
- 1.4 To make decisions as per the authority of the group.
- 1.5 To implement appropriate Professional Development.

## **2.0 PRINCIPLES**

- 2.1 At the beginning of the year groups will establish a meeting protocol which will be published on the minutes of each meeting. A copy of which will be provided to the Principal and members of the group
- 2.2 Staff will agenda items of concern.
- 2.3 Time should be provided to receive and consider relevant reports.
- 2.4 Staff who have attended professional development activities should provide a report on the activity to the appropriate meeting.

## **3.0 HOW THIS POLICY WILL BE PUT INTO PRACTICE**

- 3.1 Meetings will be held as scheduled and published on the school calendar
- 3.2 The Chairperson will have the prerogative of asking the staff to extend the meeting for a further 15 minutes if the meeting has been in progress for 1 hour and it is deemed necessary so agenda items may be discussed.
  - 3.2.1 Meetings after school hours will commence at 3.45pm and finish at 4.45pm.
- 3.3 Minutes of meetings will be kept and a copy distributed to the Principal, members of the group and placed in the correspondence folder in the staff room
- 3.4 The Principal will call meetings in addition to the scheduled meeting if deemed necessary. At least 24 hours notice will be given to staff of such meetings wherever possible.
- 3.5 All staff members will attend meetings of groups to which they belong. If attendance is not possible an apology is to be given through informing the chairperson.
- 3.6 Staff will nominate which groups they have membership on at the first meeting of the year
- 3.7 Teachers absent for the day will be considered as apologies.
- 3.8 It is a professional responsibility of those members who do not provide an apology for their lack of attendance will be expected to follow up on the meeting discussions and decisions with the chairperson.
- 3.9 Regular monitoring of meeting attendances will occur and be followed up by the Principal Class if attendances are impacting on school operations. Where regular attendance is deemed an issue the Principal can request a medical certificate be provided