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## 5.8 STAFF MEETINGS

JANUARY 2010

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### **RATIONALE**

Focused, open, and succinct communication is essential to the effectiveness of our school.

Regular, well-run staff meetings provide one avenue for such communication to take place.

### **AIMS**

- To contribute to clear and effective communication for all staff.
- To provide a meeting structure that is streamlined, efficient, and productive.

### **IMPLEMENTATION**

- A general (Primary and Secondary) staff briefing will be held weekly on a designated day from 3.20 pm to 4.00pm. At times, staff meetings will, and can, go beyond 4.00 pm.
- At least twice a term, a combined Primary/Secondary Staff Meeting will be held.
- Extraordinary meetings will be held only in exceptional circumstances, and only if necessary.
- All staff are required to attend the weekly staff briefings unless otherwise notified
- Staff members who are unable to attend a staff meeting are required to discuss the matter with the Head of Primary/Head of Secondary.
- The agenda for the staff meeting will be compiled by the Head of Primary/Head of Secondary or delegated person(s).
- The agenda will be provided to all staff.
- Staff members are to discuss with the Head of Primary/Head of Secondary any items they wish to be added to the staff meeting agenda.
- Information that can be disseminated by other means – such as the memos/emails – will not be included as staff meeting agenda items.
- Meetings will not be held if there are inadequate agenda items.
- Staff meetings will be chaired by the Head of Primary/Head of Secondary or nominated person(s).
- Late agenda items will be included only at the discretion of the chairperson.
- All meetings will be minuted, with minutes being posted in the staff room for all staff members.

- Staff will be made aware of agenda items that require consideration and discussion, and staff will be provided with adequate opportunities to investigate and consider relevant information prior to any decisions being made.
- Professional development will be regular feature of staff meetings.
- Occupational health and safety will be a regular agenda item of staff meetings.

## **EVALUATION**

The organisation and arrangements of staff meetings will be discussed and agreed to by staff at the commencement of each school year. Where necessary this policy will may also be reviewed as part of the school policy review cycle.

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