

SUNCROFT NATIONAL SCHOOL

Policy Number: 45 - STAFF MEETING POLICY

REV:0

1. A yearly plan for Staff-Meetings is formulated t the start of the school year.
2. There are six meeting per school year - two per term.
3. The duration of each meeting is approximately two hours.
4. The chairing of meetings rotates with each staff member being offered the position of chair. The minute taking also rotates in a similar fashion.
5. Prior to each meeting a Proposed agenda (seeking further proposals) is circulated to each staff member. Items are timed. A copy of the Minutes of the previous meeting is included for each staff member.
6. A copy of decisions made with details of “action to be taken - by whom - and when” is circulated among staff members as soon as possible after each meeting.
7. Progress Reports on actions taken by delegated persons since the previous meeting are presented at Staff Meetings.
8. Teachers are encouraged to share problems opinions at Staff Meetings.
9. Decision Making: Every effort is made to achieve consensus on a particular issue but failing this vote is taken and majority decision accepted.
10. Staff meet prior to school for half hour on Tuesdays and Fridays for planning and urgent matters.

REVISED AND UP-DATED: 16th May 2011