



John Pujajangka-Piyirn Catholic School Mulan.

Staff Meeting Protocols 2012

At the first staff meeting in Term 3, the staff set about discussing protocols to ensure all staff meetings at J.P.P. School are effective, productive and constructive. The following is a summary of the protocols that all staff should abide by to ensure that this occurs:

Agenda.

All meetings, unless it is an extra-ordinary meeting that needs to be called, need to have an agenda that is published or displayed at least the day before. All items should be of importance of the wider group and may include required preparatory tasks that need to be done and/or brought to the meeting.

Timing

Meetings should start promptly and should normally be concluded within 90 minutes unless an extension is granted by the group.

Allocated Roles

All meetings will have a minimum of 3 roles (Chair, Note Taker and Time-keeper). Other roles may be allocated if needed, depending on numbers and tasks required. These roles will be rotated each meeting.

Contribute

Everyone is expected to contribute. To ensure that no one person or group dominates, 'Think-Pair-Shair' is one process that is encouraged to be used.

Respect

All people are expected to show respect for others' point of view by actively listening and by showing appropriate body language. This means that while others 'have the floor' all members should pay attention and not talk or distract the group. Professional and polite behaviour is expected and encouraged.

Constructive

We need to be constructive, forward thinking and concentrate on finding solutions.

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