

# LAMBTON HIGH SCHOOL

## Staff Meeting Policy and Procedure

### Purposes of Staff Meetings

Staff meetings are an essential part of communication in the school. They provide a forum for staff consultation and discussion of DET policies and procedures and school policies and procedures; for the dissemination of important information and an opportunity for staff professional development.

### Meeting times

At least three meetings will be held each term on the Tuesday afternoon of weeks 2, 5 and 8. The dates for meetings will be advertised at the beginning of the year.

Meetings will begin at 3:15pm. with a notional close at 4pm. Staff are expected to be prompt to meetings.

### Attendance

All staff including temporary and long term casuals and practice teachers will attend the meetings. Staff attending will sign an attendance sheet. Since meetings are advertised well in advance all staff are expected to plan to be present. Apologies for not attending a meeting should be given to the principal.

### Agenda

The agenda will be published in advance.

The agenda order will be:

Business arising

Agenda items

General Business – limited to 15 minutes at the end of the meeting.

It is desirable that all matters requiring discussion be listed as agenda items.

- To facilitate the development of the staff meeting agenda, an agenda blank will be given to Head Teachers at the executive meeting in weeks 1, 4 and 7. These should be returned to the principal on or before Monday recess to allow time for printing.
- Staff members who wish to raise items for discussion or information should complete the required information under the headings of Topic, Name, Time required and Outcome.

### Conduct of Meetings

Chairing and minuting of meetings will be carried out by faculties according to a roster published at the beginning of the year.