



Spencer Park Primary School Meetings Procedure

AFTER SCHOOL STAFF MEETINGS

- To commence as close to 3:25pm as possible.
- All staff shall have the opportunity to place agenda items. (Note: agenda items should revolve around school planning and policy development. Where possible P.D. should be included.)
- Agenda items should be emailed to administration for inclusion into the agenda. Agenda to be emailed to staff at least the day prior.
- Meetings to continue until agreed time depending on current EBA. (Currently 5 x 1 hour sessions per term).
- Meetings to provide some opportunity for teachers to collaborate in areas of: reporting, student standards.

COLLABORATIVE MEETINGS

- Provision made for collaborative meetings within the weekly master timetable. Created by administration.
- Developed to provide teachers of 'like classes' with an opportunity to collaborate about curriculum based topics and the structures and resources surrounding these areas.
- Total collaborative DOTT time does not have to be used for only collaboration, but a commitment to the meetings must be in place by all staff.
- Provision for administration to participate in meetings to assist with curriculum, structural, resources decision making each term.
- Email of agenda/visit by administration to staff prior to collaborative meeting.

CASE CONFERENCES MEETINGS

- Established to support staff, parents and support agencies to develop educational plans for students.
- Occur during teacher DOTT time. (Where two students from different classes are involved admin will in the first instance try to adjust/swap DOTT time and if required provide TR)
- At the beginning of the year admin will provide TR days to cover the most urgent of the meetings required.
- Administration will attempt to keep the number of case conferences that any one teacher has per week to a minimum. Maximum 2 per week, but preference is 1 per week.
- Where more than 2 per week are required administration will provide support.