

PRIMROSE HILL NATIONAL SCHOOL

SCHOOL MEETINGS POLICY

This policy outlines current practice in relation to meetings. It aims to ensure that meetings are effective and use time well, that procedures are widely known and that meetings ultimately improve teaching and learning

Staff Meetings

Preparing Agendas

The Principal is responsible for organising and convening staff meetings. A draft agenda circulated by the Principal, submissions invited and final agenda circulated. Attendance at meetings is recorded. Outside speakers may be invited to address meeting.

Who Attends Meetings?

Permanent teachers, temporary teachers and long-term substitute teachers are entitled to attend. In shared situations, when meetings clash, teacher(s) involved generally attend meetings with base school. All Special Needs Assistants attend for relevant issues. All Ancillary Staff are invited to attend staff meetings for items that are relevant to them.

Conducting Meetings

Circulate staff at the beginning of the school year to ascertain how many teachers would be interested in chairing meetings and keeping minutes. Minute all meetings. Meetings should start and finish on time.

Frequency of Meetings

Meetings to be convened at least once a term or as deemed necessary. In line with DES Circular 14/04, at least one staff meeting per term will have equal time inside and outside of school hours.

School Development Planning/ Croke Park Hours

Meetings should be attended by all teaching staff, permanent, temporary and long term substitutes. SNAs attend where relevant topics are to be discussed.

- A schedule of work to be completed during CP hours should be laid out at the beginning of each term and should be guided by the needs of the school including any policies that require updating. The School Improvement Plan (SIP) should be referred to on an ongoing basis to ensure that all staff are familiar with the goals and aims of the school for each academic year.
- DP and AP2 to chair CP hours in the absence of Principal and also where the schedule indicates a review of their particular curricular area.
- DP records the attendance and minutes of each CP meeting.
- Frequency as per DES guidelines – 26 hours to be covered as whole staff with 10 hours CPD completed in personal time. Allowance/ Concession permitted for attendance at PSA Conference.

Meetings of In-School Management (ISM):

Co-ordinated by Principal.

- Frequency at least twice per term at a time agreed by all or per meeting schedule.
- The In-School Management Team will meet on the day prior to the school re-opening for the academic year to plan a schedule of work for Term 1 to be completed during Croke Park hours.
- The Principal will prepare an agenda for each ISM meeting to include reviewing the School

Improvement Plan, reviewing the PIEW (Pilot, Implement, Establish, Wish-list) system for new initiatives, reviewing Health and Safety issues and concerns including maintenance of the school building and grounds as well as policy-making.

Meetings of Ancillary staff

Co-ordinated on group/individual basis by Principal/Deputy Principal.

- Principal/Deputy Principal/Post holder chairs and records.
- Meetings occur at least once per term or as deemed necessary.
- Meeting by appointment with company charged with cleaning the school, Leinster Cleaning on a bi-monthly basis to establish the current cleanliness and hygiene requirements within the school.

Meetings of SEN Teams

Co-ordinated by Principal/Deputy Principal/Post holder.

- Frequency at least once per term at a time agreed by all.
- Agenda – based on feedback from mainstream teachers, and support teachers, ancillary staff and parents. Is the system we have in place working to best effect?

Parent/Teacher Meetings

In line with terms of circular 14/04 – formal once a year.

- Parents given opportunity “in writing” to meet with class teachers. Alternative meeting times will be given if the timings suggested do not suit.
- Co-ordination of times where there are siblings attending school/team teaching.
- Meetings take place in classroom/support room.
- Guidelines re meetings known by all teaching staff.
- All pupils receive an end of school year written report.
- Pupils requiring a School Support Plan will have additional Parent/ Support Team meetings to review and put in place Learning Support Plans and/or Additional Care Needs Plans, as needed.
- Parents are invited to request additional consultations with teachers should they have concerns regarding their child’s behaviour or learning, or concerns relating to familial circumstances, or other situations which may arise during the school year.

Informal

We operate from a base of consultation and teamwork in an atmosphere of mutual respect, courtesy and approachability. To avoid disruption to teaching and learning, meetings should be by appointment so that arrangements can be made. Meetings can be one-on-one or team-based depending on the content/ agenda to be discussed.

Other Home School Links

We utilise the following to allow maximum feedback from home to school and vice versa.

- Introductory meeting for parents/guardians of incoming pupils and incoming pupils.
- Regular newsletters.
- Parents/guardians are invited to attend open days, ceremonies and celebrations throughout the year.
- Parents/ guardians are encouraged to participate in everyday school life through volunteering with the Parents’ Association for fundraising purposes, accompanying classes on field trips/ school tours, class workshops, literacy/ numeracy initiatives, etc...

Outside agencies

Meetings with outside agencies are by appointment only. All relevant staff to attend.

Roles/responsibilities

All members of the school community have a right and a responsibility to use the communication systems in place.

Signed

Signed

Chairperson, Board of Management

School Principal

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