**New Ross Educate Together National School**

**Barrett’s Park, New Ross, Co. Wexford**

**Tel: 0539105070**

office@newrossetns.ie

**Roll no 20458m**

**Staff Meeting Policy**

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# School Details:

Name: New Ross Educate Together National School

Address: Barrett's Park, New Ross, Co. Wexford.

Telephone: 0539105070

Email: office@newrossetns.ie

Roll Number: 20458m

Principal: Elaine French

The school day starts at 8.30 and finishes at 1.10 for Junior and Senior Infants and at 2.10 for all other classes.

# Introductory Statement & Rationale

The following policy was devised by the school in August 2018 and was presented to the BOM for ratification in September 2018. The necessity for a comprehensive policy relating to staff meetings arose due to the need for

* Clearly defined procedures for such events
* Accommodating and giving a voice to all staff members including SNAs
* Adjusting to the requirements of Social Partnership Agreements (Circulars 25/03 and 14/04)
* Fostering collaborative decision-making.

# Relationships to School Ethos

New Ross Educate Together National School strives to provide a well ordered, caring, secure atmosphere. This is achieved through promoting the individual and collective personal and professional development of staff through regular structured staff meetings and Board of Management sponsored staff development programmes.

# Aims and Objectives

* To address collaboratively, school issues/problems as they arise
* To plan, effectively for school routines both curricular and organisational
* To allow for a sense of ownership through appropriate delegation
* To involve all staff in the decision-making process.

# Procedures

This policy outlines current practice in relation to staff meetings. Where practicable and possible to minimise disruption to students, parents and guardian, all staff meetings will be held as part of hours allocated under the Haddington Road Agreement.

A staff meeting is held termly. It is the policy of the school to rotate the chairperson. A recording secretary is appointed at the commencement of each meeting and decisions only are recorded. An agenda is drawn up beforehand. This is a collaborative exercise with each teacher having the opportunity to nominate items/issues for inclusion on the agenda.

Having sought permission from the B.O.M. through the Principal, the school informs the parents, pupils, Cigire, bus drivers and other relevant people of the date and time of the staff meeting. The school complies with D.E.S. circular 14/04 which decrees that “all schools should make provision to allocate from normal school time a period equivalent to the time given outside of school time.”

Special Needs Assistants may be required to attend staff meetings if issues relating to their work/responsibilities are included on the agenda. These issues are listed early on the agenda so that when they have been discussed and decisions taken, SNAs can leave and be assigned to other pre-ordained duties.

# Roles and Responsibilities

All staff have a role in the implementation of this policy which was ratified in September 2018.

# Success Criteria

* Participation and delivery by all staff
* Co-operation and consensus
* Monitoring and assessment of procedures
* Staff ‘feel good’ factor
* School ‘feel good’ factor.

# Ratification and Communication

This policy was ratiﬁed by the Board of Management on 6th September 2018. It will be communicated to all staff and will be made available to parents/guardians. It is scheduled for review by the Board of Management in September 2020.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_06/09/2018\_\_\_\_\_\_\_\_

Chairperson BOM

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_06/09/2018\_\_\_\_\_\_\_\_

Principal/Secretary to the Board of Management

# Resources

* “Positive Staff Working Relations” P117
* Staff meetings for Dummies – Coilin O Coigligh
* ‘Working Together Document’- INTO