



# Teaching Team Forum Meetings

## Weekly Agenda (60mins)

\_\_\_\_\_ Team Meeting: \_\_\_\_\_ Date and Time: \_\_\_\_\_

Purpose \_\_\_\_\_ Location: \_\_\_\_\_

Chair: \_\_\_\_\_ Moderator: \_\_\_\_\_ Minutes: \_\_\_\_\_

<b>PRE-WORK</b>	Complete Update Tool. Update Team Data Wall Review actions from previous meeting		
<b>Item 1</b> <b>Inclusion</b>	<b>Focus and Reminder</b> <ul style="list-style-type: none"> <li>• School Purpose, Team Roles &amp; Accountability;</li> <li>• Meeting Team Purpose &amp; Outcomes;</li> <li>• Moderator Cards &amp; Ground Rules/Norms</li> </ul>	Chair All	4 mins
<b>Item 2</b> <b>Proactive</b>	<b>Hot Issues</b> – <u>Focus on day-to-day operational issues</u>	All & led by nominated individual	14 mins
<b>Item 3</b> <b>Strategic 1</b>	<b>Leader's Update and Team Pulse</b> <ul style="list-style-type: none"> <li>• Senior Leaders Update and Q&amp;A</li> <li>• Monthly Team Pulse Wellbeing Scorecard Discussion</li> </ul>	All & Line Manager	8 mins
<b>Item 4</b> <b>Strategic 2</b>	<b>PD Intensive (Cycle)</b> – <u>Focus on professional/personal growth &amp; specific student support needs</u>	All or nominated presenter/s	30 mins
<b>Item 5</b> <b>Accountable</b>	<b>Check Out Barometer, Takeaway Action &amp; Satisfaction (1-10)</b> <b>Moderator feedback:</b> <b>Next Meeting Date &amp; Time:</b> <b>Roles: Chair: Moderator:</b>	Chair & Moderator  All	1 min  2 mins

### Ground Rules or Norms (Red Card/ Yellow Card)

1. **Openness & Trust**- Right to 'off record' speech with 'on the record' documented as formal feedback.
2. **Balanced Debate** – Respecting both sides of the argument and allowing diversity of views.
3. **Competency over Role** – Respecting the 'value' of the person's opinion regardless of their 'status'.
4. **Issues over Personalities** – Staying 'issues' focused and not letting personalities overpower the agenda.
5. **Accountable Actions & Clear Outcomes** – Being constructive in feedback and offering a solution focused

# Teacher Reflection Tool\*

\*Complete prior to class/team meetings and 1:1 meetings with support

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## Classroom Successes and Challenges

		Description	Impact	Action to take
Successes	Last Week			
	Next Week			
Challenges	Last Week			
	Next Week			

Work Life and Wellbeing	
<i>On Track</i>	<i>Off Track</i>

## Hot Issues (focus on day-to-day classroom and school operational issues)

Describe the Issue	Describe Impact/Risk	Action/Solution

## Students in Focus

Name	Critical Issue (Learning or Wellbeing)	Forward Strategy

## Deep Dive Register

Describe the Issue	Key Challenge (Question)	Importance (Impact and Risks)	Possible Solutions and Related Risks

Use a tool like "The Council" to solve your deep dive.

Adapted from High Performance Schools  
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