

# SCOIL MHUIRE CLONDRA POLICY ON STAFF MEETINGS

The following policy was updated by the school in March 2023.

## **Rationale**

This policy was developed to:

- a) Clearly define procedures for staff meetings
- b) Accommodate and give a voice to all staff members
- c) Adjusting to the requirements of Social Partnership Agreements (Circulars 25/03 and 14/04)
- d) Foster collaborative decision-making.

## **Relationships to School Ethos**

Clondra N.S. 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.
- These meetings will be used to update the School Plan and review all areas of the curriculum.
- The meetings will be used to assess the programme to date and to enhance and improve ways for future teaching.
- We will also reassess school resources and decide on any new resources required. We will use this time to assess children's abilities: -
  - (A) Special education support, allocation and resources
  - (B) Psychological assessments
  - (C) Identify areas where special help is needed with the view to sending these pupils to appropriate bodies.

## **Procedures**

A staff meeting is held each term. 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.”

## **Roles and Responsibilities**

All staff have a role in the implementation of this.

## **Success Criteria**

- Participation and delivery by all staff
- Co-operation and consensus
- Monitoring and assessment of procedures

## **Communication**

Parents have been notified of the fact that such a policy exists and can access it through the school secretary or on the school website.

This policy will be reviewed as necessary, but at the latest March 2027.

## **RATIFICATION**

This policy was ratified on \_\_\_\_\_

Signed: \_\_\_\_\_

Ms Aileen Mollahan, Chairperson, Board of Management, Scoil Mhuire, Clondra.