**Organisation for Core Group Meetings**

**Sample rules for meetings - to be developed collaboratively**

* We will start and end meetings on time.
* We will actively listen to each other’s ideas and opinions.
* We will make important decisions through consensus.
* We will work from a staff-developed agenda that is distributed 24 hours prior to the staff meeting.
* We will remain focused on the topic or task.
* We will bring evidence of strategies to share decided at previous meetings.

**A quality meeting agenda should include the following:**

* The overall purpose of the meeting in one or two clearly written sentences.
* Who is required to attend.
* The projected time span of the meeting.
* The location of the meeting.
* Any special resources that participants should bring.
* Any advance preparation that is required.
* The names of the recorder and timekeeper for the meeting.
* Agenda items: preferably including questions to encourage advance reflection.

**Preparation before meeting - The Facilitator**

* An agenda to be emailed to teachers attending - no later than 24 hours before the meeting.
* Put together the relevant achievement data to share with the group.
* Look at the information and identified areas of need for the group in literacy and numeracy.
* Target students are identified.
* Compile a list of teaching and learning strategies that could be adopted for discussion.

**Preparation before meeting – Teachers**

* Have data to share - in the form of unit assessments and qualitative data in the first meeting and evidence of agreed strategies in subsequent meetings.

**Student academic achievement may include:**

* asTTle testing.
* Departmental assessment tasks.
* School-wide assessments.
* Academic awards/distinctions.
* National and international assessments.
* Literacy and numeracy achievements.
* Classroom assessments.

**Student performance indicators may involve data from:**

* Attendance and absenteeism records.
* Suspensions and stand downs.
* Retention.
* Exemptions.
* Referrals.