

# CONDUCTING SCHOOL/STAFF MEETINGS

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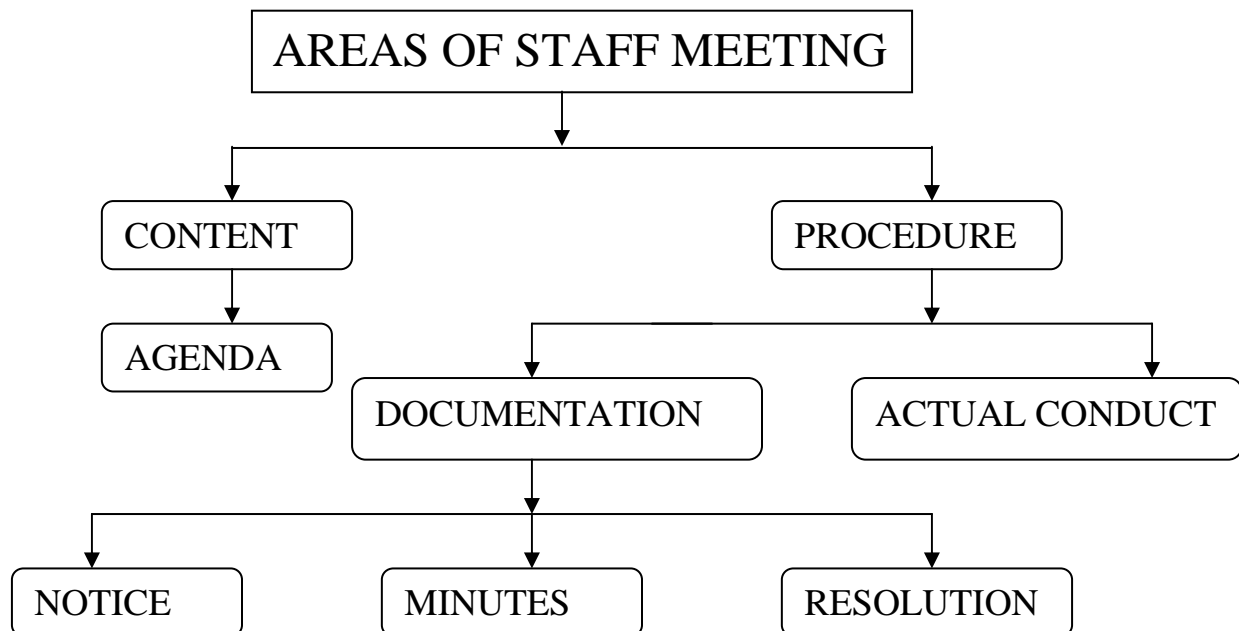
## INTRODUCTION:

The job of the Head of the institution is primarily ' Decision Making' and staff meeting provides a group decision making forum. A meeting would be considered as effective when it achieves its objectives. These meetings can be a useful management tool for discussion of problems, collecting information and reaching decisions. The success of such meeting depends on our understanding of the purpose and our ability to plan and manage them.

## OBJECTIVES:

The broad objective of staff meetings are :

1. Communication and co-ordination.
2. Academic & Administrative planning.
3. Implementation of policies (of Govt. & Management)
4. Problem solving (Staff, Students, Parents, Management Department)
5. Innovation and change.
6. Motivation.



## [I] CONTENT:

Organizing a meeting needs an advanced decision's about the items that are going to be discussed in the meeting . The list of such items are termed as agenda.

## [II] PROCEDURE:

### (a) Pre-planning :

- [1] Notice to staff informing the venue date, time & agenda of the meeting.
- [2] Minutes of the last meeting along with Action Taken Report.
- [3] Signature to be obtained on Notice/ Circular.
- [4] Assign duties to Teaching & Non Teaching Staff ( Minute writer, cleaning of place, Refreshment, stationery etc).
- [5] Brief account / Notes of agenda to be discussed should be kept ready.

(b) Conduct of the Meeting :

For the conduct of a successful meeting the leaders attitude & efficiency from the beginning statement through the entire discussion are critically important. The leader should be well Prepared, be able to think & act quickly, get along with others, respect their opinions, know objectives of discussion & the reasoning process, be patient & have a sincere interest in the values of co-operative group action. Following are the guidelines for smooth conduct of a meeting:

- [1] Be punctual & begin on time, keep attendance record / Apologies if any.
- [2] Deal with the agenda in a business like manner.
- [3] State & explain the objectives & brief account of each item for discussion.
- [4] Encourage free & frank discussion.
- [5] Accept constructive suggestions & contributions.
- [6] Clarify & interpret statements where ever necessary.
- [7] Sum up at the conclusion of each discussion & state what has / has not been agreed.
- [8] Keep the discussion on the right line through out the meeting.
- [9] Indicate what action need to be taken & by whom & when it is required to be completed & make sure it is recorded in the minutes
- [10] Maintain Decorum.
- [11] End on time Highlight the solutions presented & decisions made.

[III] FOLLOW UP:

- (a) Writing Minutes
- (b) Distribution of Minutes
- (c) Action taken Report.

(a) Writing Minutes:

During the course of meeting the items listed in the Agenda are discussed serially one by one. All the participants express their view / opinion & discuss amongst themselves the pros & cons of each item. Finally they arrive at some conclusion or decisions which are kept on official record. Thus the minutes are the formal record of the proceedings of the meeting. The minutes of a meeting must contain:

- (i) Date & No. of Meeting.
- (ii) A list of the names who attended the meeting.
- (iii) A list of absentees or sent Apologies.
- (iv) Record of confirmations of the previous minutes & any amendment agreed to by the committee.
- (v) The essential relevant background to the topic under discussion
- (vi) A brief summary of the discussion.
- (vii) A clear record of the decisions reached, resolution passed & names of individual / committee responsible for taking subsequent action.
- (viii) The minutes should be signed by the chairperson.

(b) Distribution of Minutes :

Copies of the minutes should be circulated to all concerned persons.

(c) Action Taken:

Decisions / Resolutions passed in the meeting should be conveyed separately & clearly to the concerned persons. The decisions taken should be implemented & properly recorded.

