

INGREDIENTS OF PRODUCTIVE SCHOOL COUNCIL MEETINGS

Effective meetings are critical to making effective decisions.

It is a good practice to set School Council meeting dates early in the year and to publicize them regularly. Extend an invitation to students as well as any neighbouring schools and other members of the community.

It is important to ensure that:

1. The purpose for the meeting is clearly understood by all participants.
2. Those who need to be there are in attendance. A quorum (majority of Council members) must be in attendance for any act or proceeding to be valid.
3. There is an agenda sent out ahead of time and it is followed.
4. There is effective leadership.
5. All members are prepared and participate.
6. Meetings start and end on time.
7. Sub-committees are set up to handle more involved issues and that most discussions take place at that level. Sub-committee members can come to School Council with clear recommendations for action.
8. There are outcomes reached through the process of the meeting.
9. Participants know what they are to do by way of follow-up and/or actions.
10. Accurate minutes are produced as the public record of the meeting.

In general, focus on supporting student success, and don't let personal issues or the concerns of individuals dominate meetings.