

3.6	STAFF/TEAM MEETINGS
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Applies to: Staff
Specific responsibility: HECIS Co-Ordinator, Staff

Version: 1
Date approved: 5.8.14
Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

HECIS staff are expected to work together in a collaborative manner, coordinating the planning and completion of tasks and keeping one another informed on relevant issues.

Staff will meet as a group on a regular basis to exchange information, identify and address workplace issues and plan work activities.

PROCEDURES

Staff meetings will consist of:

- A monthly team meeting of 'educator staff' to discuss caseloads and other related issues.
- A meeting of all staff (subject to it being an allocated workday) at least once each quarter.

The HECIS Co-Ordinator will coordinate and convene meetings for the 'educator staff' and the general staff meetings.

Staff meetings will provide an opportunity for staff to:

- identify emerging issues
- resolve any concerns or issues
- discuss responses and priorities for work in an area
- identify any issues to be raised with the Management Committee.

The HECIS Co-Ordinator will prepare an agenda for each meeting and ensure that the agenda and any other relevant material is distributed to relevant staff members prior to the meeting.

Minutes of the meeting will be taken by a staff member allocated at the meeting and the minute taker will distribute the minutes and any relevant action plans to all relevant staff within one week after the meeting.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	12.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	14.8.17	HECIS CoOrdinator	Aug 2018
4	31.8.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

INDEXING

Search topic/s:	
Function/s:	