

School Staff Meetings	
Adopted: May 16, 2006	Last Reviewed/Revised: November 6, 2023
Next Scheduled Review: 2026-2027	
Associated Policies & Procedures: N/A	

Purpose

To outline procedures to be followed by school administrative staff in regard to school staff meetings.

Application and Scope

This procedure applies to school administrative staff, teaching staff, including Designated Early Childhood Educators (DECE), Educational Assistants, and other staff as may be applicable in the Halton Catholic District School Board (HCDSB). For clarity, Educational Assistants are expected to attend staff meetings for the portion of the Staff Meeting that falls within their paid work hours.

References

[Education Act](#)

[Regulation 298, Operation of Schools – General](#)

Principles

The HCDSB supports and encourages meetings where staff and administration have the opportunity to dialogue and discuss issues and receive in-service related to the operation of schools and improved student instruction and performance.

Requirements

- Each school Principal shall hold staff meetings at least once a month for the purpose of discussing school related topics and providing professional development to improve student achievement and well-being.

- The Principal shall:
 - give at least a week's notice of the meeting to staff, where possible;
 - prepare an agenda for pre-distribution to staff;
 - the agenda and minutes will be available at the request of the Family of Schools Superintendent;
 - seek input from staff on agenda items;
 - seek input from staff on suitable days to conduct staff meetings;
 - make every effort to have a consistent scheduled day for regular monthly staff meetings.
- Staff meetings shall be held at a time which does not interfere with classroom instruction and other major system-wide events, parish events, and/or local community events, that require staff attendance. Principals will consult the system calendar on the HCDSB's StaffNET in order to avoid/mitigate scheduling conflicts.
- Every Teacher, Designated Early Childhood Educator (DECE), and Educational Assistant (EA) shall attend each staff meeting as convened by the Principal, unless excused, following discussion with the Principal in advance and documented via e-mail. For clarity, Educational Assistants are expected to attend staff meetings for the portion of the Staff Meeting that falls within their paid work hours. Content covered is expected to be reviewed, understood, and implemented by staff accordingly.
- Staff meetings should:
 - improve the school's programmes, through staff development opportunities;
 - study the effective use of learning materials and resource personnel;
 - deal with administrative details, school safety and discipline and other matters related to the General Operation of Schools as listed in Regulation 298 and S265 of the *Education Act*;
 - any other items as deemed appropriate by the Principal or Senior Staff.
- Staff meetings shall not exceed 1½ hours in length.
- It is recognized that appropriate staff may be required to attend other meetings related to program/curriculum specific initiatives and other items at the discretion of the Principal. These meetings may include divisional meetings, departmental meetings and meetings affecting the general operation of the school. Content covered is expected to be reviewed, understood, and implemented by staff accordingly.
- Other non-academic staff may be invited to attend staff meetings by the Principal.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board