

STAFF DIALOGUES PROCESS

Staff Dialogues replace what are traditionally called staff meetings, as we want them to be interactive, reflective and a time and place for meaningful exchanges to take place, as well as have a component of disseminating information. All Educators and Administration are involved, accountable, important, have a right to opinions and questions and a have responsibility to be active and proactive within these dialogue sessions.

These dialogues are held each week on a Wednesday with an hour in school time (early close) and an hour in staff personal time.

They are an opportunity to ‘catch our breath’, to strengthen relationships, to share information about: children, learning, professional development, issues, challenges, ‘system’ requirements.... They also involve processes such as Occupational Health and Safety and Policy Development and Review. We expect staff to be aware of and responsible for their own states of mind and emotional well-being and these dialogues need to include time, integrity and respect for each other to share any stress, joy, personal/professional challenges so that support can be given (if this is an appropriate place).

These dialogues are not ‘top-down’ driven but need to always maintain a bottom-up process from the perspective of all staff. Paperwork, requirements and issues from a ‘system’ level need to be prioritised and maintained in a healthy check, so as not to overwhelm or overload staff whose priority is children, families and their own accountability to planning, reflection, individual children’s learning outcomes, and supporting the development of a healthy school community... Minutes are taken at the dialogue, so as not to increase workload of any one person afterwards. These dialogues should not result in regular increases in any one member’s workload.

Every Staff Dialogue Session should begin with the Objects of our school (from our constitution) and our mission statement being read out aloud and reflected upon in order to focus on the purpose of our school. We need to focus on the fact that we are ‘consciously trying to create a school culture’ that is inclusive and empowering for all involved at our school: children, parents, educators and all staff members. This should be followed by a short period to reflect upon ‘insights and leaps’ that anyone would like to share in any sphere. Time should be a conscious element of all Staff Dialogues so that they do not become enormous sessions which overload individuals.

VERSION	DATE REVIEWED	DATE RATIFIED	CHANGES MADE	AUTHOR OF CHANGES
1	Oct 2011	26/10/11	No changes made	LO
1	Oct 2014	5/11/2014	No changes made	KM