



KATHERINE HIGH SCHOOL

STANDING ORDERS GENERAL STAFF MEETINGS

Rationale:

General Staff Meetings (GSMs) are held regularly as a forum for the dissemination of information and for the discussion of issues by all staff members.

As an important forum for direct communication between all staff members attendance at GSMs is compulsory. Resolutions (on matters not involving significant change to policies and/or procedures at Katherine High School) may be presented without notice at GSMs. A simple majority vote of those present is needed to adopt a resolution.

NB: The General Staff Meeting may also be constituted as a Combined Faculty Meeting (CFM) to facilitate formal debate of motions that have been proposed by staff and that would make some significant change to policy or procedures at Katherine High School. Any such motion/s must previously have been discussed in Cross Faculty Meetings. Please refer to *Standing Orders for Combined Faculty Meetings* in this handbook.

Standing Orders for General Staff Meetings (GSMs):

1. GSMs are held Wednesdays in Weeks 2, 4, 6, and 8 of each school term from 15.00 to approximately 16.00 in the Library.
2. GSMs are chaired by the Senior Teacher Administration.
3. All staff members are required to attend and any necessary apologies must be given to the Chair prior to the meeting.
4. Staff members (other than the Principal or Assistant Principals) who wish to address the meeting are required to give notice at the start of the meeting.
5. Meetings begin with general business from the Principal and Assistant Principals.
6. Other staff members who have provided the required notice speak in order of notice given.
7. Resolutions may be passed by a simple majority of those present.
8. Additional GSMs may be called to deal with unfinished business.