

Title:	Community Council Ways of Working
Date:	February 2025



Before the meeting

✓	Chair to check in with new Community Council members to introduce themselves and explain the purpose and format of meetings.
✓	Chair and Principal to meet before the meeting to tailor the agenda.
✓	Agenda shared with members 7 working days before the meeting so that questions can be clarified and any other business that members want to discuss can be raised with the Chair.
✓	Everyone should read the agenda before the meeting and any other supporting documents - all of which can be found on Google Drive . (Link here)

During the meeting

✓	I will actively listen
✓	I will remain respectful of others' opinions, especially those different from mine.
✓	I will attend as many meetings as possible; if I can not attend, I will give a minimum of one week's notice.
✓	In meetings, I will engage and contribute to the discussion.
✓	I will keep confidential and sensitive information confidential.
✓	I will treat others with fairness, equality, dignity, and respect.

After the meeting

✓	Chair / administrator to submit three key messages agreed during the meeting to the Community Council Coordinator via a Google Form .
✓	Principal and chair to have a debrief about the meeting.
✓	Administrator to complete notes and actions arising from the meeting and share them with members.
✓	Everyone is to complete any actions assigned to them.