

The background features a faint, light blue illustration of a cross at the top center, a dove in flight below it, a fish to the right, and a bunch of grapes at the bottom. The entire scene is set against a light blue gradient background.

# **RUNNING EFFECTIVE CATHOLIC SCHOOL COUNCIL MEETINGS**

Gord Wyse Oct 22 2009



**“The last thing I remember, I was sitting in a staff meeting. Apparently, I died from boredom.”**

# Agenda

- **Introduction** 7:10 – 7:15
- **Characteristics of Good/Bad Meeting** 7:15 – 7:20
- **Preparation** 7:20 – 7:30
- **During the Meeting** 7:30 – 7:35
- **Chairperson Skills** 7:35 – 7:40
- **Decision Making** 7:40 – 7:45
- **Ending a Meeting** 7:45 – 7:50
- **Q&A** 7:50 – 7:55

# Characteristics of Negative Meetings

- **Drifting off the subject**
- **Poor preparation**
- **Lack of listening**
- **Verbosity of participants**
- **Length**
- **Lack of participation**

# What are people looking for?

- Define a meetings purpose
- Send enough information for people to prepare for meeting
- Allow all attendees to participate
- Address each item on the agenda
- Assign follow up actions

# Preparation for a Meeting

- Define the purpose of the meeting and the outcomes
  - *Is this solely an information meeting or are decisions needed to be made?*
- Solicit input from members on any other topics/issues that need to be discussed
- Develop an agenda with timeframes taking into consideration any outside parties coming to speak and the relevant priority of agenda items
- Distribute the agenda before the meeting
- Send any relevant information or inform participants of any necessary preparation needed to meet the meeting purpose

**#1 Failure of most meetings!**

# Agenda Example

## St. MICHAEL CATHOLIC HIGH SCHOOL PARENT COUNCIL AGENDA – January 16, 2008

Welcome and Open Meeting – Chair	7:00 – 7:05
Opening Prayer – All	7:05 – 7:10
Approve Minutes – All	7:10 – 7:15
Science Dept. – Multi Torso Funding Request	7:15 – 7:30
Principal’s Report	7:30 – 7:45
Treasurer’s Report	7:45 – 7:55
Committee Reports	7:55 – 8:30
– Parent Involvement Committee – Gord	
– School Capacity – Gord	
– Parish – Joanne	
Other Business	8:30 – 8:45

# During the Meeting

- Greet Members and make them feel welcome.
- Introduce any new members/visitors to the team
- Start on time. End on Time
- Review the agenda and set priorities for the meeting
- Stick to the agenda

# Chairing the Meeting- Do's

- For each item on Agenda-introduce the topic and summarize previous discussion
- Watch for dominant speakers and ask quiet ones for their input.
- Summarize points and clarify discussions
- Note digressions and remind members to stay on task
- Watch body language of yourself and others

# Non Verbal Communication

- UCLA study found 93% of communication effectiveness was due to nonverbal cues
- Another study found: 7% words, 38% voice quality, 55% nonverbal cues
- Learn to listen with your eyes!
  - Can tell you when you have talked long enough
  - Can tell you when someone else wants to talk
  - Can tell you the mood of the listeners

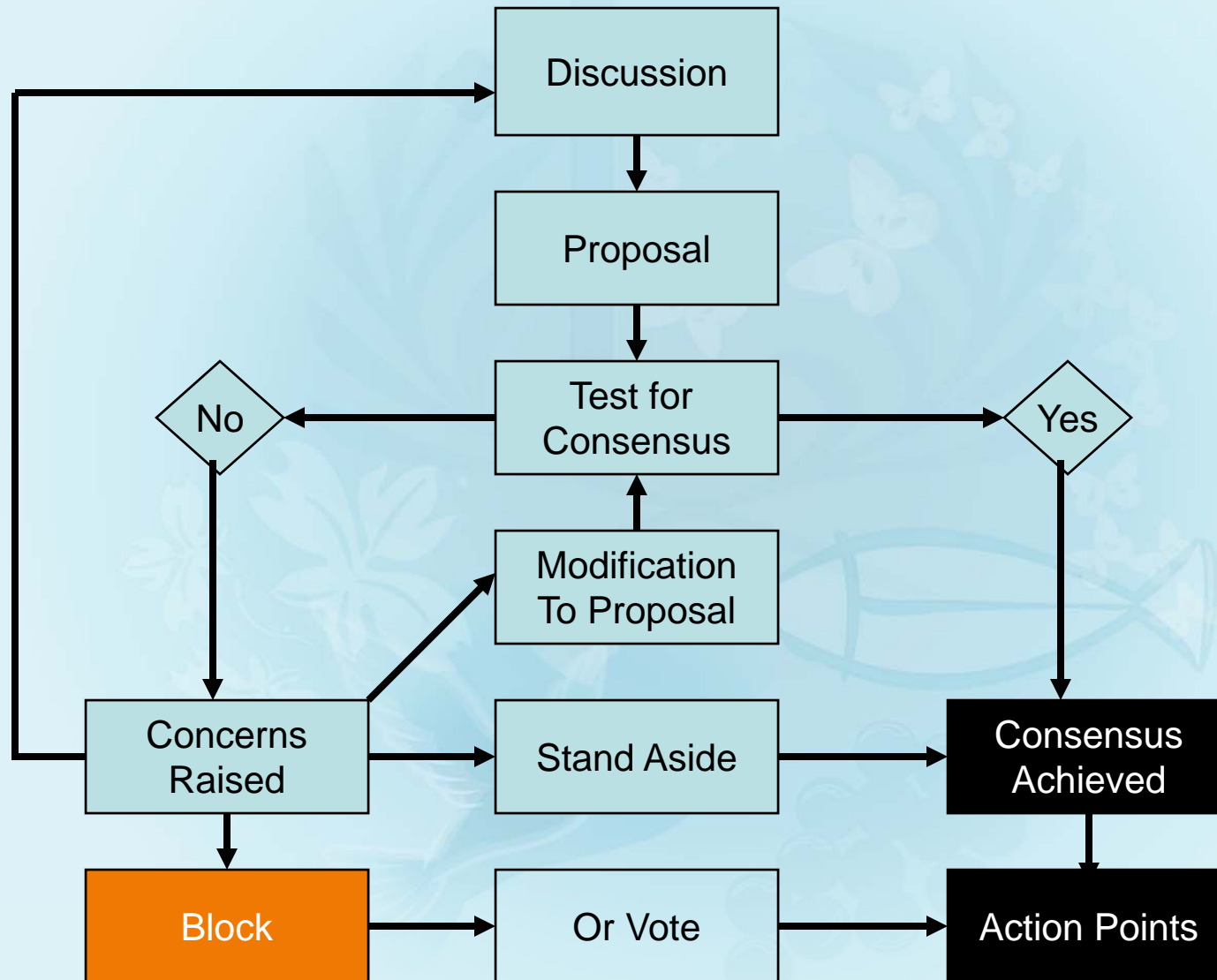
# Chairperson Skills

- Impartiality
- Assertiveness
- Staying on course
- Summarizing
  - Used to end a topic or discussion
  - List any decisions made to avoid later misunderstandings
  - Ensure tasks generated are assigned to specific people/groups

# What is Consensus Decision Making ?

- “**Consensus decision-making** is a decision-making process that not only seeks the agreement of most participants, but also to resolve or mitigate the objections of the minority to achieve the most agreeable decision. [Consensus](#) is usually defined as meaning both general agreement, and the process of getting to such agreement.”  
Wikipedia
- It doesn't need to be everyone's first choice
- Consensus decision making is the most widely used method but Councils will also use voting to break an impasse.

# Modified Consensus Model



# Ending a Meeting

- End on time or before
- Thank all members for attending
- Summarize decisions made to avoid misunderstandings later
- Review actions items handed out to council members
- Ensure members know when next meeting is
- Follow up with minutes shortly after the meeting

A faint, light blue background illustration featuring a central cross, a dove in flight, a fish, and a bunch of grapes, all set against a circular backdrop of leaves and flowers.

# Q & A

# Agenda

- **Introduction** 8:00 – 8:05
- **Characteristics of Good/Bad Meeting** 8:05 – 8:10
- **Preparation** 8:10 – 8:20
- **During the Meeting** 8:20 – 8:25
- **Chairperson Skills** 8:25 – 8:30
- **Decision Making** 8:30 – 8:35
- **Ending a Meeting** 8:35 – 8:40
- **Q&A** 8:40 – 8:45