

BFG Guidance Notes for School Governors - Meetings

“Dos and don'ts for effective meetings”

Do;

1. Consider other ways in which the objectives of a proposed meeting can be achieved
2. Prepare thoroughly - read papers well in advance and arrive in good time; make sure that you take everything with you that will you need ; note any questions you want to ask
3. If organising or hosting the meeting, consider participants' comfort and convenience (eg ventilation, acoustics and noise levels, breaks, etc)
4. Use visual aids where appropriate
5. Focus on the objectives for each item
6. Observe meetings protocols:–
Signal to the chair your wish to speak
The chair to ensure all contribute what they can to the discussion
Listen carefully
7. Contribute positively to activities and discussions; think before you speak and stick to the point. Ask if there are things you don't understand
8. Maintain good but not oppressive discipline; be sensitive but assertive;
9. Praise more than criticise; put the positive before the negative; Aim for consensus wherever possible; accept collective responsibility for making the meeting work.
10. Review the meeting: did you play a useful part? If not, consider why and decide what you would want to do differently next time
11. Consider how and when you are going to follow up on any tasks you agreed to take on.

Don't;

1. Take notes if you are also the leader or a key contributor.
2. Lose your temper.
3. Get involved in purely personal disagreements.
4. Talk too much or for too long.
5. Don't try to dominate or insist on having the last word.
6. Talk first, except to introduce a topic.

7. Let the meeting run on and on.