



South Gosforth First School

'Roots to grow and wings to fly'

Meeting Guidelines at South Gosforth First School

By coming into our school for a meeting, all participants agree to the following guidelines:

All meetings will have a clear finish time established which will be shared by the member of staff running your meeting.

Everyone in the meeting should make sure that other participants know who they are and what their role is.

Everyone is equal and should have the opportunity to share knowledge and views without interruption.

Everyone must be respectful and listen without prejudice.

School staff do not consent to any meetings or conversations being recorded.

Parents and carers should look after any preschool children who are present and make sure that they are safe.

Parents and carers should be aware that staff will not tolerate any form of threat, aggression or intimidation.

SGFS staff reserve the right to end meetings immediately if anyone uses a raised voice or makes another participant feel intimidated or uncomfortable.

Discriminatory language or terminology which is deemed to be offensive will not be tolerated by school staff.

School staff will not be expected to produce minutes of meetings with parents and carers, although they may sometimes make short notes of some of the pertinent points covered in order to record any follow up actions.