

# Working Together

## 2024

It is recommended that each Committee formulates a Code of Conduct or Ways of Working Together Agreement for members at the beginning of the year and that these are revisited during the year and at induction.

Use the below as a guide when creating this document.

### Bring an open mind

We will demonstrate this by:

- Asking questions that allows insights into others' points of view
- Listen for understanding
- Hear the voice of all, not a few
- Being welcoming of all members
- Hearing the voice from all perspectives

### Ground statements in evidence

We will demonstrate this by:

- Making a conscious effort to offer a rationale when explaining my point of view
- Provide examples, evidence and proof to support my statements

### Assume positive intentions

We will demonstrate this by:

- Approach the meeting with positive intentions
- Take the stance that everyone in the group is acting out of a desire to improve our school

### Stick to protocols

We will demonstrate this by:

- Stay within the guidelines of any discussion or meeting instructions
- Keep the school's best interests (students/teachers/staff/parents/wider community) not personal agendas
- Discuss items at the meeting not at a 'meeting after the meeting'
- Not revisiting past concerns if they have already been dealt with
- Not going off on tangents

## Start and end on time

We will demonstrate this by:

- Arriving on time
- Starting the meeting on time every time (not waiting for any late people)
- Agreeing that if we need more time, we need to push things to a future agenda

## Be here now

We will demonstrate this by:

- Staying on task
- Not engaging in side-bar/private conversations
- Actively engage/participate in all items
- Arriving at the meeting organised and ready
- Providing the agenda prior to the meeting
- Making every effort to attend meetings
- Not talking over others

## Accept the possibility of non-closure

We will demonstrate this by:

- Staying engaged through uncertainty and not rush to quick solutions
- Understanding that we may need to revisit things and a conclusion/decision may not be met
- Agreeing to take a vote to determine if a decision needs to be made or to push the item to a future agenda, for further discussion

**It is the SAC members' responsibility to respectfully redirect the group, if our Ways of Working agreements are not adhered to.**