Ways of Working

2024

Ways of Working
School Associations Functions

Provide:
1. Advice and recommendation to the Secretary re:policy.

Foster:
1. The understanding of Education, the values and benefits.
2. Cooperation between staff, students, parents and the community.

Participate in:

Development of Policies

01

The formulation and development of school policies.

Improvement of School

02

The formulation and implementation of plans to improve the school.

Developing School Objectives

03

Establishing and reviewing, the School's objectives, priorities, strategic directions and values.

Financial Arrangements

04

The planning of financial arrangements necessary to fund point 3.

Evaluating School Performance

05

Evaluating the School's performance in achieving point 3.

Selecting the Principal

06

To participate in the selection of the person to be the Principal of the School

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(03) 6243 7718   www.tasso.org.au   info@tasso.org.au

Ways of Working
Organise Committee Meetings

Consider the below when deciding on the details of committee meetings. It's a good idea to formulate a calendar for the year.

When:

What day suits everyone?
What time?
How often?

Where:

What will the location be?
Is the location available?
Is the location accessible?
Does the location need to be booked?

How:

Will we offer online attendance?
Will we have a catch up system for those who are absent?
Will we pause meetings for certain periods in the year?

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Workshop 1
Formulating the Ways of Working

As a committee or individually jot down what makes a good meeting – use sticky notes.

Either group the like with like and capture a few statements that will form an agreement of how you will work as a committee or borrow the datawise norm headings and use examples of how you'll demonstrate them.

TIP: At the start of a meeting put a focus on one and evaluate how you went.

Bring an open mind.

Stick to protocols.

Assume positive intentions.

Ground statements in evidence.

Be here now.

Start and end on time.

Accept the possibility of non-closure.

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Formulating the Ways of Working

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

Formulating the Ways of Working

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

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

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

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Workshop 2
Identifying our Values

An effective committee sticks to its values and carries these into all interactions.

Start with the DECYP values of Connection, Courage, Growth, Respect and Responsibility and using sticky notes or a whiteboard, brainstorm how the committee will demonstrate these values.

Connection

Building positives relationships and a sense of belonging.

Courage

Accepting challenges and embracing opportunities.

Growth

Aspiring to learn, and improving even when it is tough.

Respect

Caring for Ourselves, each other, and our environment.

Responsibility

Stepping up and doing what is right.

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Identifying our Values

Connection
We will demonstrate this by:
- Building strong relationships
- Encouraging open communication
- Fostering community involvement

Growth
We will demonstrate this by:
- Embracing continuous learning
- Encouraging new ideas
- Supporting personal development

Courage
We will demonstrate this by:
- Addressing challenges head-on
- Advocating for positive change
- Taking initiative in difficult situations

Respect
We will demonstrate this by:
- Valuing diverse perspectives
- Listening actively and empathetically
- Treating everyone with kindness

Responsibility
We will demonstrate this by:
- Being accountable for our actions
- Making informed decisions
- Acting with integrity

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Ways of Working

Living the Ways of Working

Regularly reflect and assess by setting aside dedicated time to evaluate how well the committee is adhering to its values and ways of working.

Gather feedback from all members to get a comprehensive understanding of current practices and identify areas for improvement.

It is recommended that the Committee produces a Ways of Working Together document that clearly defines their conclusions from these workshops.

Review
- Regularly assess performance
- Gather feedback from members
- Identify areas for improvement

Reflect
- Consider the impact of actions
- Discuss experiences and lessons learned
- Evaluate adherence to values

Acknowledge
- Recognise successes and achievements
- Address breaches openly and constructively
- Implement corrective actions and support

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