

QUICK TIPS FOR RUNNING EFFECTIVE MEETINGS

- Invite members to contribute to the agenda
- Distribute the agenda and minutes from the last meeting 10 days prior to the next council meeting
- Call the meeting to order on time.
- Review the manner in which members will make their vote known i.e. raise hands
- Take a moment to do introductions if there are new people in the room
- Offer refreshments
- Keep to the agenda
- Give everyone a chance to speak on each issue
- Adjourn on time and thank those who attended

Make Every Meeting Fun!



Parents
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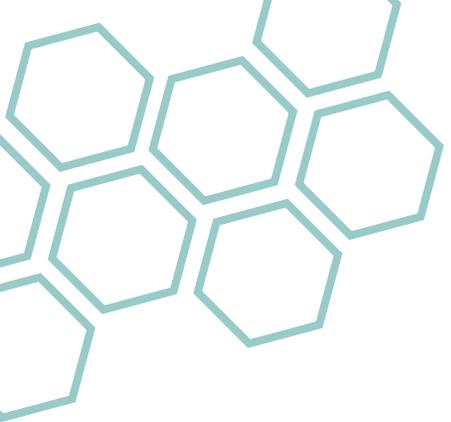
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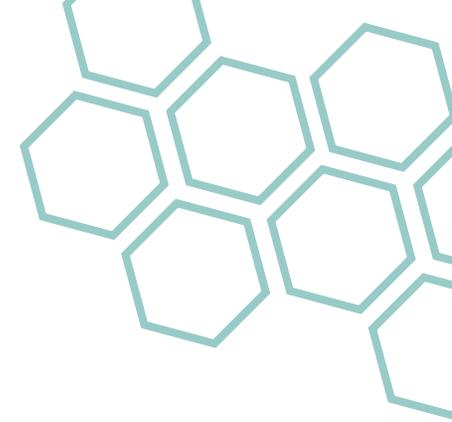
RUNNING EFFECTIVE
SCHOOL COUNCIL

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VALUE ADDED

Successful meetings have to offer something of value to members to encourage them to keep coming. Consider a speaker from a local library, health nurse, or a teacher to speak to EQAO and how parents can support their child.



DIVERSE SCHOOL COUNCILS ARE KEY

KEEP CALM AND BE ON TIME

Parent volunteers contribute their time to be part of the council. It is important that the meeting start and end on time. Keep in mind there may be babysitters that need to go home.

CODE OF ETHICS

Develop a Code of Ethics for your council.

- Everyone has a voice.
- No one speaks when another has the floor.
- Every idea should be explored and not dismissed outright.

SENSITIVE SCHOOL ISSUES

There are sensitive school issues which may be discussed at council meetings. It is imperative that there are no discussions regarding these matters outside the meeting.

PARTNERS IN DECISIONS

All members should feel like partners in decisions. Having a school council working together, especially when faced with a challenge, gives them a stronger voice when advocating on issues.