



Muslim National School
Seek knowledge from the cradle to the grave

19 Roebuck Road
Clonskeagh

Dublin 14

Phone: 012961340

Email: mnsclonskeagh@gmail.com

Roll Number: 19949B

www.muslimns.ie

POLICY ON STAFF MEETINGS

Introductory Statement

The following policy was devised and presented to the BOM for ratification in October 2024.

Rationale

The necessity for a comprehensive policy relating to staff meetings arose due to the need for

- a. Clearly defined procedures for such events
- b. accommodating and giving a voice to all staff members including SNAs
- c. Fostering collaborative decision-making.

Relationships to School Ethos

The Muslim National School strives to provide a well ordered, caring, secure atmosphere. This is achieved through promoting the individual and collective personal and professional development of staff through regular structured staff meetings and Board of Management sponsored staff development programmes.

Aims and Objectives

- To address collaboratively, school issues/problems as they arise
- To plan, effectively for school routines both curricular and organisational
- To allow for a sense of ownership through appropriate delegation
- To involve all staff in the decision making process.

Procedures

A staff meeting is held at least once each term. A recording secretary is appointed at the commencement of each meeting and decisions only are recorded. An agenda is drawn up beforehand. This is a collaborative exercise with each staff member having the opportunity to nominate items/issues for inclusion on the agenda.

Special Needs Assistants may be required to attend staff meetings if issues relating to their work/responsibilities are included on the agenda. These issues are listed early on the agenda so that when they have been discussed and decisions taken, SNAs can leave and be assigned to other pre-ordained duties.

Roles and Responsibilities

All staff have a role in the implementation of this policy which was ratified in October 2024.

Success Criteria

- Participation and delivery by all staff
- Co-operation and consensus
- Monitoring and assessment of procedures
- Staff 'feel good' factor
- School 'feel good' factor.



Muslim National School
Seek knowledge from the cradle to the grave

19 Roebuck Road
Clonskeagh
Dublin 14


Phone: 012961340

Email: mnsclonskeagh@gmail.com

Roll Number: 19949B

www.muslimns.ie

This Policy was approved by the Board of Management at its meeting on 3rd October, 2024.

Signed: 

Date: 03/10/2024

Chairperson of the Board of Management

Signed: 

Date: 03/10/2024

School Principal