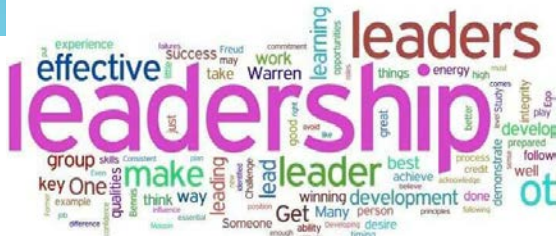


Supporting leadership capacity across a variety of contexts.



Description of Project

PROJECT MEMBERS

Turrumurra High School

Killara High School

Naraweena Public School

Beaumont Road Public School

Hunters Hill Public School

Ku-ring-gai Creative Arts High School

Buronga Public School

Go!Go! Public School

Lindfield Public School

To develop a series of Adobe Connect meetings at a regular time slot preferably a fortnight, where Principals and leaders from different areas eg. city, rural, primary, secondary, and different states eg. NSW, VIC identify “hot topics” they would like to discuss together.

The meetings would act as a support network where it would encourage discussion, structured conversation, and collaborative problem-solving around the hot topic.

The key to these meetings is the regular opportunities to chat together in an online meeting room. This project aims to be sustainable and centered around leadership. It is envisioned that could easily expand to include other aspiring leaders.

Q&A

Supporting leadership capacity across a variety of contexts.

Who is invited to take part in the program?

All principals involved in the PPDP project are invited to take part. Other school leaders may join throughout the remainder of the year.

How will the meetings be structured?

The meeting will be structured in the same way that any other meeting would run. For example,

The leader chairing the meeting will:

- Provide a welcome to the meeting including acknowledgement of country
- provide an overview of the topic
- open it up for discussion ensuring individuals are heard in an orderly manner
- summary of discussion (this may or may not be required)
- close the meeting advising of the next meeting day/time.

How will I know when the meetings take place?

An invitation highlighting the date, time and hot topic to be discussed will be emailed to each school leader a week prior to the adobe connect session.

Additionally, a courtesy reminder will be sent via email the day before the meeting.

How can I register a hot topic?

Attached to this email, is a template for each school leader to complete offering their suggestions for hot topics. Hot topics will be added to the schedule as the project progresses.

When will the meetings take place?

It has been proposed that each meeting take place on a fortnightly basis. You can nominate your preferred day and time on the template attached to this email. Each principals preferred day and time will serve as a guide in order to determine the best meeting time. Each meeting time will run for 30 minutes.

These meetings will be advertised and set well in advance and at a regular fortnightly time to allow participants to plan their schedules around the meetings.

What will happen if I miss a meeting?

Each Adobe connect session will be recorded so that it can be accessed at a later date or for future reference.

Who will lead the meetings?

A roster will be set up with each school leader involved in the project being allocated a hot topic to chair.

Where to from here?

Please complete the template nominating your preferred date/time for the meetings and, offer any suggestions you may have for future 'hot topic' discussions.

Checklist

Your role as a host

What do I need to do prior to the meeting?

Send out an agenda to all participants. The agenda should include the topic name and an approximate time allocation next to the name of each participant.

What do I need to do on the day of the meeting?

On the day of the meeting:

- ♦ the host **must** log in up to **30 minutes prior** to the scheduled meeting time. Please note that no other participant will be able to 'enter the room' until the host has logged in.
- ♦ have an IT specialist on hand in the event of technical difficulties
- ♦ begin recording the meeting 5 minutes prior to the meeting time (this will enable participants that are unable to attend, to access the meeting and feel included)

At the start of the meeting:

- ♦ introduce yourself and welcome participants to the meeting.
- ♦ provide an acknowledgement of country
- ♦ introduce the hot topic to be discussed and open the discussion up to the participants by ensuring that the allocated time for each participant has been spread equitably between those wanting to speak.

What is my role throughout the meeting?

Throughout the meeting:

- ♦ monitor the screen to determine which participants are waiting to share their ideas (a raised hand icon next to the participants name will alert you)
- ♦ ensure an equitable process is maintained throughout the meeting so that all participants ideas are heard
- ♦ keep the meeting focussed, directing non agenda items to future meetings
- ♦ make notes summarising each participants suggestions. These can be written in the discussion note pad. These notes can then be exported to an email or other document.

At the end of the meeting:

- ♦ thank all participants for their valuable contributions
- ♦ remind participants of the next meeting time and hot topic
- ♦ remind participants that a recording of the meeting will be sent to them, should they wish to revisit the discussion.

How will I know the participants want to share their ideas?

During the meeting, it will become apparent that a participant would like to volunteer their ideas as a raised hand icon will appear next to their name.

Upon noticing this:

- ♦ invite this individual to share their thoughts by stating - Bob, do you have something that you would like to contribute/add

What do I need to do after the meeting?

After the meeting:

- ♦ edit the recording to remove any pre-meeting hiccups
- ♦ send out the URL for the recording to all participants.

Checklist

Your role as a participant

What do I need to do prior to the first Adobe connect meeting?

It is recommended that you test your computer by going to :
<http://connect.schools.nsw.edu.au>

You will also need to purchase a webcam that is fitted with a microphone to position on your monitor.

You may need to install Adobe connect. Your computer will prompt you to do so. This will take approximately 10-15 seconds to install.

How will I know when the Adobe session will take place?

You will receive a courtesy email reminding you of the date and time of the Adobe meeting.

What can I bring to these meetings?

Before the meeting

Prior to the meeting, you will receive a courtesy email reminding you of the date and time of the Adobe meeting. At this point, you will be asked to send through any files you may like to share and make available to other participants.

During the meeting.

Throughout the meeting, you will be invited to volunteer your suggestions, ideas and experiences with other participants. You will be allocated a time frame to comply with in order to maintain the effectiveness and smooth running of the meeting.

What files can I forward to the meeting host?

You can forward any of the following types of files:

- ♦ word documents or PDF's (readings)
- ♦ Powerpoints
- ♦ JPEG, .swf, Flash

What do I need to do on the day of the meeting?

You will need to log in at least 10 minutes prior to the meeting time. This will assist with correcting any trouble shooting issues.

Follow the Adobe Connect participant etiquette.

What is the 'participant etiquette'?

See the page on participant etiquette

What if I want to contribute my idea and it is not my turn?

You can alert the meeting host of your intention to share, by selecting the 'raise your hand' icon.

When advised:

- ♦ begin speaking (ensuring you are speaking in a clear and audible voice)
- or,
- ♦ begin typing into the Chat Pod

What if I want to exit the meeting early due to other commitments?

You can leave the meeting at any time without interrupting the meeting process.

What if I am unable to attend a meeting?

Notify the host that you are unable to attend prior to the meeting. The host will email you, and all other participants, a recording of the meeting.

Q&A

Participant Etiquette

What is the participant etiquette?

This is a series of protocols that should be followed in order to maintain the smooth running of the meeting.

These protocols include:

- ◆ ensure that you have carried out an audio/video check prior to the meeting.
- ◆ mute your microphone at all times, unless you have been called upon. This cuts down on background noise and comments that are unintended for the group
- ◆ click on the 'raise your hand' tab in order to notify the host of your intention to speak and wait to be called upon
- ◆ you may type into the chat box or speak clearly into the microphone
- ◆ refrain from moving or resizing any windows within the meeting.
- ◆ avoid multi-tasking during the meeting
- ◆ Use appropriate language and show respect for other participants
- ◆ Be mindful of your contributions to the meeting and of any comments you have entered into the chat pod. These will remain in the recording for others to view.



CALENDAR:

AUGUST

Date:

Time: Chaired

by:

SEPTEMBER

Date:

Time:

Chaired by:

OCTOBER

Date:

Time:

Chaired by:

NOVEMBER

Date:

Time: Chaired

by:

DECEMBER

Date:

Time:

Chaired by:

Adobe Connect Meetings

Hot Topics for discussion

Suggestions for hot topics include:

- ◆ How to cater for 21st century learners
- ◆ How to engage the disengaged
- ◆ EARs and TARs
- ◆ How to develop planning priorities
- ◆ How do you manage your TSR
- ◆ GATS/ student leadership