

Lower Mid North Partnership Professional Learning

- ***Make every endeavour to attend and be punctual to all meetings. Apologies should be tendered and minuted.***
- ***We will attend with any expected prior preparation completed.***
- ***We will avoid unnecessary distractions and ensure phones; laptops etc. are switched to silent mode.***
- ***The Chair will actively chair the meeting and we will show personal and professional respect to the Chairperson, presenter and all fellow participants***
- ***We will follow the agenda and time limits for planned items or sessions should be adhered to, and permission should be sought to extend times if necessary.***
- ***We will ensure comments, ideas and opinions will progress discussion rather than share personal experiences or opinions.***
- ***We will actively participate, listen attentively, be prepared to provide considered and valuable feedback and allow everyone equal air time.***
- ***Maintain confidentiality and accept that professional differences of opinion should not impact negatively on personal relationships.***
- ***Minutes will be distributed within 7 days of the meeting being held***
- ***Agendas will be forwarded at least 7 days prior to the meeting being held***