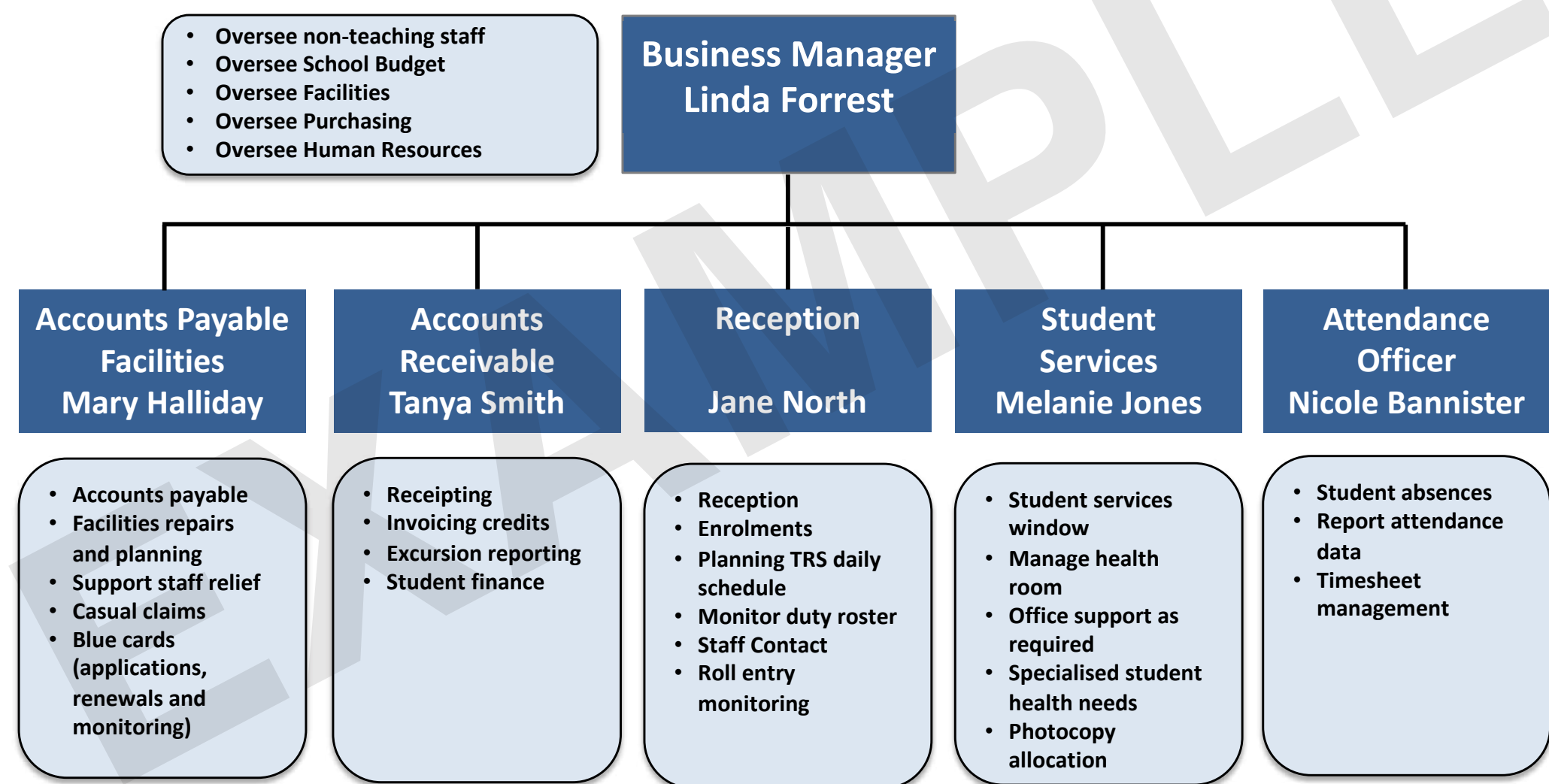




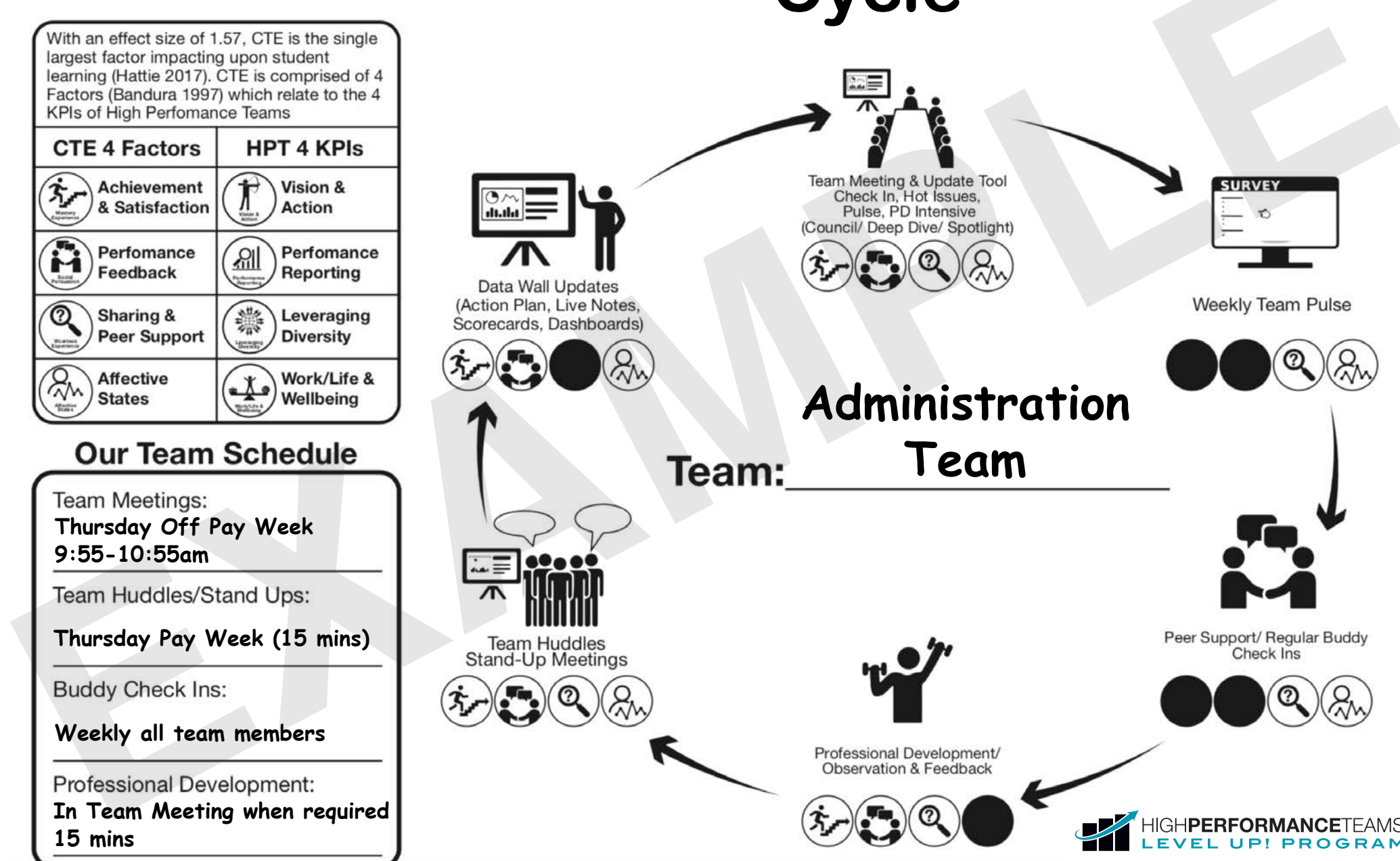
Team Foundations and Level Up

1 Team Chart

Team: Administration



2 Team Activity Cycle



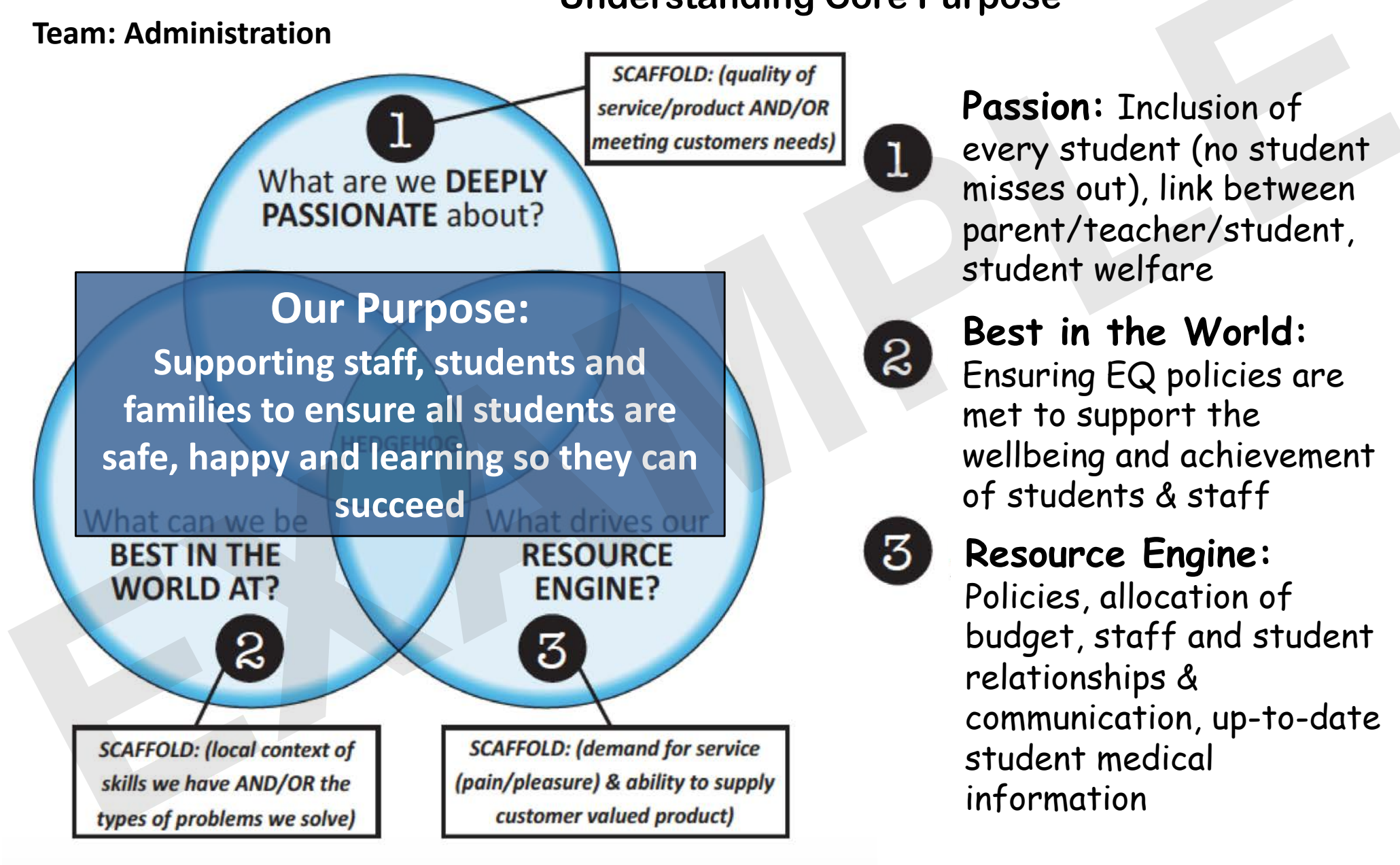
3 Level Up Strategy

Team: Administration Team	Team Challenges: Achievement	Team Challenges: Engagement	Team Development Strategies	Team Specific Leadership
<p>2, 2, 3, 2, 3, 2 (AVG 2.3)</p> <p>LEVEL 2</p> <ul style="list-style-type: none"> Value: 1x Focus: Constructive Confidence: 50% Drive: Acceptance Challenge: Systems Approach 	<ul style="list-style-type: none"> Improve Activity Cycle - Implement regular team meetings, huddles and check ins. Limited protocols / procedures to report staff compliance re key indicators to SLT. No up-to-date action plan of key goals and targets. Limited understanding of key admin roles by school staff. Need to actively use Team Pulse Data to improve overall team performance. 	<ul style="list-style-type: none"> Needing to improve communication between teaching staff and admin team - particularly around roles and compliance and differing personality styles. Long standing team members and new team members - need to complete team building to establish trust and a culture of feedback. Above and below line to clarify ways of working - using calling behaviour protocols effectively. 	<ul style="list-style-type: none"> Communicate the Admin Team Chart to all staff to increase their understanding of different roles in the team and display in office. Implement Activity Cycle and review each term. Regularly review the Team Data Wall, Purpose, Goals and Action Plans - review progress regularly through fortnightly HPT Meeting. Team Talent Map, Above & Below Line and Feedback Protocols on Data Wall. Trust Matched Teaming & Team Pulse for Wellbeing Planning. 	<p>Manage / Mentor</p> <ul style="list-style-type: none"> Manage - implement activity cycle and team meetings Manage - work closely with BM to set up new processes in Action Plan Mentor - working towards increasing Team meetings - practice being OK with being uncomfortable.

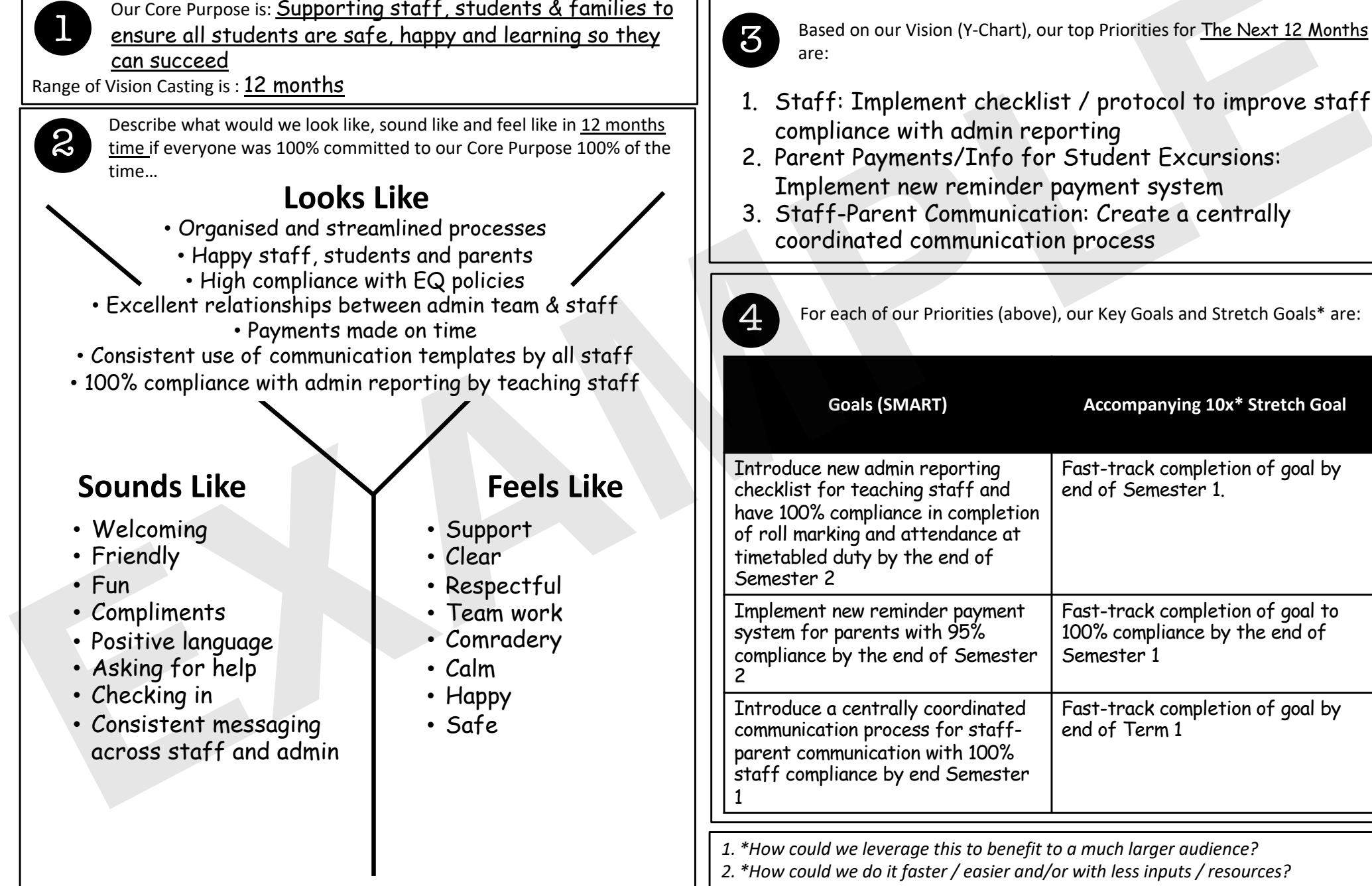


Team Achievement Strategy

4 The Hedgehog



5 Vision & Goals



6 HPT Action Plan

Issue (Problem to Solve - What P1)	Key Goals & Stretch Goals (What P2)	Execution Strategy (How)	Link to Broader Strategy (Why)	Accountability (Who and Reporting (When))
Priority 1: Staff: Implement checklist / protocol to improve staff compliance with admin reporting	Admin checklist developed and introduced and achieve 100% staff compliance in roll marking and attendance at timetabled duty by the end of Semester 2	Develop checklist for use by admin	Student safety and wellbeing is a school-wide priority	Reception & Attendance Officer (T1, W2)
Priority 2: Parent Payments/Info for Student Excursions: Implement new reminder payment system	Parent payments/permission slips not being completed on time leading to students either (1) missing out on excursions or (2) significant follow-up required by accounts receivable and payments often not being received	Develop and implement new reminder payment system for staff-parent communication	School budget being met and payments received on time	Business Manager (T1, W3)
Priority 3: Staff-Parent Communication: Create a centrally coordinated communication process	Introduce a centrally coordinated communication process for staff-parent communication with 100% staff compliance by end of Semester 1	Review and update all current templates for parent communication	Customer service a key role of the admin team	Admin Team (T1, W3)

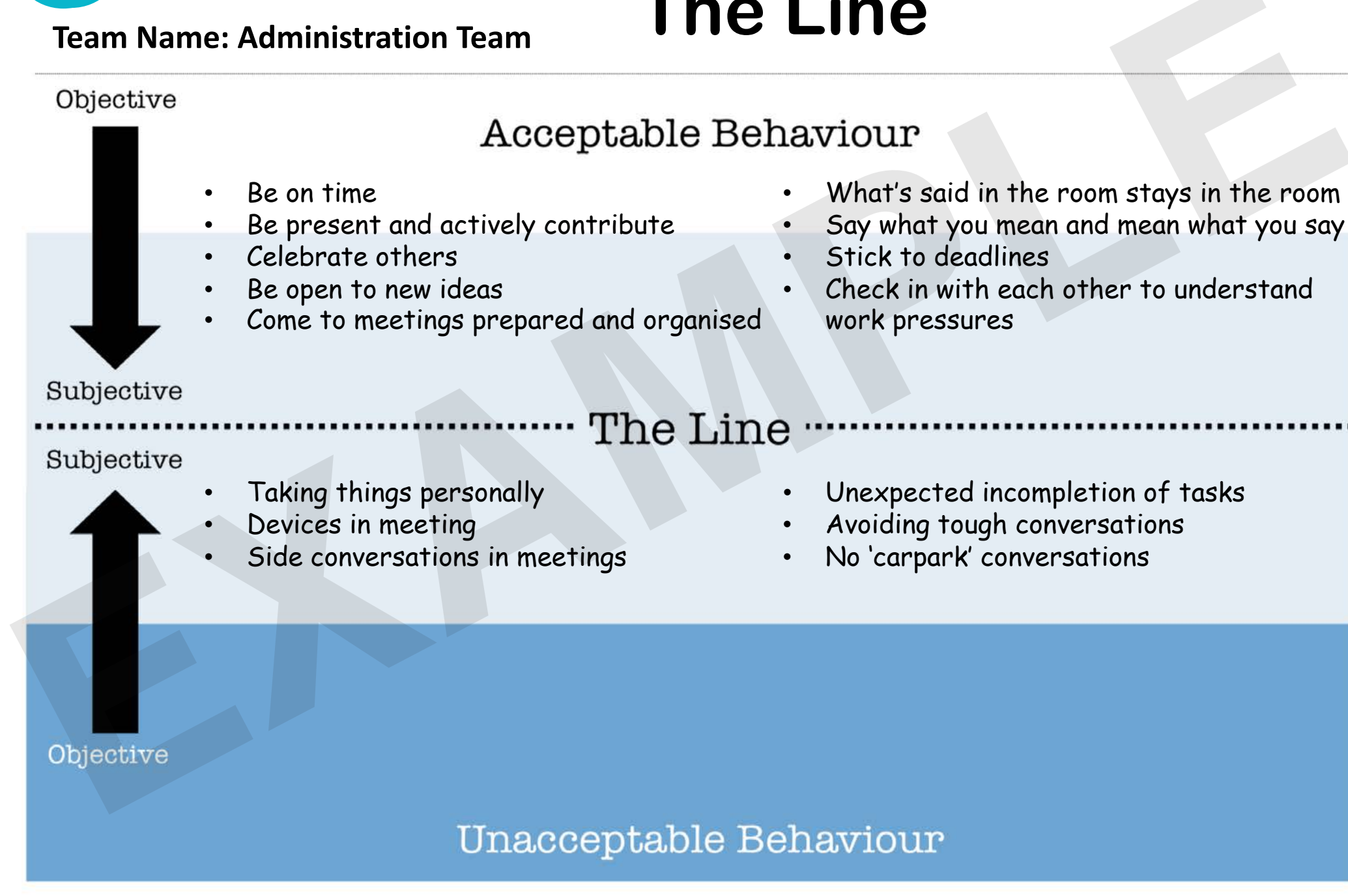


Team Engagement Strategy

7 Team Profile

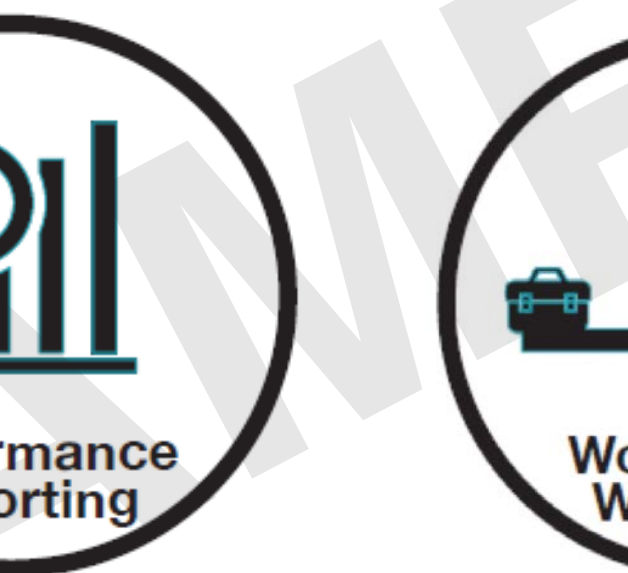
Name	Role	Strengths (Personality Traits / Work Skills)	Work Interests & Goals	Secret Skills	Other
Linda Forrest	Business Manager	Blue/Green - Direct, gets on with the job, multi-tasking, memory, knowledgeable	Budgeting	Played netball for NSW	Grandmother to 6
Jane North	Reception	Blue/Yellow - Knowledgeable, multi-tasking, redirecting, customer service, strong, confident	Completing tasks, scheduling of TRS	Drawing	Water skiing
Tanya Smith	Accounts Receivable	Red/Yellow - Interactions with school community, sense of humour, helpful, problem solver, knowledgeable	Having children go on excursions - going the extra mile	Truck driving, collecting corks	Rock climbing
Nicole Bannister	Attendance officer	Red/Green - Friendly, gets on with it, interactions with parents, empathetic	Feeling confident and competent in current roles	Travelled Australia for 4 months	Camping
Melanie Jones	Student services	Green/Blue - Organised, gets on with it, quiet achiever, knowledgeable, follows procedures	All kids are safe	Ballroom dancing	Enjoying weekend reading
Mary Halliday	Accounts Payable / Facilities	Green/Red - Keeps others on task, organisation, empathy, completes tasks	Learning BM role to assist/support	Walk long distances	Anything active!

8 Above & Below The Line



9 Calling Behaviour Protocol When All Else Fails

STEP 1: Preparing for the Conversation
<p>Notifying the other party of the 'type' of conversation requested and setting an appropriate time to talk.</p> <p>OUR TEAM APPROACH IS: Organise a 1:1 meeting time - where both can be present and really listen - meet within a maximum of 2 working days - face to face (preference) - safe place as agreed - max 30 min. Flag verbally (preference) or email that it is a "Reset Conversation" and give as much info as able to.</p>
STEP 2: Having the Conversation
<p>Establishing clear ground rules to prevent conflict, allow breaks if needed and promote healthy outcomes.</p> <p>OUR TEAM APPROACH IS: Use red/ yellow cards is a tap out signal as needed. Use SBAR (Situation, Background, Assessment, Recommendation) Protocol & speak respectfully. Use "I" statements and have a clear outcome you are seeking that is realistic upon reflection.</p>
STEP 3: Failure to Resolve Next Steps
<p>The agreed process to escalate issues and involve third parties if the matter is unable to be resolved.</p> <p>OUR TEAM APPROACH IS: If needed to defer part-way through due to difficulty, then reflect & re-convene with mutually agreed third party support. If any party escalates to their line manager include other party in the communication (CC no BCC).</p>



Meetings & Metrics

10 Non-Teaching Team Meeting Agenda

Item	Duration	Chair
Item 1: Welcome	2 mins	Chair
Item 2: Core Purpose	3 mins	All
Item 3: Support 1	3 mins	All
Item 4: Support 2	3 mins	All
Item 5: Support 3	3 mins	All
Item 6: Support 4	3 mins	All
Item 7: Support 5	3 mins	All
Item 8: Support 6	3 mins	All
Item 9: Support 7	3 mins	All
Item 10: Support 8	3 mins	All
Item 11: Support 9	3 mins	All
Item 12: Support 10	3 mins	All
Item 13: Support 11	3 mins	All
Item 14: Support 12	3 mins	All
Item 15: Support 13	3 mins	All
Item 16: Support 14	3 mins	All
Item 17: Support 15	3 mins	All
Item 18: Support 16	3 mins	All
Item 19: Support 17	3 mins	All
Item 20: Support 18	3 mins	All
Item 21: Support 19	3 mins	All
Item 22: Support 20	3 mins	All
Item 23: Support 21	3 mins	All
Item 24: Support 22	3 mins	All
Item 25: Support 23	3 mins	All
Item 26: Support 24	3 mins	All
Item 27: Support 25	3 mins	All
Item 28: Support 26	3 mins	All
Item 29: Support 27	3 mins	All
Item 30: Support 28	3 mins	All
Item 31: Support 29	3 mins	All
Item 32: Support 30	3 mins	All
Item 33: Support 31	3 mins	All
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Item 38: Support 36	3 mins	All
Item 39: Support 37	3 mins	All
Item 40: Support 38	3 mins	All
Item 41: Support 39	3 mins	All
Item 42: Support 40	3 mins	All
Item 43: Support 41	3 mins	All
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Item 97: Support 95	3 mins	All
Item 98: Support 96	3 mins	All
Item 99: Support 97	3 mins	All
Item 100: Support 98	3 mins	All
Item 101: Support 99	3 mins	All
Item 102: Support 100	3 mins	All

11 Moderator Scorecard

Team/Session	Date/Duration	Moderator Initials
1. Openness & Trust	Very High	Very High
2. Balanced Dialogue	High	High
3. Facilitating Dialogue	Medium	Medium
4. Accountability & Clear Outcomes	Low	Low
5. Facilitating Dialogue	Very High	Very High

12 Collective Team Efficacy

HPT Pulse: Review & Actions

Team: Administration	Month: November	Participants: 6
HPT 4 KPIs (Inputs)	72.14%	62.50%
KPI 1: Vision & Action	64.29%	63.34%
KPI 2: Performance Reporting	76.43%	80.12%
KPI 3: Leveraging Diversity	64.29%	67.19%
KPI 4: Wellbeing	69.29%	68.28%
Collective Team Efficacy Score	69.29%	68.28%