**Schedule of School-based Meetings**

**Term 3 Annual General Meeting**

**Agenda**

1. Note of last meeting.

2. Election of School Rep for following academic year (this happens in term 3 to allow reps to notify management of time off to carry out duties).

3. Election of Assistant School Rep

4. Election of Health and Safety Rep

5. Election of any other officers required at school level.

6. Election of 2 representatives to attend local association meeting on \_\_\_\_\_\_\_\_

7. Report back from local association meeting/conferences attended (if applicable)

8. School Based Issues

9. Any Other Business

**Term 1 September Meeting**

**Agenda**

1. Note of last meeting.

2. School Membership Check – Notify NI Centre of any discrepancies

3. Recruitment of new staff members – including supply teachers

4. Time Budgets

5. Election of 2 representatives to attend local association meeting on \_\_\_\_\_\_\_\_\_

6. Ideas for motions from the local association to NASUWT National Conference

7. Report back from local association meeting/conferences attended (if applicable)

8. School Based Issues

9. Any Other Business

**Term 1 November/December Meeting**

**Agenda**

1. Note of last meeting.

2. Election of 2 representatives to attend local association Annual General Meeting on \_\_\_\_\_\_\_\_\_

3. Ideas for motions from the local association to NASUWT NI Conference

4. Report back from local association meeting/conferences attended (if applicable)

5. School Based Issues

6. Any Other Business

**Term 2 February Meeting**

**Agenda**

1. Note of last meeting.

2. Election of 2 representatives to attend local association Annual General Meeting on \_\_\_\_\_\_\_\_\_

3. Report back from local association meeting/conferences attended (if applicable)

4. Training and Events

5. School Based Issues

6. Industrial Action

7. Any Other Business