

Resource 24: Effective chairing checklist (3)

This form is to be used by you to evaluate your own chairing of a school meeting.

The form should be unobtrusive, but do use it during the meeting – not afterwards!

Find an opportunity to share your perceptions with your colleague as soon as possible after the meeting.

Aspect of meeting	What was helpful?	How could it have been improved?
The agenda		
The venue		
The use of time		
Briefing papers		
Establishment of climate		
Knowledge and understanding of the issues		
Management of discussion		
Breadth of consultation		
Involvement of members		
Decisions reached		
Actions agreed		
Minutes		
Overall value and impact of meeting		
Effectiveness in making others feel involved		
Effectiveness in making others feel valued		
Other:		