

Positive Behaviour Strategy Team Planning

National Behaviour Support Service



School:

School Vision/Mission Statement:

Responsibilities of Positive Behaviour Strategy Teams

- School based research - this includes data collection, data analysis and dissemination of findings in consultation with School Management and NBSS personnel
- Development of a target plan for term/year
- Completion of all plans and documents
- Identification of School Specific Continuous Professional Development needs
- Building whole school participation, ownership and responsibility
- Liaising with existing school-based teams
- Forming sub-teams if relevant

Membership

Members interested in positive behaviour improvement in the school

- Minimum of four members (as representative as possible)
- Establish quorum (school to decide)
- Co-opt additional staff for specific work

Roles

Chairperson

- Facilitates meetings
- Time-keeping at meetings
- Oversees setting of agendas
- Notifies NBSS of meetings
- Identifies link person with the NBSS

Secretary

- Records minutes
- Circulates minutes
- Keeps records in a central place
- Completes NBSS information chart in staff room
- Organises staff communication system

Planning

- Plan calendar of meetings (one recommended per month)
- Set targets based on data
- Carry out ongoing reviews of progress
- Evaluate each completed workplan

Agenda

Notes

Introductions:

- (A) School and NBSS personnel
- (B) School Team introductions and responsibilities
- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.

Roles

Chairperson

- Time-keeping at meetings
- Distribute agenda to team
- Action planning with team

Name:

Secretary

- Record minutes - key areas discussed and decisions made
- Circulate minutes to team and NBSS personnel
- Notify NBSS of meetings

Name:

Meeting times - Calendar

- Weekly - fortnightly - monthly
- Fixed or flexible

Communication with school staff

- Decide on how to keep the full staff informed of the work of the Positive Behaviour Strategy Team
- Who will be responsible?
- How will the team consult with the school staff on areas of work?

School questionnaire:

- Feedback data on the school questionnaire and discuss strengths and challenges.
- Share data with school staff
- Target 2/3 provisional areas

Strengths:

Challenges:

Possible consultation on proposed target areas:

- **Formal** - questions to staff, students, parents and key partners?
- **Informal** - talking to staff and gaining feedback?
- **Finalise target areas**

1:

2:

3:

Action planning on final target areas:

When the final target areas are identified, an action plan is developed and work on each area begins.

Final target area(s):

1:

2:

3:

Target Area 1:

(Could already be in place but needs some work)

Desired Outcomes:

By when: _____

Further Internal School Data (if required):

What	When	Who	Collation

Further NBSS Questionnaire (if required):

What	When	Who	Collation

School Consultation on Target Area:

	What	When	Who	Collation
Staff:				
Parents:				
Students:				
Other:				

Analysis of Data and Consultation:

Decisions:

Action Planning to Carry Out Decision(s):

How will we do it? (e.g. CPD etc.)	Who will be involved?
When will we do it?	Monitoring and Review:
	What:
	How:
	Who:
	When:

Target Area 2:

(Could already be in place but needs some work)

Desired Outcomes:

By when: _____

Further Internal School Data (if required):

What	When	Who	Collation

Further NBSS Questionnaire (if required):

What	When	Who	Collation

School Consultation on Target Area:

	What	When	Who	Collation
Staff:				
Parents:				
Students:				
Other:				

Analysis of Data and Consultation:

Decisions:

Action Planning to Carry Out Decision(s):

How will we do it? (e.g. CPD etc.)	Who will be involved?
When will we do it?	Monitoring and Review:
	What:
	How:
	Who:
	When:

Date of meeting: _____

Present:

Minutes of previous meeting (read and adopted):

Progress Report:

(A) Work completed:

(B) Work yet to be completed:

What	How	Who	When

Next Steps:

What	How	Who	When

Date of next meeting: _____

Please attach agenda to this record.

National Behaviour Support Service (NBSS)

Navan Education Centre | Athlumney | Navan | Co. Meath

Telephone: +353 46 909 3355 | **Fax:** +353 46 909 3354 | **Email:** nbss@ecnavan.ie

