



1

Start with a "What's on Top?" Put a timeframe round this otherwise it can dominate the meeting.

2

Ask, "What is the most important thing for us on the agenda today?" Shift agenda round and do this first.

3

Ensure the agenda is set to timeframes and is sent out well before the meeting for feedback.

4

When discussions wander bring them back to the main point. Keep it child focussed.

5

When ratifying the agenda ask "What's not on this agenda that should be?"

6

Have a section on the agenda labeled "Taken as read". This allows time for higher order discussions.

7

Use a quote to "seed sow" into better discussions around pedagogy.

8

Ask participants to share a reading/tool in 60s to finish off a meeting.

9

At the end of the meeting ask participants what the wish they had more time for during the meeting? Try and incorporate into the next meeting.

10

Finish on time.