

Guide to School Health Team Meetings

We know that time is limited for both school staff, parents and families. Similar to setting up your team, think outside the box when setting up meetings with flexible and alternative meeting options. Meet at least four times per school year but aim for a frequency that fully supports your project or plans.

1. **Plan meetings at convenient times for all committee members.** Aligning schedules can be challenging, so think outside the box when timing becomes an issue.
 1. Create a digital space for sharing. Online sharing platforms, such as Google Drive, offer a virtual sharing space where agendas and notes can be stored and updated in real time – in between work and after-school pick-up or when a thought pops up during lunch.
 2. Use a mix of virtual and in-person meetings. Set up virtual meetings using free conferencing platforms. Ensure that you have at least one to two in-person meetings to help build community and relationships among team members, but leverage technology to increase meeting frequency when coming together proves to be a challenge.
 3. Explore child-care or meals for meetings. Ask volunteers to support the school's wellness team by volunteering to provide child supervision on meeting days. Get them moving in the gym or on the playground or pull together some arts and crafts. When possible, offer healthy snacks or a meal when meetings run over meal times.
2. **Create a warm and welcoming environment.** Little things like greeting each person, smiling and making eye contact can go a long way. Include a five-minute segue where members can share fun things they did over the weekend or something they are looking forward to. Provide name tags so that you and others can address one another by name.
3. **Offer opportunities for conversation and interaction.** While following an agenda and sharing important updates is important, build in time for conversation and interaction. People will feel more invested if they've developed relationships with others. Try a think-pair-share when new ideas are explored.
4. **Follow a focused agenda.** Use an agenda template ([like this one](#)), and limit side topics. Include a start and end time for each meeting and be sure to stay on time.
5. **Accomplish as much as possible with emails and phone calls.** Preparing in advance will help ensure meetings are productive and efficient.
6. **Consider forming subcommittees to work on different projects or focus areas.** Leverage the knowledge and expertise on your team. Once your team has outlined the vision, including goals and priorities, consider developing subcommittees to implement the work.
7. **Each meeting, give opportunities for leadership for other team members to foster buy-in.** Task other team members to recruit new team members, lead special projects, look for fundraising options, take/send/prepare meeting notes, recruit volunteers, etc.