**Our Meeting Norms… expected behaviours for all meetings**

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| **Redcliffe SHS Meeting Norms**  The following are the staff generated behavioural expectations for all meetings:  Be positive and constructive, focused and on stay on task/agenda  Be on time, organized and ready to start  Be respectful, pay attention and be a good listener  Mobile phones on silent and not used during meeting  Every member of the group actively participates and contributes  Share responsibilities and speaking opportunities |