A Term of Consultation:

One Rhythm Across Three Meetings

An example plan for involving staff in wellbeing across one term, using the meetings your school already runs. Adapt the weeks to your context. Larger schools may span this over two terms.

Week	Whole Staff Meeting	Team Meetings	Executive Team Meeting	Ongoing Communication
1	Share survey themes. Staff vote on top three priorities		Plan the consultation: who, what, how, and who communicates it	Bulletin: "Thanks for voting. We'll share results by week three."
2			Review the vote. Agree the communication plan back to staff	Bulletin: "Exec reviewed the vote this week. Middle leaders will share next week."
3		Middle leaders share the outcome of the vote and what happens next		
4	Confirm priorities. Share the "you said, we did" so far			Agenda item: What we are making a move on first or is in motion already
5			Choose one priority (e.g. communication). Plan a communication audit with staff	Bulletin: "Communication is our first focus - Starting with an audit. Focus groups in week six, here's how to join."
6		Focus group: how do our IT and communication systems actually work for you?		
7			Review focus group feedback. Sort into now, later, not possible, and why	Bulletin: "Focus group feedback is with exec. Outcomes shared in week eight."
8		Middle leaders feed back what's changing, what isn't, and why		
9			Decide what from the audit lands next term. Draft the message to staff	Bulletin: "Next term's plan is being drafted. Full share in week ten."
10	Share the audit outcomes and next term's plan		Review: what did we learn about how we consult?	Bulletin: thank staff, name what's changing, name when they'll be asked again

This is an idealistic plan, and it suits a smaller school with a tight leadership team. In a larger school with competing priorities and a more complex decision-making chain, span it over two terms. The rhythm matters more than the pace. What you can't do is let a loop stay open with nobody saying anything.

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