

Staff Meeting Agenda Template

A Montessori-specific meeting structure for guides, directors, and leadership teams.

About This Template

Effective staff meetings in Montessori schools serve a different purpose than the traditional staff meeting model. They are not primarily for information delivery — that can happen in writing. They exist to strengthen shared practice, support children, and build the adult culture that makes the school work. This agenda template reflects that intention.

Use the template as a starting point. The structure is designed to keep meetings focused and brief — 45 to 60 minutes for most regular meetings — while ensuring that the most important work gets done.

Meeting Agenda

Meeting Title:	_____	Date:	_____
Location:	_____	Duration:	_____
Facilitator:	_____	Notetaker:	_____

Opening (5 min)

Connection or intention	A brief opening to orient the group — a quote, a question, or a moment of transition from
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Two-Minute Updates (10 min)

Person 1	_____
Person 2	_____
Person 3	_____
Person 4	_____

Goal Updates from Previous Meeting (10 min)

Goal / Person responsible	Status
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Core Agenda Items (25–30 min)

Topic	Detail / Discussion Notes

Decisions Made & Action Items

Action Item	Person in Charge (PIC)	Goal / Due Date

Closing

Quick check-in: Was this meeting a good use of our time? (yes / mostly / not quite) One word or phrase from each person: _____

