



## **Too many meetings?**

**Every NASUWT member is protected by our Action on meetings.**

**NASUWT Action Instruction – Meetings and the School’s Directed Time Calendar**

**Members are instructed not to attend any meetings outside school session times which are not within directed time and where there is no published directed time calendar for the academic year which has been agreed with the NASUWT.**

**Implementation guidance**



## MEETINGS AND THE SCHOOL'S DIRECTED TIME CALENDAR

Schools must publish a timetable and a directed time calendar for each school year.

The calendar should set out all the activities scheduled to take place in the academic year, for example, learning outside the classroom activities, meetings, parental consultation evenings and teacher days.

All activities in the calendar which fall outside school session times should be within the allocation of the contractual 1,265 hours of directed time in which teachers, other than those on the leadership spine, or ASTs are required to be available for work. The school should have a directed time budget.

School calendars enable the school to manage directed time and are part of the strategy to meet the requirements of the contractual provision with regard to work/life balance.

The calendar is also important in the context of meeting the requirements of equalities legislation, ensuring, for example, that those with carer responsibilities can plan their arrangements.

If your school has not published a school calendar for this academic year; has published a calendar but there is no directed time budget or has published a calendar but it has not been agreed with the NASUWT, members should not attend any meetings on the calendar which are outside school session times until there has been consultation with the NASUWT and the calendar has been agreed by the NASUWT.



**talk  
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