

Green Schools Committees

Forming, Storming, Norming and Preforming.

Green Schools Officer's:

Rob Nelson & Hans Van De Ven



GREEN SKILLS WEEK

For Secondary Schools



REGISTER TODAY!

Welcome!

Green Schools Committees



- **Introduction**
- **Forming:** Putting the committee together and getting to know each other.
- **Storming:** Learning the role in the committee and learning to work as a team, leaders emerge. This is when we start our action planning.
- **Norming:** Where your committee start to learn and appreciate one another's strengths, & respect the committee roles and leadership. This is where actions start to be acted on.
- **Performing:** when your team is in flow and performing to its full potential, everyone knows their roles and you are working well together.
- **Adjourning:** how do we end the committees work and set up for the next? This is often overlooked but really important.
- **Q&A**



Introduction



Robert Nelson
Green Schools Officer



Hans Van De Ven
Green Schools Officer

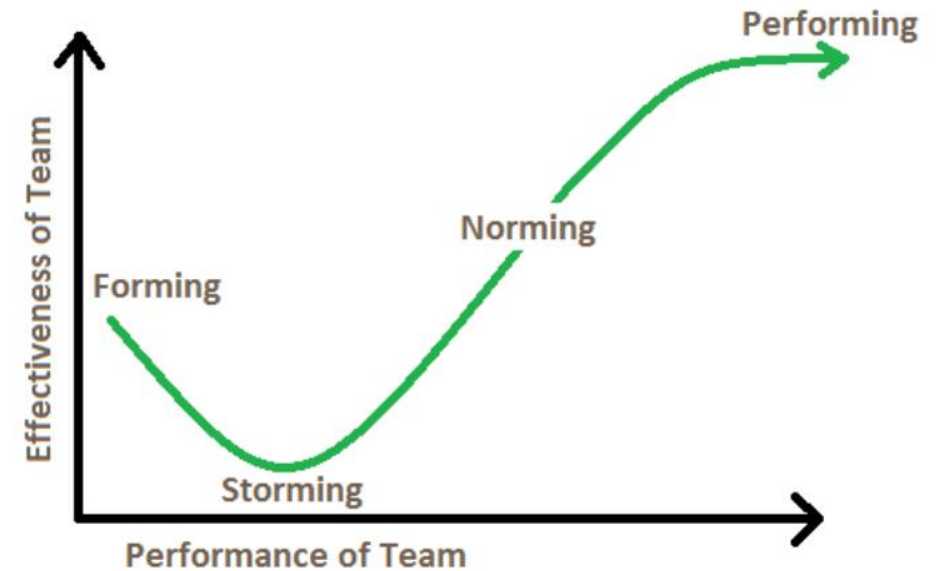
Introduction:

From forming (your Green Schools Committee) to Performing the Tuckman model of team development.



- Tuckman was an American psychological researcher who carried out research into the theory of group dynamics
- Tuckman originated the "Forming, Storming, Norming, and Performing" model, which is designed to help make a new team (committee) become effective – faster.
- These stages are commonly known as: Forming, Storming, Norming, Performing, and Adjourning. Adjourning is a later addition.
- Tuckman's model explains that as the team develops maturity and ability, relationships establish, and leadership style changes to more collaborative or shared leadership.

Tuckman's Team & Group Development Model



www.thecoachingtoolscompany.com

Forming



- Green Schools program is based on 7 steps the first step is to form a **green schools committee.**
- It is only when the green schools committee is in place that we can move through the rest of the seven steps.
- The committee should be made up mostly of students
- It should be student led (Peer to peer works best)
- It should represent the whole school where possible
- Alongside a co-ordinator – other teaching and non-teaching staff are encouraged, caretakers, principles, board members and even interested parents can be part of a successful committee.



Forming



Forming



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)

- The Green Schools committee has a few roles:
- To make sure all 7 steps are worked on over the 2 years of the theme
- The committee allows student to take roles of responsibility and recognizes/ values your ideas.
- To give a voice to green school in the school for all members and the wider community
- Being on the committee can also be a great differential on your C.V.
 - Green Schools is not only a national programme in 89% of secondary schools but it is internationally recognized in 70+ countries worldwide (mainly as Eco Schools)

Forming

- There is no set formula or rules for successful Committee size and operation
- Committees are made-up of **volunteers** from all the student and Staff in the school.
- Other interested members of the community can also be members.
- Election, (**we recommend elections for GC themes**) letters of interest, applications, random selection or class based selections are some of the ways schools have selected committees.
- Many secondary schools select the committee members from the transition year, LCA or similar subjects that fit the theme.
- It is important however, to ensure that student members of the committee are as representative as possible of all the different classes and age groups in the school.
 - This will also ensure greater continuity in the program over the years.
- **What ever selection process works for your school!!!**



[This Photo](#) by Unknown Author is licensed under [CC BY-NC](#)

Forming



[This Photo](#) by Unknown Author is licensed under [CC BY-NC](#)

We have an online resource setting up a committee in post primary that details some of the possible roles for committee members:

[Green-Schools Committee in a post-primary school](#)

- Committees can be formal or informal, but either way, we need you to be meeting regularly and taking minutes of those meetings
- A formal committee is where the members are assigned different roles for example Chairperson, Deputy Chair, Minute Taker, Time-keeper, P.R.O., Theme Officers.... works well for secondary students but less formal committees are fine if they achieve the same purpose.
- Set out a timeframe from the start, meetings are held? When, where, how, and how often...
- However informal it is, the committee should be representative of all and should keep records of meetings held and decisions made.
- Actions can also be given to sub-committees or other class group's which creates greater ownership of Green Schools in the school.

Some terms to think about:

- **Meeting** frequency: when, where, how and how often do you meet as a committee, set this out from the start and it can be reviewed as a committee later if it is too often or not often enough.
- **Agenda:** the agenda is a list of topics or a schedule for discussion at each meeting, it usually is shared by the chair or coordinator in advance of the meeting. It is good to include A.O.B. as the last agenda item.
- **Minutes:** are a way of keeping track of discussions and decisions based on agenda items, and helps keep track of progress and actions...
- **Action Plan:** The list of actions that have been decided upon during all meetings as the Green-Schools Programme is being implemented.



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)

Storming

- At this stage you have formed the committee.
- the Storming part of Tuckman's theory involves, learning the roles of the committee.
- This can be done in the 1st meeting, before the meeting or even over a few meetings
- Setting up for success: it is a good idea to set rules from the start - when, how and where meeting happen
- Who come's up with agendas, **takes minutes**, advertises events...
- Meeting can be in person or online what ever suits your school.
- Some committees operate in class time others are in lunch or after school.
- Don't be afraid to use technology tools like teams, google classroom, what's app As part of ho you communicate and work together



Storming



It is vital to take Minutes from the outset, to keep account of what actions are to be taken and by who. It is also part of the application process to submit a copy of minutes to us.

Storming



[This Photo](#) by Unknown Author is licensed under [CC BY-NC-ND](#)

- In Tuckman's theory this is where any conflicts will arise
- This means strong leadership is important sometimes from the co-ordinator but often from the chairperson or the committee members themselves
- Find the balance that works for your committee and learn to communicate with each other
- Divide up roles and start to come up with actions
- The 1st main action is step 2 in the 7 steps – an environmental review
- This helps you learn about the theme and what you will need to work on in the school
- Based on this the committee will start to put an action plan in place
- Action plans will last at least for the 2 years on the theme, but can also include actions of previous and future themes. They have: An Action, A person responsible, A Time Frame and a Progress Colum.

Communication is the Key



- Communication is the Key to a working committee.
 - I'll correct that by saying **2-way** communication is key to **a successful committee**.
- It is important to note that:
 - 7 % of meaning is communicated through spoken word
 - 38% is through tone of voice
 - 55% is body language
- What we say is incredibly important, but we also need to work on how we say it and what our body language says too.
- As a committee member what ever your role you need to be aware of spoken word, tone and most importantly body language in your communication with the wider school, as you are the Green Schools representatives for the school.



Norming

- You have done the hard work at put all the roles and rules in place....
- Norming is where it all starts to stick together, and the committee start to work as one
- Things that help you get here, are regular meeting, setting up roles of responsibility for actions...
- This could be Green Schools Theme officers who work on small actions for previous themes...
- This could be setting up sub-committee's responsible for key actions, events, communications, competitions.....
- Sub committees could even be other year groups if you are for example a TY committee
- It is important to try and include all year groups where possible and sub-committees are a great way of doing this.



Norming



Performing



Performing



- When the team has been working together a while and you have learned to communicate, learned the rules and roles, then you can move from norming to performing.
- It is important to note there is no set timeframe on any of the stages, some committees move faster than other to hit this stage.
- This is when your committee is in flow and performing to its full potential, everyone knows their roles and you are working well together.
- We hope you get to this stage, but you can also achieve everything you need to with-out ever getting here.
- Working together at the start to set out rues for the committee, and defining the roles for all involved, sticking to these and communicating with each other is the key.

Performing

- It is a hard task to achieve all you need to with Green Schools over the life of your committee
- Committees are usually renewed annually, and Green Schools themes last for 2 years
- So, by the time your committee is in the performing stage – ticking of actions and holding events...
- It is nearly the end of its leadership role.
- It is great if you can stay involved over the 2 years, but also it is great to get new people involved in green schools
- This is important because any change to the committee can take you back to the start of Tuckman's stages, but this can be planned for and more experienced committee members can mentor new ones.



Performing



- **Actions:** are the tasks you decide as a committee, they should be assigned to a person or group and should have a timeframe associated with them.
- **Sub-committees:** are smaller groups that made up of committee members or a mix of members and other students that are responsible for a specific action, task or event.
- **Shadow committees:** a shadow committee or shadow officer (shadow chair) is like a mentorship, where the shadow person(s) are learning how the committee works 1st hand.
- **Facilitation:** may be a role asked of you as a committee member, we have videos on [Facilitation Skills](#) on our YouTube channel (this year's video will be up shortly)

Adjourning



Adjourning



- **Adjourning:** is just the word Tuckman picked to fit into his ING rhyming scheme, but really it is the recognition that committees don't last for ever and need to have succession plans in place.
- Committees are often only one year together and must hand over to the next group the following year to complete the work they have started.
- It is important to learn from your committee
- If a key person steps aside who steps up and how, setting this up in the 1st meeting can help set you up for success.
- Have as many year groups involved as possible, with sub committees or shadow committee roles so any actions you don't finish can be taken up with ease

Adjourning



- It is very important to recognise all the hard work the committee has done in the school
- A certificate at the end of the school year is a great way to celebrate committee member involvement, and great for C.V.'s
- Awards ceremonies are a good place to recognise work
- Organize suitable rewards and small incentives for students taking part in the committee.
- Green Schools badges for Blazers, are also a nice touch
- In addition, a prize draw could be held at the end of every term for those who attended meetings....
- Committees renew and Green Schools actions continue, but Please remember when celebrating successful Green Flag Awards to include the previous years committee in some way, after all it is there win too.



Thank You For Your Time!



If you would like us to tackle any other skills/topics in the future please make suggestions in the chat now, and we will take note, for next years Green Skills Week.

Check out last year's Green Skills Videos online [here](#) on our you tube channel.

Any Questions?