

THESIS TITLE : A STUDY OF STAFF MEETING IN THE SECONDARY SCHOOL
UNDER THE GENERAL EDUCATION DEPARTMENT IN
NAKORN RATCHASIMA PROVINCE

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ABSTRACT

The main purpose of this research was to study the conduct of the meeting in the secondary school under the General Education Department in Nakhonratchasima province. The specific objectives were 1) to study the current situation, and problems concerning the practices; 2) to find out the way to improve, and develop the practices; 3) to present the effective way of the meeting in the secondary school in Nakhonratchasima province.

The sample subjects consisted of 74 schools administrators and 350 teachers who were randomly selected from 93 schools. The instrument used for collecting data was a set of questionnaires, with having a reliability of 0.96, which was developed by the researcher. The earned data were analysed by a program computer SPSS/PC to acquire percentage, arithmetic mean (\bar{x}), standard deviation (S.D).

Findings :

1. Meeting process for plan and preparations, the principal of the secondary schools opined that there was a high level of plans and preparations including the considerations about suitability and necessity, the set of meeting programme, the preparations about plans and equipments except the preparations about documents for

the teachers to read in advance was in a medium level. There was opinion about plan and meeting preparations which were at low-level problem ,but the teachers opined that there was a medium-level of plans and meeting preparations in every case and opined that it was a medium-level problem in every case.

For the meeting process, the principals opined that there was a high level of efficient performance in meeting process, discussion , conclusion and the end of meeting, but they opined that the problem was in a medium level. As for the teachers opined that the process of efficient meeting was in a medium level in every case and opined on the problem which was a medium level as well.

To follow up the meeting , the principals and the teachers agreed unanimously that there was a high level of performance but the problem was in a low level.

2. The way to improve and develop the meeting in the secondary school :

1) The event of meeting programme regarding to the suitability , the cover to inform to the involved persons;

2) The event of beginning and ending time of the meeting by considering the time that related to agenda;

3) The preparations of concerned documents for the teacher to be known in advance;

4) The process of meeting should be close fitting regarding to the agenda of meeting, the teacher should be allowed to participate in the meeting and to manage time regarding to the agenda;

5) The teachers should read the agenda in advance to understand an issue of discussion clearly;

6) The assignment in meeting should be followed systematically.