

Coolamon Staff Meeting

27th Feb 2024

Meeting Opened –

Staff attending –

Apologies – Jess, Leah G, *Michelle, Nicole, Lala*

Acknowledgement of Country

1. Risk Assessment and Maintenance Issues

- Do we have any maintenance issues that need to be addressed?

- *Explorers screen door latch*

2. Health and Safety

- Followed up from previous meeting regarding supervision – improvement noticed – staff reminded to ensure that this continues as an ongoing high-quality practice.
- Bathroom cleaning at midday and end of the day
- Handwashing
ex – importance of children washing hands prior to all meals including late snack
- Discussed safe food handling practices and children scraping bowls.
- Discussed hygienic disposal of sanitary items.

3. Program and Practice

- Task focused; children lead.
- Routine
- Room transitions, discuss process and who is transitioning.
- Weather and outdoor play – staff reminded to ensure children are wearing appropriate clothing for the weather including hats.
- Follow up regarding ensuring that no part of the day is rushed. We are not on a schedule and times for transitions should be decided based on the needs of the children. We aim to have a calm learning environment through the day.
- Followed up regarding acknowledging children's feelings rather than telling them they're okay. If a child is upset, they are not okay and require support. Even if we do not believe the reason is significant, it is significant to them.
- Reminder to send daily journals by close and try to include a picture of every child.
- Remember to check the backgrounds of the pictures too. E.g. children upset in background.
- Staff reminded that hats MUST be worn outside regardless of weather.
- All staff encouraged to take ownership over their environment and respect each other as educators regardless of the quantity of experience. Encouraged to openly communicate with each other and make/try out changes if they feel they are needed within the room.
- Communicate with each other regarding extra staffing.
- Jina talk about programming

- *Programming Room*

4. Professional Development

- Protective behaviours PD – Date TBC March 20th

*Hayley,
Who will take-Abund!
e programming*

5. Compliance Review

- Checklists Monthly, Bathrooms, Kitchenette, Sun chart etc to be completed every day.
- Policy reviews on Tanda – Have you read them, and have you provided feedback if required?

6. Events

- 4th March – Clean up Australia Day
- 17th March St Patricks – Wear Green
- 21st March Harmony Day – Wear Orange
- 26th March Epilepsy Awareness → Purple
- Easter – plan ahead
- Mother's Day – plan ahead

7. General Business

- Respectful communication in Kitchen it is loud.
- Ordering process for the kitchen- On white board for Wednesday shopping day.
- Follows up re staff parking –
- Reminder – Annual leave
- Discussed bins.
- Uploading documents onto child HR
- Borrowing items from kitchen and office and not returning them
- Remodelling cleaning up
- Transitions – Have clear communication when taking children into their new room. An example from today a child was transitioned for a play in their new room the educator passed over no information regarding the child example Food, toileting, comforters etc.

Next meeting

20th March? with Protective Behaviours Company

* 10 pads *

Extra laptop?