

6pm - 8pm Learning Environments Ideas

Staff Meeting 22/3/23

Absent ; Apologies: Annie, mel, Ashleigh, Tayla (hols).

Nicole ARRIVE 6:45

Attendees: Jennine, Erin, Tahira, Chantal, Jawa, Andrea, Michelle, Thelma, Mira, Chantale, Alannah-Jeah, Kellie, Raksha, Imogen, Destiny, Sandra. Say (Finish 6:30 service), Sanyra, Mashri (6:30 finish)

Team building. Birds of a different feather

• Look at the personality types & some insight into work colleagues personalities - How to work with with different personalities

- Educational leader report (include writing of obs when staff away)
Sanyra EL delivered an overview of her role & approach to EL role.
- Room Leaders to oversee their team is completing the assigned observation
- Make use of spare hour espec at end of the day =
- All staff to complete & contribute to prep work.
- Roles defined: Director v Practice manager V Responsible Person | new CM.
CM: Sarah
Discuss 1st with Room leader → CM or P.M.
• Permanent staff to step into R.M leader Role in her absents
- No Leggings. Uniform with badges to worn - Discussed on Deputy.
- Splits in the morning by 7-1.15. Toast to be prepared downstairs. Clean babies environment before separating
• Be aware of small parts very left in babies Room
Split Tam - Toaster now downstairs - split early
- S.P. Post B/Fast to finish @ 1.30

- Greeting parents / parent complaints/ letter of warning if have not followed policy procedure
 - Parents not acknowledged - staff to follow up with parent directly & not expect office staff to rectify every situation
- communication tools to used daily every day.
- Notifying when spare staff are available. Helping downstairs ✓
- Nappy changes 5pm checks hot soapy water for change table
 - Incorporate 5pm checks as routine
 - Have flexible routine -
 - Active supervision in bathroom
- Adequate Supervision/ gates/ bathroom /communicate movement of staff/positioning of staff, no backs to children/ staff sitting at end of day chatting not engaging children -
 - Staff to collaborate when sharing yard -
 - Outcome for children should come first.
- Rostering availability
 - Staff are requesting certain shifts with no flexibility & it is ~~not~~ no longer working for the service
 - On going there is a need to be flexible with your hours
- Memo at end of the week to address workplace issues and needs to be acknowledged ✓
- Kitchen etiquette.
 - respect & courtesy for kitchen staff - appreciate staff & effort they put in
 - Jot form, replying to Posts - please give feed back.
 - Future P. Ds • 1. Autism, special needs, approaching parents

General business:

Team building exercise to follow - if cannot make it say so - Try to build team dynamic.

- Vac. cleaner creation not working properly
- Charital: respect her space & don't trash her room
- Jaws - "Communicating between the routines."
 - Reset environments -
 - Have engaging environments.

Thelma - Initiative to ~~see~~ assist with pack away.

Mina - Indoor days to stay indoors.

Leah: Team work

Kellie: communicate your movement within room

Bev: Goals for each educator to be set on SP.
Sanyra will follow up w staff.

Sanyra: Reset washing machine if not working.
