



# Staff Meeting Agenda

**Date:** Monday, July 31, 2017  
**Time:** 6:30pm  
**Location:** Staff Room - Dinner will be provided!  
**Please bring:** Your rooms weekly program plan  
**Please read:** Diversity and Inclusion Policy

## Agenda Items

### Important Announcements

Professional Development courses available for free for all educators list will be available in the coming weeks.

### National Quality Framework

QA1 - How are you implementing the outcomes within your program. What can you improve? What changes need to be made? Are there any changes required to your program?

### Policies and Procedures

Diversity and Inclusion Policy - What can we do to ensure inclusive environment? What do we need to add to the environment? What are your ideas to ensure we are meeting the requirements of cultures.

### Workplace Health and Safety

Go over Practice Fire Drill. Appoint a First Aid Officer to monthly check first aid kits and to share up to date information on health of children. Setup daily housekeeping chart for the educators.

### Celebrating Achievements

Amanda  
Brad  
Kirsty

### Other

Fortnightly yoga sessions for educators every Wednesday evening for 1 hour to promote health and wellbeing.

## From The Staff

Can we change our RTO days on a monthly basis?

Are we able to start up a FB page for our centre to share daily information with parents.

How many sick days are we eligible for?

