



Staff Meeting Minutes

Date: Monday, July 31, 2017
Attendance: Amanda, Brad, Kirsty, Lisa, Devon, Leonie, Margaret, Steph, Lorina
Apologies: Claire, Rachel and Spencer
Minutes by: Lorina

Agenda Notes

All educators were asked to attend one professional development course within the month, they will need to explain the outline of the course during the staff meeting and share any notes, strategies they learnt during the course.

Each lead educator within the rooms were given an opportunity to share their programs and to show how they are implementing the EYLF for the experiences planned. Educators were told that they could use whatever programs they felt was best suited to them and a couple of educators asked about Digital Documentation which will look into over the coming weeks.

Staff had some great ideas of including cultural diversity within the centre by incorporating cultural items in everyday routines. Such as giving children an option on how they should eat, introducing counting in different languages, adding words in different languages when speaking to the children, adding diverse foods to the menu.

Some educators suggested a rope for the younger children to hold onto during the fire drill as it was hard to gather the children and make sure that no child was inside during the fire drill. Also each educator was given a specific role of what they need to bring during the fire drill. Devon was selected as the First Aid Officer.

Amanda - recently graduated and completed her degree.
Brad - offered a full time job in the preschool room
Kirsty - appointed as the nominated supervisor

Educators were excited about the idea however some had concerns about how they could manage their personal time, what happens if they finished early and if it was compulsory to attend. We made a decision that the first 3 classes are compulsory.

Staff agreed to change their RTO on a monthly basis so they all have a chance throughout the year to have a long weekend. This will be done on a rotating basis.

Request to begin a FB page for our centre will be discussed with management - head office. Permanent staff are giving 10 days sick leave throughout the year. More information will be put up in the staff room tomorrow.

Next meeting: Thursday, August 31, 2017

