BEECHWORTH COMMUNITY CHILDCARE CENTRE

STAFF MEETINGS

Associated Policies: Grievance and Disciplinary Policy
Condition of Employment
Staff Orientation
Professional Childcare Standard 2012 (Multiple Business Agreement)

Legislation: Education and Care Services National Law 2010
Education and Care Services National Regulations
Equal Employment Opportunity Act & Guidelines

National Quality Standards: Standard 7.1 - Effective leadership promotes a positive organisational culture and builds a professional learning community.

Location/Ownership: POLICY MANUAL - STAFFING

POLICY STATEMENT:

All educators and staff are required to attend staff meetings. These are held outside normal working hours at the Centre.

CONSIDERATIONS:

Philosophy - All educators/staff maintain up to date knowledge of issues as they arise at the Childcare Centre and are given the opportunity to participate in planning and provide feedback.

Children’s needs - To be cared for in a service that is organised, using up to date knowledge and a united approach to planning and the Centre’s daily business.

Parents needs - To be assured that the Centre, the team and the daily business is managed in an organised, informed and united approach.

Staff needs - To have the opportunity to participate in planning, OHS, keeping up with current information and the general daily business of the Centre by attending regular staff meetings.

Management needs - To provide opportunity for staff/educators to participate in OHS, planning and the daily business of the Centre, and to ensure staff/educators are kept up to date with current information/legislation.

PROCEDURE:

1. The purpose of staff meetings:

   - To communicate and discuss the decisions of the Committee of Management with regard to the operation of the Centre;
   - To facilitate evaluation of the service and cooperative planning;
   - To provide personal support and opportunities for staff development;
   - To provide opportunities for staff to discuss any areas of concern relating to children, staff, the Centre or management;
• To allow staff to discuss the individual needs of children.

2. Staff meeting process

• There is a standard agenda to be followed for all staff meetings – see appendix below;
• The Coordinator must receive requests for additional agenda at least 24 hours prior to the meeting;
• Staff meetings must occur at least every six weeks;
• The roles of minute taker will rotate within the staff group. Minutes will be typed and a copy given to each staff member;
• Minutes should be distributed within one week of the meeting;
• All agreed actions, due dates and person responsible should be recorded in the minutes;
• The minute book is kept in the office and staff who were not present at the meeting are required to read the minutes so that information is disseminated.
• Permanent staff attending meetings will be paid at an hourly rate of time and a half, as per the award and as negotiated with the Management Committee. Casual employees will be paid at the usual casual hourly rate.

References:

Beechworth Community Child Care Centre Staff Meeting Agenda

Child care Lounge article on Staff Meetings at http://www.childcarelounge.com/director-articles/staff-meeting.php (accessed 10/6/14)
Example of Staff Meeting Agenda

### STAFF MEETING AGENDA

- **Date:** (DATE)
- **Time:** (TIME)
- **Venue:** (VENUE)

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Outcome / Person Responsible</th>
<th>Due Date</th>
</tr>
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<tbody>
<tr>
<td>6:00</td>
<td>Welcome &amp; apologies</td>
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<tr>
<td>6:05</td>
<td>Minutes / actions from the last meeting</td>
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<tr>
<td>6:10</td>
<td>Report from Committee of Management</td>
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<tr>
<td>6:15</td>
<td>OHS / Maintenance</td>
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<tr>
<td>6:25</td>
<td>Children</td>
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<td></td>
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<tr>
<td>6:50</td>
<td>Room Reports:</td>
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<td></td>
<td>Preschool</td>
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<td>Toddlers</td>
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<td></td>
<td>Babies</td>
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<tr>
<td>7:20</td>
<td>Staff / educator training and feedback</td>
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<td></td>
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<tr>
<td>7:25</td>
<td>Housekeeping</td>
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<tr>
<td>7:30</td>
<td>Close</td>
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