

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 requirement 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

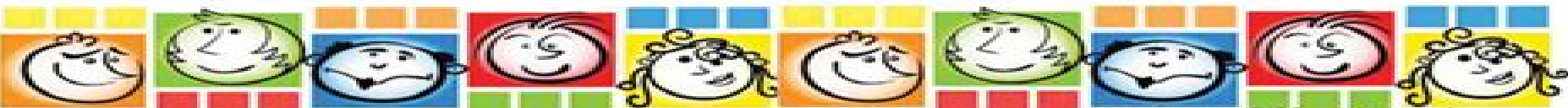
Fortnightly yoga sessions for educators every Wednesday evening for 1 hour to promote health and wellbeing.

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?



Daycare Staff Meeting Agenda Sample

Rachel Sandford



Daycare Staff Meeting Agenda Sample:

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