



STAFF MEETINGS

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

Original: 4/3/2006
Reviewed: 10/6/14
Revised:
Next Review Due: 10/6/17

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:

Community Child Care Resource Sheet - 'Conducting Staff Meetings - Agendas and Outcomes' at http://www.cccinc.org.au/docs/resource-sheet_conducting-staff-meetings-agendas-and-outcomes.pdf (accessed 10/6/14)

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)

Appendix 1

Example of Staff Meeting Agenda

STAFF MEETING
AGENDA

(DATE)

(TIME)

(VENUE)

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