

Staff Meeting 08/06/23 Commenced: 6pm Completed:	
Attendee's: Danae, Taliyah, Jemma, Shazzy, Mel, Tiana, Laura, Aisso, Nidhi, Jordana, Tabitha, Ruth, Michaelo, Becky, Chloe, Alina, Khanh Apologies: Marissa, Tehia (AL), Shelby	
Discussion Points	Comments
Koalas cooked for everyone for the staff meeting	Nidhi cooked a beautiful butter chicken, rice and puff pastry naans.
Professional Development with Bugs and Bare Feet (Narelle) Topics covered were: * Professionalism * interacting with others	<ul style="list-style-type: none"> * Professionalism - what is it? * interacting with families and children * <u>Above the line</u> ↑ Below the line ↓ * interacting with educators & staff. <ul style="list-style-type: none"> ↳ communication, appropriate tone, discussions, following grievance policy, accountability x talking down, gossiping * Role playing/discussing different scenarios <ul style="list-style-type: none"> → how to approach educators in difficult situations → How to give feedback and making sure we address problems. * Working with other personalities. <ul style="list-style-type: none"> → personality test @ next staff meeting * Communicating effectively <ul style="list-style-type: none"> - body language, listening, understanding, communicate clearly, empathy * Avoiding Gossip & inappropriate Talk. <ul style="list-style-type: none"> ↳ human approach first. * <u>Creating a culture of feedback</u> <ul style="list-style-type: none"> ↳ honesty, trust, respect, welcoming feedback, willing to listen & understand, feedbacks helps us grow when given appropriately * <u>Difficult Conversations</u> <ul style="list-style-type: none"> → common ground is the children → No assumptions/judgements - stick to the facts. → handling conflict effectively → personal accountability

Educator Goal outlining wanting to work on difficult conversations

Educator Goals 2023 Melissa Mong...

Educator Goals

Date	Strengths	Goal	Quality Areas	Time frame	Plans / Ideas	Success measure	Evidence of implementation/result	Progress note / reflections
<ul style="list-style-type: none"> put in the that you have determined this goal 	<ul style="list-style-type: none"> Identify some things you feel you are doing well positive feedback or conversations with peers and families 	<ul style="list-style-type: none"> Identify a goal that you feel is important to you be specific in your goal you can work on more than one goal at once 	<ul style="list-style-type: none"> which quality area are you exploring when working towards your goal? <p>RevisedNOSHAndoutA4.pdf 296 KB</p>	<ul style="list-style-type: none"> when would you like to achieve this by? be realistic and relative to the scale of your goal 	<ul style="list-style-type: none"> consider what you need to successfully achieve your goal. Ideas include professional development / training meeting with director meeting/training with educational leader research Collaboration with the community, work colleagues and/or stakeholders. 	<ul style="list-style-type: none"> how will you know that you have achieved your goal successfully? certificates development of knowledge base new qualification director/ed leader feedback family feedback 	<ul style="list-style-type: none"> add PDF's, screenshots or files and links here that are evidence of your goal attainment. This is a great way to organise your documentation for a future date 	<ul style="list-style-type: none"> how do you feel now that you have reached your goal? what did you learn about the topic or yourself that you didn't know previously you can refer back to his column weeks or months later and add more notes, using the comment feature which will have time stamps
EXAMPLE 02.03.23	EXAMPLE I have a good understanding of the early years learning framework and National quality standards. I believe I have a good relationships with the families that we care for and the children who attend our services.	EXAMPLE I would like to build stronger ties with the local schools in our area and have our curriculum planning and ideas reviewed by the Kindy teachers to ensure I am providing a quality program that aligns with the needs of development for children in our school readiness programs.	EXAMPLE 6.2.1 Transitions - Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities.	EXAMPLE 30th June 2023 (the end of term 2)	EXAMPLE Reach out to schools via email, ask for the most convenient way to communicate with teachers, either my arranging a meeting or via email. Present 3 random curriculums as well as the room routine and ask for some feedback.	EXAMPLE obtaining feedback from teachers/school liaisons regarding the efficacy of our curriculum and routines	EXAMPLE anne hammersley emails.pdf 1021 KB	EXAMPLE 23.03.23 we have made contact with the school and received a response, inviting us to visit the school with some children on a regular basis, during this time we met with the teachers some of our curriculum planning which we can leave with them until they have time to review and offer us some feedback 03.04.23 we have since heard back from the teachers who have advised they are particularly impressed with our school readiness check-lists and find them to be a useful tool for themselves also. They have communicated a schedule for our children to attend their school on a regular basis leading up to their transition into school during term 4.
17/3/23	I believe I have a great understanding of the programming and reflecting cycles and am willing to help/share my knowledge with fellow educators! I also believe I have fantastic creativity skills sharing this with the kids indoors and outdoor environments, wall displays, table set ups and or activities	I would like to build my knowledge and "confidence" with "difficult conversations" such as when I have meetings with parents or I have parent complaints. Building on choice of professional words and not being shy/awkward, saying wrong things, being tongue tied or second guessing myself Becky Bell 30 Mar 23 Great goal Mei!	Standard 6.1 Supportive relationships with families Respectful relationships with families are developed and maintained and families are supported in their parenting role. 7.2.1 Continuous improvement	31st May 2023 Just over 2 months of me being a room Leader	Having difficult conversation webinar or pd Researching positive correct choices of words for certain situations If I know I'm having a set conversation (meeting) plan, things I wanna discuss, by dot pointing things so not thinking of what to say. Becky Bell 30 Mar 23 I'm going to see if Narelle from Bugs and Bare feet has a PD on this. I'll let you know her reply and hopefully, we can organise a PD.	When I am able to feel comfortable in performing a discussion confidently with the parents, educators! When I get good feedback from directors, colleagues or parents	On the 31st March 2023, Becky (acting director) came in my room and asked me what factors I would to hear, have added in the recent PD she planned, said I'm willing to hear anything in relation to having difficult conversations nothing in particular but feeling more comfortable in my self On 10th April 2023 Watched these video on YouTube! https://m.youtube.com/watch?v=GeZU5jgm0iE https://m.youtube.com/watch?v=Yg7yfuB2nrY On the 10th April Researched some words to use. https://www.businessmanagementdaily.com/professional-words-to-use-to-elevate-your-writing/	(Reflective thinking) On the 13th April 2023 I had a behavioural meeting with a parent in regards to their children. I believe this meeting went very well, I wasn't nervous, I was confident in what I was saying but I was getting a little mumbled up with my words and pronunciations, I could have come a little more prepared with a note book of dot points in my own writing of occurring triggers and times that incidents occurred, instead of using the trigger books; as I couldn't understand some Educators writing in the books and was getting flustered! So if it was in my own writing and brief summary it would have been quick and to the point! 26/5/23 Still Waiting for the PD that is coming up in June but overall I feel like I am gaining confidence throughout the whole experience of "room leader" and am always reflective thinking after room meetings or general discussions with staff/ parents about how I could do better for next time! 22/6/23 Bugs and Barefeet P.D completed it was a great way to refresh my knowledge and the P.D gave me wonderful strategies, tips, and advice on how to better at communicating in tough times such as quotes/phrases to think before speaking and that you also are only human! I think with as time goes on and difficult communications happen again I'll be better but I will ongoingly work on this Becky Bell 22 Jun 23 Great progress Mei and lots of critical reflection. I can see you well on your way to achieving your goal! Well done!!

Tehlia Phun KPI self-reflection

	Answer yes or no if you feel you complete the below areas	Any comments you may like to add, how you complete the following areas etc.
Aware of job responsibilities & job description	Yes	
Attends staff meetings & training outside of work hours	Yes	
Communicate with families & Greet families with a positive manner	Yes	
Communicate & Greet colleagues with a respectful manner	Yes	
Presents themselves professionally, wearing the correct uniform at all times; hair tied back of face, wears a badge, enclosed shoes etc.	Yes	
Contributes to toy washing regularly	Yes	
Keeps required certificates up to date and completed on time eg: First aid, Food safety, child protection etc.	Yes	
Completes required documentation correctly : incident reports, medication forms etc.	Yes	
Acknowledges announcements and communication from the office.	Yes	

Bonus leave is awarded to educators who go above and beyond their job description. Please note any areas other than the above that you feel you do to ensure the smooth running of our service.

Returning to work on the 19.01 (centres walk through for environments) to help set up outside
 Buying resources with my own money
 Completing portfolios and work done in my own time at home. to
 Attending on a Saturday 1.04 to clean the storerooms.

What are your goals for 2023 in relation to Education and Care?

Building more relationships with families.
 Including the community into our rooms.

Areas interested in for further training:

Professional Developments: Behaviours, Austim, Hand over to parents in situations.
 Learning more about the theorist.

What do you feel are your strengths?

Contributing to the curriculum and observations. I believe I have a great understanding of storypark.
 Creating meaningful environments.
 Building relationships with children.
 Working as a team and communicating professionally.
 Assist running a room smoothly.

Do you have any input about our programming & how we can further enhance children's learning?

More readiness school programs