

STAFF MEETING MINUTES

GENERAL ITEMS TO BE ADDRESSED	
ROOM	Dingoes
ATTENDEES	Marissa / Anindeta
DATE	14/09/23
ROOM GOALS/DISCUSSIONS - (what goals have you been working on within your room, have you achieved them? How is your room going - positives/challenges, staff cohesiveness?)	
Still working on more community input, however we have been getting lots of parent input. Sometimes we have challenges with rooms working well. We still focusing on behaviours of certain days + sometimes.	
ROOM QIP: (mat times/transitions/new children/staffing routine)	
We still have behaviour issues with Nyah + Now Lani is joining in. Sekani/ has behaviour issues now + we spoke to parents + working on how to approach this. New children are beginning to settle in the room. Transitions are good when we have planned spinach in our patch along with chn + watered. We are in charge of making worm tea + we have made 5 bottles so far. 1st day children were involved however the 2nd day it was raining + could not involve more staff to run it smoothly. chn due to put doors being too wet.	
SUSTAINABILITY ROSTER - (any common errors/anything outstanding/observations/progress report)	
Programming up to date. Michaela + myself make sure to check weekly + update them if anything missing. We have finished all our term 3 observations + also check	
UPCOMING EVENT/ROOM FOCUSES:	Room focuses →
Educators day	We are focusing on PIG children's interest. (setting up activities which children love + involve). Lots of spontaneous weekly.
RV OK day	
Footy colours day	
FAMILY INPUT (address any complaints, any positive feedback, extensions on family input)	
① Dental Health - Parents want us to discuss about brushing teeth. We planned activities accordingly	
② Parent spoke about bringing spinach + other vegies to plant in our spinach patch.	
ANY ITEMS THAT YOU NEED:	
N/A.	
ANY OTHER DISCUSSIONS/CRITICAL REFLECTIONS:	
* We love Annie + Shelby working in the room.	
* They have a good understanding of how the room runs + about chn's routines, behaviours + work along with Michaela, Laura + myself to make the room run smoothly at the end of the day.	

Tehlia Phun KPI Self Reflection July 2023

Tehlia Phun

Submission Date Jul 1, 2023 3:35 AM

Name Tehlia Phun

Please answer the below;

	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.
Positively Interact with the children	Yes	
Provides a safe, healthy & welcoming environment	Yes	
At all times being anti-bias, non-judgemental	Yes	
Keeps Confidentiality	Yes	
Implements the services policies and procedures	Yes	
Follows the education & Care Services national regulations	Yes	
Guides & Helps trainees/students in daily duties	Yes	
Assists Qualified in opening the centre on open shifts	Yes	
Completes observations	Yes	
Completes daily journal	Yes	
Reports maintenance issues	Yes	
Completes Daily/Weekly checklists	Yes	
Work collaboratively with the qualified in the room to ensure smooth running of the room	Yes	
Have you upheld our philosophy? Which areas do you feel you have strengths in? Give examples		
Have you linked community in to your room/centre.		
Have you contributed to the implementation of the school readiness program?	Yes	
Communicate with colleagues in a respectful manner	Yes	

	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

Koalas Monthly Reflection - October 2023

Fortnightly Refl...

<p>LAST FORTNIGHTS REFLECTION:</p> <p>Plan Koalas Fortnightly Reflection Plan 11 - 30.09.2023 by tabitha menner 11 Sep 23</p>	<p>THIS MONTHS PROGRAM:</p> <p>Plan Koalas Weekly Curriculum Plan 0 2.10.2023 - 06.10.2023 by tabitha menner 22 Sep 23</p> <p>Plan Koalas Weekly Curriculum Plan 0 9.10.2023 - 13.10.2023 by tabitha menner 02 Oct 23</p> <p>Plan Koalas Weekly Curriculum Plan 1 6.10.2023 - 20.10.2023 by tabitha menner 09 Oct 23</p> <p>Plan Koalas Weekly curriculum plan 2 3.10.23 - 27.10.23 by Ruth FitzGerald 16 Oct 23</p>	<p>EDUCATORS WHO CONTRIBUTED TO REFLECTION:</p> <p>Tabitha, Taliyah, Ruth</p>
<p>SUMMARY OF THE MONTH:</p> <p>Tabitha - This month we have really been setting our room some goals and we are achieving them well, these goals are things such as staying on top of observations, putting more effort into room set ups and general up keeping such as keeping up to date with formula charts and behind scene programming. We have been getting outside more swell as going for walks which has been so much fun for everyone not only the kids which is awesome and we are heading for a goal of at least a walk once a fortnight.</p> <p>Becky Bell 17 Oct 23 Great goal setting!</p>	<p>WHAT WENT WELL?</p> <p>Taliyah - This month we have been working well on getting all the different areas in our room ready for the next staff meeting. We have been able to go on a walk this month for Mental Health Week. We have been getting outside lots this month as the weather is getting better. We have started Term 4 observations and they are going well. Self-serving has been going well in our room this month the babies are starting to get the hang of it now.</p> <p>Malvern Springs ELC 07 Nov 23 I love seeing all these opportunities you are offering the children.</p>	<p>WHAT NEEDS IMPROVEMENT? we need to do more write-ups on the qip, The babies are starting to self-serve regularly so we must start to add progress notes more often.</p> <p>Malvern Springs ELC 07 Nov 23 Can I help in any way to give you some more guidance/support with the QIP?</p>
<p>HOW DID YOU INCLUDE FAMILY INPUT THIS WEEK?</p> <p>Ruth - Torin's parents bought in a beautiful handmade aboriginal flag blanket. we asked if we could use it for our display which is why we set up our indigenous area.</p> <p>Tab Ruth - Taylee's mum was discussing how she is going to go shopping for a halloween outfit for Taylee and start</p>	<p>WHAT, IF ANY, ADDITIONAL RESOURCES ARE REQUIRED TO SUPPORT YOUR PROGRAM?</p> <p>Tabitha -</p>	<p>WHICH NEW INTERESTS EMERGED? (what can we extend)</p> <p>The babies are really enjoying getting outside and exploring the environment, we have planned and spontaneous experiences using nature such as watering the seedlings painting with nature etc</p>
<p>halloween outfit for taylee and start preparing for Halloween. We discussed that were going to make a Halloween area for all the babies to have fun dressing up and learning about halloween.</p> <p>Becky Bell 17 Oct 23 Great idea, how can you extend on the display or learning more about the flag?</p>		

<p>PRINCIPLES:</p> <p>Secure, respectful, and reciprocal relationships. We positively interact with each and every child in their learning, we are aware of children's thoughts and feelings and we support and gain knowledge of each child's interest in our day-to-day interactions and planning.</p> <p>Taliyah <ul style="list-style-type: none"> Secure, respectful and reciprocal relationships </p> <p>Becky Bell 17 Oct 23 Dont forget to tag the principles.</p>	<p>PRACTICES:</p> <p>Learning environments. We have changed a few learning areas in the room over the last month we have created a farm for our babies to explore which has led us to plan activities around the farm area. Family input about what their child is liking which gives us further knowledge to plan and create new areas for their child's interest.</p> <ul style="list-style-type: none"> Learning environments  <p>Becky Bell 17 Oct 23 Don't forget to tag the practices</p>	<p>THEORISTS:</p> <p>Erik Erikson As Erik Erikson says we tune into children's interests and skill levels. In the koala room, we offer support to the children when it is needed We support them in doing things themselves. We give them their playtime and give them time. We plan activities around the children to further their interest and skill levels.</p> <ul style="list-style-type: none"> Erikson (1902-1994) Psychosocial Theorist - Stage One Trust vs. Mistrust Stage Two Autonomy vs. Shame and Doubt Stage Three Initiative vs Guilt, Stage Four Industry vs Inferiority Stage Five Identity vs. Confusion, 
<p>NATIONAL QUALITY STANDARDS:</p> <p>Physical environment. Our aim is to plan and support the children's physical environment. We plan activities around the children's interest in their physical areas.</p> <ul style="list-style-type: none"> Standard 3.1 Design Concept 3.2.2 Resources support play-based learning Concept 3.2.2 Environmentally responsible Concept 3.2.1 Inclusive environment Concept 3.1.2 Upkeep Concept 3.1.1 Fit for purpose 	<p>PHILOSOPHY:</p> <p>OUR ENVIRONMENTS. We have been focusing on setting up our environments. We have set up a wide variety of areas for all different age ranges and stages of development, including culture sensory play and a reading area.</p> <ul style="list-style-type: none"> Our Environments <p>MS philosophy 2022.pdf 212 KB</p>	<p>DID THE TEAM ENGAGE IN ANY REFLECTIVE CONVERSATIONS?</p> <p>Yes, we spoke about our new room areas and how we can get more family input into our weekly curriculum.</p>
<p>DID YOU CHANGE YOUR ENVIRONMENT?</p> <p>Tabitha - The beginning of this month we changed our bugs area to farm as we did a few activities based on farm animals and</p>	<p>HAVE YOU TAGGED AND LINKED YOUR WEEKLY CURRICULUM TO THE LEARNING AREA CHECKLIST?</p> <p>Yes</p>	<p>OTHER THOUGHTS OR REFLECTIONS:</p> <p>We have discussed our observations and consistently discuss our room environment setups.</p>
<p>the babies enjoyed it so much, we have also changed the room around to keep the babies engaged. we set up an indigenous area and also a peek-a-boo area with photos of themselves helping them feel a sense of belonging.</p> <p>Ruth - We set up an indigenous area to expose the babies to culture we have used natural resources that we collected on our bush walk. we have added a car mat and cars and also made new sensory bags. we set up a Halloween area using sensory bags and bottles for the babies to explore.</p> <p>Malvern Springs ELC 07 Nov 23 That is great to hear you are constantly reflecting on children's interests.</p>		
<p>DID YOU ADD INPUT TO YOUR ROOM QIP? Attach photo of Room QIP if has been added to or changed.</p>		