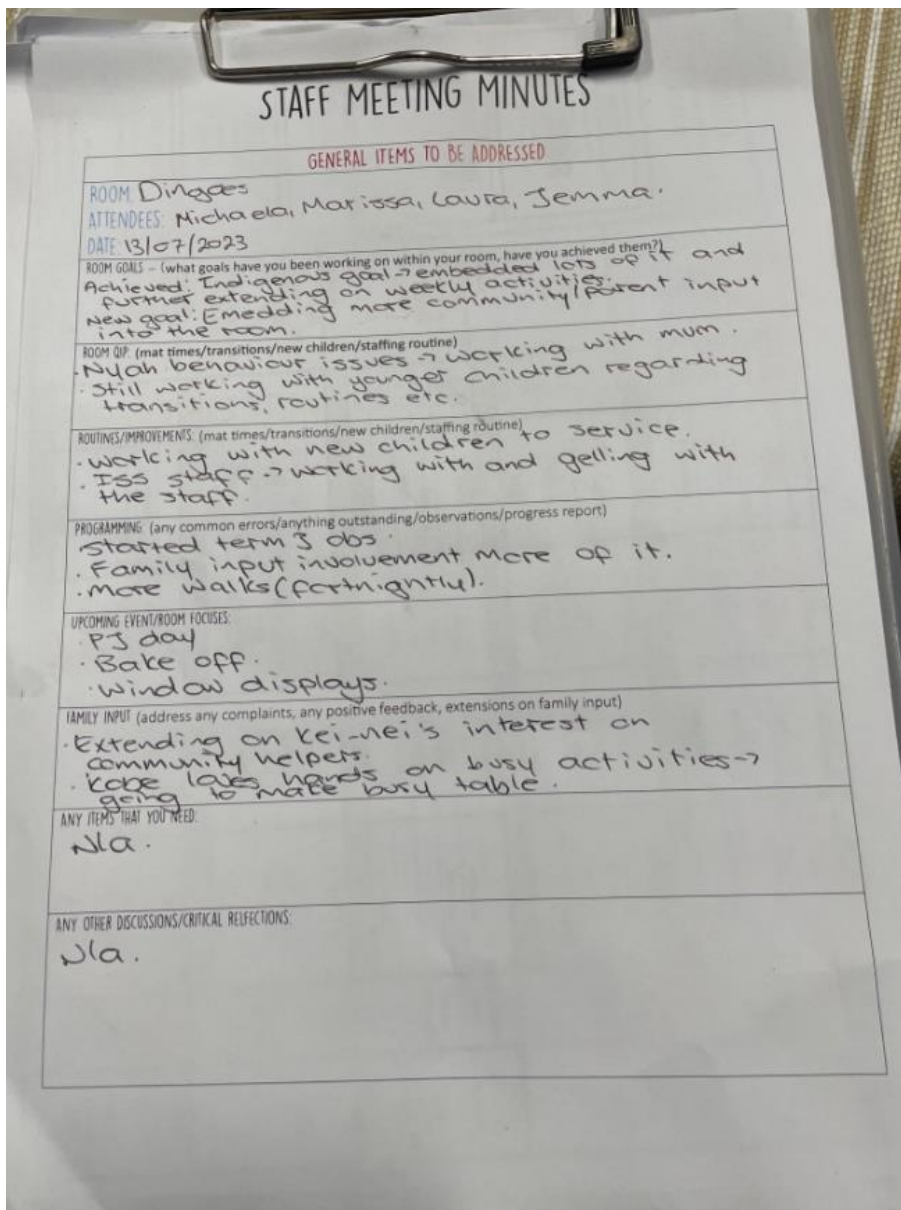


Evidence of Staff Collaboration/Check-Ins – Room/Centre Meetings



Staff Meeting 11/05/23	
Commenced: 6pm Completed:	
Attendee's: Becky, Tiana, Shelby, Danae, Jemma, Ruth, Taliyah, Tabitha, Marissa, Michaela, Laura, Tehlia, Alina, Khanh, Mel, Chloe, Aissa, Nidhi	
Apologies: Shazzy (sick), Jordana (Holidays)	
Discussion Points	Comments
Quokkas are in charge of cooking and we will play a team building game – blind folded obstacle course	Quokkas did a wonderful job of cooking us dinner, cooking roast chicken drumsticks, cauliflower cheese, potato bake and apple pie for desert Team building blind folded obstacle course was about the importance of communication between rooms. Each of the rooms worked together to direct one of their blindfolded team members around the obstacle course safely. Everyone did a really good job of directing their educators and understood the important of communication and listening.
Room meetings 6pm -6:45 – educators will split into their rooms for room meetings.	Each room split of into the rooms for room meetings discussing their goals, improvements, upcoming events, qip and just general discussions and time to talk about their room. I went into each room just to see if they had any questions or anything they wanted to discuss.
Educator Goals – Has everyone completed them? Make sure we are working towards them and adding progress notes	Everyone has set up their goals and is working towards achieving their goals. We discussed making sure everyone is adding progress notes and that I would set aside some ed leader time to work with educators on achieving these goals.
A & R quiz with questions that were asked at A & R at Landsdale	We went through each of the A & R questions that were asked at Landsdale recently. We discussed how we set up and plan our environments, how new educators are supported, the enrolment and orientation process, how services documentation and information is made available, inclusion support process, induction process, how we support educators in working towards their goals etc. We all brainstormed answers to the questions and Tiana did a quick debrief of her recent experience of A & R at Warrupendi.
Supervision *Discuss what we feel is adequate supervision *Split into groups and brainstorm *Watch video from ECRU * Discuss what new things we learnt from the video	We went through the recent ecru newsletter on supervision o issues that lead to inadequate supervision, what active supervision looks like and different incidents that have occurred at other services and that are being investigated. We then asked educators what is their understanding of adequate supervision, some of their answers were: - Following supervision plan and supervision points - Communication with educators when moving around the room or leaving the room - Role modelling correct supervision to other educators and reminding other educators where to be - Awareness of where all of our educators are - Regular headcounts We then watch a video from the department of Queensland about adequate supervision that was put in a ECRU newsletter recently. After we watched it, we noted what we have learnt from the video and one of the key points was that supervision is just another word for care and the importance of caring for the children.
Programming Questions	Everyone doing a great job of programming and completing their term 2 milestone checklists. Did request extra programming time to complete the observation as they do take a while to complete. Programming training requested from Bev or Becky for Chloe and Nidhi

Upcoming events – reconciliation week Wear it yellow what we would like to do as service?	Discussed reconciliation week and what we would do. Laura has taken charge and created an event for wear it yellow day for 31 st May where we will all wear yellow for the day. We also discussed wearing indigenous t shirt that a lot of educators have purchased.
Tanda	Everyone has now signed up for Tanda and we are transitioning over to it next week. Discussed leave and that all leave will be added to Tanda over the coming week.
Staff check-in	Went around each of the educators to have a staff check in and see how everyone is going. Everyone seemed very happy - some discussed programming and how we are all still learning and would like programming training but overall, everyone was happy. Everyone was very happy with the family feeling that we have at the service and how we all help each other.
Other	N/A