

Staff Meeting 9/11/23 Commenced: 6pm Completed: 8pm Attendees: Somiya, Alina, Becky, Tehlia, Marissa, Ruth, Laura, Anindeta, Tabitha, Taliyah, Aissa, Mel, Me F, Danae, Amy, Emily, Michaela (zoom) Apologies: Shelby, Khanh, Hope (Sick), Shazzy (holidays), Kendra, Nidhi (holidays)	
<u>Discussion Points</u>	<u>Comments</u>
Room Meetings 6pm to 6.45pm (Minutes on Storypark) Acknowledgement of Country Team Bonding Game	
Safe Sleeping - Risk Assessment 12 months - Questions	All staff completed questions on their monthly reflections for November (Koalas – October) in regard to safe sleeping. We then went over the answers as a group. New requirements are that we need a risk assessment on Sleep and Rest Times which is to be reviewed every 12 months (or when necessary).
Christmas Party - Special Leave - Expectations - Room Games	Our centre Christmas party with the families is the 1 st of December 5-7pm, and we would like to encourage all staff to attend. This is not compulsory, but we highly recommend, this is taken into consideration for special leave at KPI's. If anyone is willing to come earlier, if not working, to help set up would be appreciated. Michaela and Mel have nominated to be in the dress up outfits again, Emily will get in contact with Ann to see what costumes we have. Charlotte is happy to cook the sausage sizzle for the families, but we may need some assistance in handing them out or going to get more supplies. Each room has been asked to prepare a game to set up, as we reflected that the activities were great last year but were not really used. We discussed that the games will be run from 6pm as we have a few incursions for the first hour. Christmas Attire is encouraged.
Kitchen Update - Summer Menu - Proportions	AS previously posted on Tanda, the kitchen will be making out of recycled materials a cutlery container for them to be placed in to at mealtimes. As they are finding the food is drying on them. Emily will follow up with kitchen to see the progress. Feedback was given that there isn't any or enough late snack and it is at times not age appropriate. Emily will advise the kitchen. All meals have been good besides when type of cake slices are offered, there isn't enough.
Referendum Vote Discussion - Impact on families, community and individuals	With the recent decision for the Referendum has come to a NO, Emily asked if this has impacted anyone individually, or noticed any impact on families or community. Emily stated if anyone doesn't feel comfortable discussing their impact, they can come see her privately. All staff present advised that they found no impact since the decision with the children or any communication with families.
Quality Improvement Plan and RAP - Where its located - New A&R Rules - Accept Invite RAP - Tasks for QIP/RAP (reflections/meetings)	QIP – from January 2024 the new Assessment & Rating rules are that when you receive your notification that you are being assessed, you have 24 hours to submit your quality improvement plan. This includes all the evidence. Becky and Emily are working hard to compile everything and gather information from each room to have this ready for 2024. We will be adding questions in your monthly reflection for you to discuss and collaborate as a group in your room meetings. This information is such great input and is crucial for us compiling our strength, improvement plan, exceeding themes and evidence. This will also be stemmed in to our centre meetings. Becky has added our RAP on to storypark plans to make it easily accessible. We will be incorporating questions or discussions in our staff meetings to achieve some of our reconciliation goals. There is required actions from the Narraganawalli website that we must address for our RAP to be approved. Each action we have needed to create a Goal and deliverables to reach that goal. We have assigned individuals to some deliverable or to the centre as a group. So please continually check the RAP and see any centre deliverables that you could contribute or implement. Please check your emails as we need all staff to still accept the invite to our RAP on the official website. During assessment and rating, we can not achieve exceeding without a RAP.
Shazzy's Christmas Party - Food - Secret Santa	We did our secret santa draw and discussed our Christmas team bonding day at Shazzy's house. Each room has been allocated a platter to bring. If you are unsure which platter you are bringing, ask Becky. We will order pizzas and we are looking to do \$20-30 per head.

<p>Risk Assessments -Anaphylaxis</p>	<p>We have implanted a risk assessment for our Dairy/Eggs and Sunflower anaphylaxis, which is just documenting procedures we are currently doing. New staff will be advised but please ensure we communicate this to them. Laura is anaphylactic to Penicillin and Latex. Her Epi-pen is stored with the children's medication. Michaela, Amy and Somiya will be obtaining an asthma action plan and will have their medication stored as well.</p>
<p>Monthly Reflections - How is it going?</p>	<p>Everyone passed on they are enjoying the monthly format better and feel they can capture more information and timelines in it. Emily said this is a great opportunity to now include casual/float educators that are within your room a few times in the week. Or Becky suggested ask them questions that you could add in e.g. What has worked well in the room today?</p>
<p>EYLF V.2</p>	<p>Becky went over the updates on Version 2 of the EYLF. We will be using this version as of January 2024. The main changes are the principles and practices. They were renamed or new ones were added. There is a lot more focus on embedding Aboriginal and Torres Strait Islander culture and sustainability in the centres. Use December staff meeting to discuss these changes as a team to get your head around it before it is implemented. Becky handed our resources to each room.</p>
<p>Staff Meetings - December Prepare for 2024 - January PD: ideas</p>	<p>Emily asked if everyone would like to still do a December staff meeting and use it as a preparation for 2024 e.g. getting new children name tags ready, preparing new plans etc. We have scheduled this for December 7th We asked if anyone had any ideas for our January staff meeting if there is a PD you want to do. As a collective group they had no ideas for a PD as yet, and we had feedback that they enjoy our style of staff meetings and wish to do a normal one, if needed. We will evaluate your KPI self-reflections for future PD's.</p>
<p>Transitions 2024</p>	<p>We have planned next year's transitions, and everyone has the lists, so please start getting January children's forms signed. Please give the children as much opportunity to do transitional visits. Even if an educator goes up with some children to the next room. Don't forget to complete Magic Moments.</p>
<p>Staff check-in</p>	<p>No further comments Marissa queried why Dingoes have not had a workplace student. Emily and Becky stated that we are usually advised of what age group they are required to go in to, and this the current students are required to be with Becky or in the younger age groups.</p>
<p>Other</p>	<p>N/A</p>