**Governance - Committee Meeting Agenda**

The Next Educator Meeting is on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date displayed in team room: \_\_\_/\_\_\_/\_\_\_

|  |  |
| --- | --- |
| Attendee’s Name | Absences: |
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1. Review and acceptance of previous meeting minutes
2. Review of issues carried over from last meeting

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| --- | --- |
| Issues | Actions taken |
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1. Static Agenda items included in every meeting eg

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| --- | --- | --- |
| **Static Agenda Items** | **Points to Discuss** | **Minutes** |
| Community connections - eg suppliers/ organisations and people contributing to learning outcomes |  |  |
| Complaints |  |  |
| Emergencies – incidents and rehearsals |  |  |
| Enrolments |  |  |
| Events - upcoming |  |  |
| Financial viability – fees/receipts/bills |  |  |
| Incidents involving children |  |  |
| Infectious disease outbreaks |  |  |
| Law and Reg changes |  |  |
| Marketing |  |  |
| Philosophy/values/code of conduct reviews |  |  |
| Policies and Procedures - potential changes |  |  |
| QIP/SAT – continuous improvement |  |  |
| Reports – eg though portal |  |  |
| Staffing issues |  |  |
| Training needs – educator goals/result of incident |  |  |
| Work Health and Safety - hazards, maintenance |  |  |

1. Other issues

|  |  |  |
| --- | --- | --- |
| **Other Agenda Items** | **Points to Discuss** | **Minutes** |
| Please feel free to add other agenda items of importance to discuss at the meeting | | |
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Next meeting to be held on (date) at (time).