**Governance - Staff 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** |
| Core Values  |  |  |
| Child Protection |  |  |
| Community and family links (eg partnerships, information available, parent feedback) |  |  |
| Hygiene |  |  |
| Law and Regs |  |  |
| Management (eg staff changes, policy/procedure changes, enrolments/exits) |  |  |
| Medical eg changes to children’s Plans/medication |  |  |
| Philosophy |  |  |
| Policies and Procedures (eg first aid, supervision, infection control, medication, orientation) |  |  |
| Training needs |  |  |
| Work Health and Safety (eg hazard vs risk, dangerous plants, products, practices,  |  |  |

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 |
| Emergencies (eg rehearsals, medical incidents, fire equipment) |  |  |
| Incidents and Illness (eg medical plans) |  |  |
| NQS Areas (eg assessment and planning cycle, documentation, food safety, healthy eating, physical activity) |  |  |
| Relationships with Children (eg secure and trusting, behaviour management, inclusive practices) |  |  |

Next meeting to be held on (date) at (time).