

Room Meetings Followed by Centre Meetings where they discussed current goals

Staff Meeting 13/7/23 Commenced: 6pm Completed: 8pm Attending: Becky, Marissa, Tehlia, Jordana, Alina, Khanh, Jemma, Laura, Michaela, Ruth, Tabitha, Nidhi, Shazzy, Amy, Aissa, Danae Apologies: Taliyah (Holiday), Mel (Holiday), Shelby	
<u>Discussion Points</u>	<u>Comments</u>
Room Meeting Minutes 6-6:30pm	Each room split of into their rooms for 30 minutes to do room meetings. We then came back together, and each room discussed goals that they are working on. Koalas said their goal was to go on more walks as well as work on the QJP. Quokkas said they wanted to focus on sustainability using less wipes and using flannels instead and getting involved in the compost. Dingoes said they wanted to work on more community and parent input.
Team building game – Don't let the balloon hit the ground game	We played a team building game where the educators had to keep the balloon up in their air and at the same time educators had to put as many balls in the bucket. Everyone was very supporting of one another which was great.
New QJP – Show on teams on IWB	We looked at the new QJP template on teams showing the different areas, the learning areas, improvements, about the service and more. Educators liked the layout of it and it looked more user friendly. Michaela suggested creating a template on Storypark to do our QJPs instead of the paper copy as it will give us more room to write the progress notes on the QJP.
Next PD ideas Eg nutmegz	Discussed PD ideas that the educators wanted, they liked the idea of Nutmegz especially the gorgeous gardens one. They also asked if Mark could created some raised garden beds.
Discussion about ISS – the role of the ISS educator	Discussion about the ISS role and how to guide and assist new educators with that role. Making sure the educators are aware of the childrens goals and how to assist them.
Run down on the Reducing Waste workshop the educators attended at Nido Aveley	Discussed what we learnt at the Reducing waste workshop we went to with Little Green Steps. Some of the ideas we would like to implement within the service were wet bags, reusable wipes, using flannels instead of wipes, schedule for the compost so that it can become an embedded practise.
Learn to Crochet with Khanh and learning to knit with Shazzy	We learnt a new skill learning to crochet with Khan and knit with Shazzy. We would like to be able to learn these to make resources for our rooms. Khanh was very patient with the educators teaching them how to do it.
Staff check-in	We went around the circle and each educators discussed how they were. Everyone was very good and happy with their role and the service.
Other	N/A

STAFF MEETING MINUTES

GENERAL ITEMS TO BE ADDRESSED

ROOM: Koalas

ATTENDEES: Tabitha, Ruth, Nichi

DATE: 13.7.23

ROOM GOALS - (what goals have you been working on within your room, have you achieved them?)

- QIP more Bushwalks
- Room tidiness
- organisation (checklists etc)

ROOM QIP (mat times/transitions/new children/staffing routine)

mat sessions, before meal times either singing or story.

ROUTINES/IMPROVEMENTS (mat times/transitions/new children/staffing routine)

- AS above.

PROGRAMMING: (any common errors/anything outstanding/observations/progress report)

forgetting to attach tags on principles etc.
Ruth + Tabitha.

UPCOMING EVENT/ROOM FOCUSES:

Pyjama Day - 21 July

~~Red~~ Red nose - Day - 11 Aug

FAMILY INPUT (address any complaints, any positive feedback, extensions on family input)

Hard to get family input
Billy mum - Particular about belongings (- Ask to label belongings)
Do Story Park Post) - reminder -

ANY ITEMS THAT YOU NEED:

1 pad. !!!

music for cot rooms !!!

Bag for medication - Not ziplock bag

ANY OTHER DISCUSSIONS/CRITICAL REFLECTIONS:

reminder about signing checklists.

- re-position Emergency bag.