

## STAFF MEETINGS POLICY

### RATIONALE

For the smooth and efficient running of the establishment it is desirable to call regular staff meetings to ensure effective communication, and so that staff have the opportunity to solve problems, make decisions and have ownership in the development of the early years centre.

### AIM

The aim of Killermont Primary Nursery Class is to promote the smooth running and effectiveness of the establishment through regular opportunities for staff/team meetings where staff opinions and contributions to decision making are valued.

### OUTCOMES

- Staff are provided with information regarding current issues / developments
- Staff have opportunities to contribute to discussions, give feedback on relevant courses and chair the staff meeting
- Problems are debated and resolved
- Staff are consulted on spending, however final decisions are made by the Head of Centre
- Staff have a sense of ownership in the running of the early years establishment

### PROCEDURES

Staff/team meetings are agreed at the beginning of each session and a calendar drawn up. Dates take account of members of staff who are in a job sharing position. Additional meetings may be arranged as necessary.

The agenda is passed to nursery staff at least three days before the meeting to enable staff to suggest agenda items and any preparations to be made. During the meeting, staff have the opportunity to contribute to discussion, provide feedback on relevant events and discuss the progress/concerns about individual children.

Minutes of the meetings and action points of the meetings are recorded. The Senior Management Team are responsible for monitoring and following up points for action. A copy of the minute is circulated to the nursery staff and retained in the meetings folder in the staff room.

### ROLES AND RESPONSIBILITIES:

#### Senior Staff

- Invite staff to consider items for the agenda
- Draw up and distribute the agenda in advance of the meeting
- Chair the meeting as appropriate
- Ensure minutes and action points are recorded
- Monitor and follow-up on action points

#### Staff

- Suggest items for the agenda
- Familiarise themselves with the agenda and come prepared to the meeting
- Participate in the discussion and the decision making
- Accept responsibility for agreed action points
- Respect colleagues contributions to the meeting

### RESOURCES

EDC Meeting Skills Course provided by Human Resources

### CROSS-REFERENCES:

The Child at the Centre	5.5, 7.4
National Care Standards	12.2, 14.4,

In our centre responsibility for implementing this policy is:	
First Draft	Date: 17 September 2003
Consultation with Early Years Community	Date: 23 September 2003
The policy was created on:	Date: 23 September 2003
The policy was reviewed on:	Date: 8 March 2012
Due for review on (not more than 3 years):	Date: 2014/2015