

Staff Meeting 18/01/23

6-8pm

Meeting agenda followed.

Points discussed:

- Deputy Notifications need to be acknowledged
- Evac input: Tayla asking upstairs be notified first as her children were bored. Highlighted need to act immediately and to be prepared to “entertain” children whilst the emergency passes. Need for key to be accessible for all staff.
- Need for staff to get to know each other better. A night out at Holey Moley planned
- Team building .. recognising birthdays for staff. Martina to arrange
- If borrowing personal resources please return
- Outdoor broom needed for downstairs
- Mopping of toilets discussed
- Opening service earlier
- End of day restock supplies
- Allergy checklist in babies room for Breakfast
- Room splits in am no later than 7.15
- Call SO if sickies call in
- Indoor outdoor play till 3pm
- Hand back bevs checklist to Jennine intray

Philosophy review: see documents as per agenda. Staff input for review and NQS 7

Positives for QA7 review: Staff feel well supported by office staff

Work to rule stated as being rare in many services but practised at Coolamon

QIP improvement plan attempted and saved.

Staff paired up for 2 x 10min sessions to get to know someone you have not worked with.

Team building.

Close 8pm