

# Room Meeting Minutes

Start Time 9:30am Date 11.4.23

Room DS coverers

Attendance Say, Annie, Michelle, Sanjina, Alanna

	Tick if discussed	Any notes
<b><u>Shift Duties / routine</u></b> Do all staff understand responsibilities? Are staff sharing duties? Daily Checklist, who's responsible?	✓	Discussed with all educators.
<b><u>Cleanliest of Room</u></b> Are there jobs to be done?	✓	Have reminded each other to keep room & store room clean.
<b><u>Supervision within the room</u></b>	✓	
<b><u>Any Equipment/Materials required</u></b>	✓	we have what we need at the moment - order through kitchen.
<b><u>Any special Days / Celebrations</u></b> This can include cultural days		Easter ANZAC
<b><u>Children being supported</u></b> Discuss the importance of each child regardless of age, gender, ability, culture etc. Value each child's uniqueness in a positive way	✓	
<b><u>Quality Improvement Plan (QIP)</u></b>	✓	
<b><u>Parent Request or Input</u></b>	✓	Birthdays development eg. crawling & walking & talking
<b><u>Critical Reflection/Input into Program</u></b> Does everyone understand the program? Does everyone know how to do observations? Are the children responding well to the program? Is our intentional teaching purposeful?	✓	Discussed. - All educators know most of the things need to be done. slowly showing and teaching each other.

(Discuss with other team members)

### **Are you allowing children to make decisions about the day's activities?**

- Ask children what they want to do each day and go with it and help scaffold their learning.

### **Are you getting as much parent input as you can?**

- Writing comments that parents make in the daily journal every day.

## Any other Items to Discuss

Item No.	Note: Staff are to engage in reflection & refinement of strategies to create and sustain improvements.	Action Required by
1.	Reminding and constantly reminding educators in room to check and do laundry.	Friday - 28.4.23.
2.	Nappy change- morning, between each change and afternoon so children don't go home with full nappy or have full nappy throughout day.	28.4.23.