

Guidance to Effective Staff Meetings

It is recommended that a staff meeting takes place on a monthly basis, to keep up to date and plan ahead.

Agenda for Staff Meeting

For.....

On..... (Date)

Time:at.....(Venue)

1. Staff present, and absences
2. Minutes of the last meeting
3. Matters arising from the minutes
4. EYFS Learning and Development
5. Children
6. Materials, Equipment
7. EYFS welfare requirements
8. Safety
9. Staffing
10. Escorting (collection of children) (if applicable)
11. Quality Assurance
12. Budget and Finances
13. Professional development
14. Any Other Business
15. Date, Time and Place of next meeting

You may want to include a slot on working with the local school (transition) if appropriate or other key people/settings you work with.

Staff Meeting Minutes

Minutes of.....

On.....

Held at.....

Present: (Staff / Volunteers Present)

1. **Absences:** (Staff not able to attend)
2. **Minutes of the last meeting:** (Everyone in attendance agrees the minutes are an accurate record).
3. **Matters Arising from the Minutes:** (Look back through the minutes for actions to be taken by individuals, check these have been done and discuss outcomes).
4. **EYFS learning and development:** (Problems, successes, children's involvement, new ideas, plans for the coming term/week, festivals etc. evaluation sheets).
5. **Children:** (Problems, achievements, birthdays, waiting list, trips, children's attendance, special needs and equal opportunities).
6. **Materials and Equipment:** (Problems, new requirements, cleaning and maintenance. Special needs and equal opportunities).
7. **EYFS welfare requirements :**
8. **Safety:** (Risk assessment checks, premises checks and outdoor checks. Fire drills, accident forms, first aid box check and any other safety routines).
9. **Staffing:** (Levels of staffing, volunteers, rotas, appraisals, policies read and signed development plans, holidays, training needs and successes).
10. **Escorting:** (Problems, new ideas, changes, road safety training, collection procedures, and induction for new children).
11. **Quality Assurance if applicable:** (Keep all paperwork up to date and abreast of changes to the law/ standards. Progression on Q.A. Scheme).
12. **Budget and Finance:** (Collection of fees, non payment issues, refreshment costs, children's wish list, new equipment needs).
13. **Professional development :** staff and cascade information on training attended or articles of interest ,in-house training.
14. **Any Other Business:** (Other meetings attended, fundraising events, marketing, newsletter, questionnaires).
15. **Date, Time and Place of next Meeting:** (It is good practice to hold these meetings regularly to keep all staff informed on what is happening in the provision).

You may want to include a slot on working with the local school (transition) if appropriate or other key people/settings you work with.

If the jobs that are identified at the meeting are to be shared with all members of staff a very important part of the minutes is to ensure the individual actions have the name of who is responsible at the side.

Taking Minutes- Points to remember

Minutes are a written account of a meeting. They are important because they are the legal records of decisions made. It is difficult for the Secretary to note down who said what and this should be avoided; only those making major contributions are usually named.

The Secretary or Minute's Secretary may take the minutes but they are still the responsibility of the chairperson who should sign each page of the minutes to prove they are a true account of the meeting.

The minutes should include:

- The place, time and date of the meeting.
- Those present (or apologies) and who was the Chair.
- A note saying that the minutes of the previous meeting were adopted and signed.
- The same items, in the same order, as the items on the agenda.
- The main points leading to decisions and any decisions made.
- Those responsible for implementing decision.
- The time the meeting ended (it may be significant later to know whether discussion lasted 15 minutes or 6 hours!).
- The date, time and place of the next meeting.

Remember

To mark items for action or attention so that people remember what they agreed to do.
To write up the minutes as soon as possible after the meeting.
To get the minutes checked by the chairperson and ensure all pages are numbered.
To circulate the minutes to the members as soon as possible