

Staff Meetings Policy

Staff meetings are held on a regular basis and these meetings are organised by the room leader/manager. Meetings are used as a form for setting objectives for the setting. All meetings are held in the meeting room next to the office or the staff room. A 6-month calendar is planned for all meetings, this is done twice a year, which gives staff sufficient notice of when each meeting will take place. Staff attend a number of meetings as detailed below:

Room Meetings:

Each room has a meeting every 4 weeks. These meetings are used for reflecting on practice, reviewing planning and activities and making plans for the future. The room leader plans the topics for discussion for the meeting. All members of staff from each room are encouraged to contribute to the discussion at the room meetings. Minutes from each meeting are recorded by a member of staff present at the meeting.

Leaders Meeting:

A leaders' meeting takes place every 4 weeks. The leader from each room and the manager attend these meetings. If for any reason a room leader cannot attend the meeting it will be arranged for another member of staff from that room to attend if possible. During these meetings the room leaders and the manager look at planning, rotas, ratios, any issues that may arise and future planning. The manager plans the topics for discussion during the meeting and each room leader is also asked to contribute to the topics discussed. Minutes from each meeting are recorded by a member of staff present at the meeting.

Full Team Meetings:

Full team meetings are held every 4 weeks. All staff are expected to be present at these meetings. These meetings look at any upcoming news and events, reminders of policies and procedures, training information, plans for the future and any other issues which may arise. The manager will plan the topics for discussion during the meeting and all staff are given the opportunity to contribute to the topics discussed. Minutes from each meeting will be recorded by a member of staff present at the meeting.

Management Committee Meetings:

Management Committee Meetings take place every 4 – 8 weeks. The After School Manager writes up a report for each meeting of any topics, issues that need to be discussed by the committee. The Manager receives a copy of the minutes after the meeting.

If for any reason a member of staff misses or cannot attend a meeting it is his/her responsibility to ensure he/she reads the minutes from the meetings and finds out any information he/she needs to know from the meeting. Non-attendance at meetings is recorded and if this becomes a regular issue a meeting with the manager will be arranged to discuss the issue and decide if any further action needs to be taken.