

# The Kinder Garden



## Educator/Staff Meeting Policy

### Aim

Regular educator/staff meetings are an essential part of the smooth running of The Kinder Garden. Educator/staff meetings allow all staff to have input into decisions being made, act as a means of receiving and discussing information, discussing any concerns and the quality improvement of the education and care service.

### Legislative Requirements

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
National Quality Standards 2011  
Early Childhood Australia Code of Ethics

### Who is affected by this policy?

Educators  
Staff  
Management  
Children

### Implementation

The education and care service will hold an educator/staff meeting approximately once a quarter, at a time convenient to educators and staff. Educator/staff meetings cannot be successfully held during the normal opening hours of the service as this means that not all educators/staff members could be involved at once due to supervision requirements.

As per The Kinder Garden's Award Flexibility Agreement, as signed upon employment Clause 27.1(a)(i), which provides that overtime payments be made if an employee works in excess of 38 hours a week, will be varied as the Employer will require the employee to attend regular staff meetings without payment of overtime. The Employer will provide the Employee with time off in lieu of overtime payments and a meal/refreshments at the time of the meeting.

Guidelines for meetings:

- a) **The length of time for meetings.** Meetings will go for approximately 1 hour, this does however, depend on the issues to be discussed and how many issues need raising.
- b) **The roles and responsibilities of Educators/Staff at meetings.**
  - The Approved Provider/Nominated Supervisor will chair the meeting.
  - The Approved Provider/Nominated Supervisor will give a report.
  - Management will give a report.
- c) **The Format of the Agenda.** The Agenda will be available for staff to add items to. When an Educator/Staff meeting date is agreed upon, the Agenda will be displayed in a prominent place in the staffroom.
- d) **Educators/Staff are able to:**
  - Raise and discuss issues & concerns.

- Evaluate any grievances and negotiate solutions for these as well as identify any re occurring patterns of grievances.
- Have a means for receiving, sharing and discussing information.
- Have input to discussions being made.
- Educators and other Staff members who have attended training prior to the staff meeting will be expected to pass on all relevant information to ensure all educators and staff are kept up to date with the latest information.

e) **Steps to be taken in decision-making.** If a decision cannot be made so that all educators and staff are happy, the Approved Provider/Nominated Supervisor or Management, depending on the issue raised, will step in and make an informed decision. If there is not enough information to make a decision, a staff member may be nominated by the Approved Provider/Nominated Supervisor to do some research. All decisions made are on a trial basis and are then discussed again at the next meeting. This process continues until a policy or procedure can be implemented that meets the needs of children, parents, and/or educators and other staff.

Minutes are to be taken of all meetings. Minutes should be issued to educators and staff within a week of the meeting. A copy of the minutes should be kept on file by the Approved Provider/Nominated Supervisor.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

## Sources

Education and Care Services National Law Act 2010  
 Education and Care Services National Regulations 2011  
 Guide to National Quality Standards 2011  
 Early Childhood Australia  
 NSW Department of Education

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed:** August 2018

**Date for next review:** August 2019