OSHC Staff Meetings Policy

Policy Statement & Commitments

Staff meetings are an important function of the Brunswick East Primary School Outside School Hours Care Service (BEPS OSHC Service) staff team. These meetings can be an opportunity for the staff team, including educators and management representatives, to sit together and share information on all aspects of BEPS OSHC Service

Staff meetings at BEPS OSHC Service are used as a forum to discuss a range of ideas or issues that are important and relevant to the roles that individual staff members have within BEPS OSHC Service, as well as for team building, problem solving, compliance, professional development, keeping informed of regulations and law and celebration.

Responsibilities

It is expected that **all** educators will make every effort to attend **every** meetings.

The BEPS School Council has the responsibility to ensure that staff who attend meetings are paid for their attendance. Educators will be paid overtime for all authorised work performed outside of, or in excess of, the ordinary or rostered hours, including staff meetings.

Staff members have a responsibility to ensure the following:

- Staff meetings are held regularly each week and are attended on a regular basis.
- Staff participate in a positive and respectful manner in discussions and matters raised in staff meetings.
- Maintain privacy and confidentiality regarding issues discussed at Staff meetings
- Educators raise concerns and ideas, and collaborate in a constructive and open manner.

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Staff meeting process:

Meeting agenda	• Agenda distribution and feedback – Decide how long prior to the meeting will this be distributed, how feedback or proposed additional agenda items are collected and by whom. • Regular agenda items – Document the items that will always be discussed, which may include national and state frameworks, compliance and accountability, occupational health and safety, and upcoming events. • Each agenda item should be allocated a time (e.g. housekeeping – 10 minutes).
Minutes	• Minute taking – Develop a roster system for this to allow all staff to be involved. • Minute distribution – Decide how minutes will be circulated after the meeting. This might be via a notice board, a book, emails or individual hard copies for all staff.
Staff provisions	• Currently, a one and ½ hour meeting is held every Tuesday from 1.30pm to 3.00pm during the school term. • Staff meetings are scheduled to last one 1 and ½ hour, but can be extended if extra training or preparation needs to occur. This is always discussed and negotiated with all staff prior to occurring. All hours are paid for.
Absences	• Those who attend a staff meeting will assist with ensuring that staff who cannot attend do not miss out on any information discussed. • The Coordinator will ensure staff meeting minutes are discussed with, and emailed to, staff who are absent for a meeting. • An educator might be nominated to pass on any information and explain the minutes to the person who was absent, and also find out before the meeting if there are any items that the person not attending wishes to question or inform the staff group about during the meeting. The educator can then feed back any outcomes from this to the person who was absent.
Safety and security	• If the meeting is after hours, there should be suitable lighting, parking, and public transport. Keep in mind seasonal changes and daylight savings.
Children	• If the meeting is after the service has closed, and a child has not been collected by the meeting start time, document this process (inform families of this policy). • If staff members have their own children to care for at the time a staff meeting is to occur, decide if it is appropriate for staff to have their own children there with them, and think about activities their children may be able to engage in while the meeting is being conducted.

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Meeting Outcomes

- The minutes should define the outcome of the meeting.

- The overall outcome of the meeting is dependent not only on the agenda and the staff who attend, but also on how closely the meeting remains focused on the philosophy and goals of the service, and how it acts to move the team forward together.

- When the outcomes that BEPS OSHC Service are trying to achieve are clear, the staff team can then develop strategies to satisfy these.

- If the outcomes are measurable, it will be clear when BEPS OSHC Service has achieved these, or how far it has fallen short. Measurable outcomes often require a substantial amount of time and effort to fulfill, and will contribute to the success of the service and benefit all stakeholders.

- As the staff team grows and changes, it may be necessary to redefine the strategies used to best suit the individuals within the staff team to assist in keeping the team moving forward and remaining inspired professionally.

Sources & Legislative References

Community Child Care 2012, *Staff meetings; agendas and outcomes,* www.cccinc.org.au

DEEWR Child Care Service Handbook - Sections 4.9 & 5.5
National Quality Standard for Early Childhood Education and Care & School Age Care (2010) – Standard 7
Privacy and Data Protection Act 2014 (Vic) – Information Privacy

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