

POLICY AIM

To keep staff informed of all important information, to provide time for collaboration and reflection, and to provide staff with professional development, all essential for the smooth running of the service.

RATIONALE

Regular staff meetings are an essential part of the smooth running of the Sweetpeas services. 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 Services.

SCOPE - WHO IS AFFECTED BY THIS POLICY?

- Educators
- Staff
- Management

NATIONAL QUALITY STANDARD

QUALITY AREA 7 - GOVERNANCE AND LEADERSHIP

- Standard 7.1 (Governance) - *Governance supports the operation of a quality service.*
- Standard 7.2 (Leadership) - *Effective leadership builds and promotes a positive organisational culture and professional learning community.*

RELATED POLICIES & LEGISLATION

RELATED SWEETPEAS POLICIES:

- Ethical Code of Conduct Policy
- Tobacco, Drug and Alcohol-Free Environment Policy
- Staff Recruitment Policy

RELATED EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS:

- Regulations Part 4.4 - Staffing Arrangements
- Regulations Part 4.7 - Governance and Leadership

RELATED LEGISLATION:

- Fair Work legislation

TERMINOLOGY

- **Director** - the educator appointed to lead a specific service. May also be the service's appointed Nominated Supervisor.
- **Leaders** - at Sweetpeas we use the term "Leaders" to refer to our centre Directors and their 2ICs.
- **Management** - the term used to encompass the Sweetpeas company centre owners, Approved Providers, managers and directors.
- **Managing Director** - the job title given to Janine Evans, currently one of the Approved Providers of every Sweetpeas service. The role is similar to that of an area manager.
- **Professional development** - also known as professional education, is learning that emphasises education in a specific professional career field or builds practical job applicable skills.

GLOSSARY OF ABBREVIATIONS

- **2IC** - 2nd in Charge. At Sweetpeas, each Director chooses a 2IC to join the leadership team and assist the Director in their role, as needed.

IMPLEMENTATION AND STRATEGIES

Sweetpeas will schedule staff meetings periodically throughout each year, at a time convenient to educators and staff. In addition to staff meetings, staff are able to raise issues and have input in discussions via the various staff chats on Facebook Messenger at any time.

All staff are to attend staff meetings, unless otherwise informed, and will be paid as per Award requirements.

TYPES OF MEETINGS:

- **Leader meetings** - for service Directors/2ICs only. These meetings will generally be scheduled 2-4 times per year, as needed.
- **Company meetings** - for all staff across the Sweetpeas company. These meetings are often planned professional development to meet training needs identified by our company's Educational Leaders. These meetings will generally be scheduled 2-4 times per year, as needed.
- **Centre meetings** - for the staff of an individual Sweetpeas service. For example, a Cranebrook centre meeting would be a staff meeting exclusively for our Cranebrook service team. These meetings include: important service updates and messages; opportunities for critical reflection; program planning; event and celebration planning; professional development and training; and housekeeping messages. These meetings are scheduled periodically throughout the year, generally 4 times per year, or as needed (a maximum of one per month).
- **Role meetings** - for staff fulfilling certain roles within Sweetpeas services. For example, a meeting for all staff in the role of WHS Officer. These meetings are only scheduled as needed and are primarily planned for professional development and training and/or passing on important updates or messages.

GUIDELINES FOR MEETINGS:

The length of time for meetings:

Meetings will go for approximately 1-2 hours, dependant on the issues to be discussed and the number of items on the agenda.

The roles and responsibilities of educators/staff at meetings:

- The Managing Director or Director will chair the meeting.
- Staff may be requested to give a report, if relevant to their role. E.g. WHS Officer
- Staff who have recently attended professional development training, may be requested to give a summary of their learning.
- Staff will be asked to participate in critical reflection tasks, as per the agenda.

The format of the agenda:

- The agenda will be open for staff to add items to.
- When a staff meeting date is agreed upon, staff may approach their Director with suggestions for agenda items and/or add them to the relevant Messenger chat, e.g.: the service chat for a centre meeting agenda.

Educators/Staff are able to:

- Raise and discuss issues & concerns.
- Engage in reflection.
- Evaluate any grievances and negotiate solutions for these as well as identify any reoccurring patterns of grievances.
- Have a means for receiving, sharing and discussing information.
- Have input to discussions being made.
- Pass on all relevant information from professional development training to ensure all educators and staff are kept up to date with the latest professional information.

Steps to be taken in decision-making:

- If a decision cannot be made so that all educators and staff are happy, the Director 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 Management to do some research.
- All decisions made are on a trial basis and are to be 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.

MEETING MINUTES

- 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 Managing Director or Director.

REFERENCES

- Australian Government. Fair Work Ombudsman: <https://www.fairwork.gov.au/>
- Australian Government. Fair Work Ombudsman. MA000077: Educational Services (Teachers) Award 2020: <https://library.fairwork.gov.au/award/?krn=MA000077>
- Australian Government. Fair Work Ombudsman. MA000104: Miscellaneous Award 2020: <https://library.fairwork.gov.au/award/?krn=MA000104>
- Australian Government. Fair Work Ombudsman. MA000120: Children's Services Award 2010: <https://library.fairwork.gov.au/award/?krn=MA000120>
- Children (Education and Care) National Law Act 2010
- Early Childhood Australia's Code of Ethics: <https://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/>
- Education and Care National Regulations 2011
- Sweetpeas Philosophy

REVIEW AND AMENDMENTS

This policy will be updated regularly to ensure compliance with all relevant legal requirements. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with *Regulation 172* of the National Regulations, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Version	Amendment(s)	Review Date	Updated By
1.	<ul style="list-style-type: none">• Implemented under new Management	July 2017	Cassandra Way (Educator/Admin)
1.1.	<ul style="list-style-type: none">• Checked links, updated NQS	July 2018	Cassandra Way (ECT/Admin)
1.2.	<ul style="list-style-type: none">• No changes required	July 2019	Janine Evans (Director)
1.3.	<ul style="list-style-type: none">• No changes required	July 2020	Janine Evans (Director)
1.4.	<ul style="list-style-type: none">• Policy reviewed after job descriptions given out• National quality standards updated to reflect current date	July 2021	Janine Evans (Director)

Version	Amendment(s)	Review Date	Updated By
1.5.	<ul style="list-style-type: none"> No changes necessary 	July 2022	Janine Evans (Managing Director)
1.6.	<ul style="list-style-type: none"> Added types of meetings. Need to update to new template. 	July 2023	Janine Evans (Managing Director)
2.	<ul style="list-style-type: none"> Cosmetic changes, updated to new template Updated wording of Aim and Rationale Updated list of Related Policies Added Terminology and Glossary of Abbreviations sections Implementation and Strategies section edited for grammar and clarity. Some wording updated. Types of Meetings section updated for clarity. Role Meetings added. References updated and links checked. 	July 2024	Cassandra Way (Assistant Manager) Janine Evans (Managing Director)