

## Staff Meeting – 11.11.2020

**Present:** KD, AW, JR, LN, EN, AP, PM, LU, RT, LW, CN, TC, TM, ER, MD & PS

**Apologies:** PB, CS, CR

### General Business (20 minutes)



### Mariana's Moans

**Cleaning** – Please ensure that you are continuing to clean areas, high and low! There are cobwebs around, dust on shelves etc.

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**Thank you** – Thank you to everyone for all your hard work recently. We have had a difficult time in the last few weeks; being short staffed on occasion, going into the current lockdown and of course, thinking about colleagues who are poorly. It is a tough time for everyone and heading towards Christmas things will be stressful. Please remember that everyone is feeling the pressure. Everyone is tired. Everyone is fed up with covid and restrictions. We all need to remember that we all have problems that we are trying to deal with and so we all need to be kind, patient and considerate if people seem like they are having a bad day or have a short fuse. Please treat each other the way that you would expect to be treated.

**Staff Observations** – I started these but gave up when we were shorted staffed and everyone was working in random rooms. I will pick these up again and finish them before Christmas but we will not do peer observations this term. Everyone has enough to do. We will get one lot of supervisions done too before the year is out.

**Staffing** – We have been interviewing again last week and have now appointed two additional staff. Megan (L2) joins us in Toddler Room and Savannah (Apprentice) joins us in Pre-School. Megan will be doing some hours next week. She is still in her current job until Dec 4<sup>th</sup>, but will do 8am-11am next week. We have been let down by other people who we appointed and so did not take on as many staff as we had first wanted. However, we will continue to work on this. In the meantime, as we were not able to recruit a leader for CC, Ellie will be taking on this role from next week. She and Carley will be picking the children up, they will take them to the park – as and when they can and Ellie will also be responsible for answering the door to parents when collect from CC. From January, we hope to extend the CC hours to 6pm again – staff permitting.

**Parents Meetings** – These take place next week and will be done over the telephone. Please organise who is going to make the calls so you can allocate other staff to cover roles. As always, Senior staff and Room Leaders to make the calls. Junior staff to pass on information to be shared. As the phone does not have a speakerphone function, we cannot have two staff on a call. We probably don't have enough cover to have two staff on a call anyway. The best place to make the calls will be in CC. I am sure the signal will be fine. However, you need to sort appointments so that you are not swapping and changing all the time between people and having staff go up and down the stairs. Please sit where you can see a clock and try not to let appointments over run.

I have topped up the credit on the nursery phone, but let me know if it needs more credit. The mobile will be out of action for three days so if you go out or you are on the school run, please take your own phone.

**Pudsey Party** – This Friday, come in your own clothes to a 'Pudsey Party'. Something yellow, spotty, bears on or just fancy dress. Please shake the tins at the front doors and collect some cash if you can.

### Updates (10 minutes)

#### **Concerns about children:**

- n/a
- BF (Pre-School) Look up information about Early Help.

#### **SENDCO:**

- n/a

#### **Time To Talk Updates:**

- n/a

#### **DSL Updates:**

- n/a

#### **Mental Health Champion:**

- n/a

#### **Diary Dates:**

- See LTP & Standards Calendar

### Staff Team Meetings – (20 minutes)

- Messages from SLT / Planning ideas
- Please discuss Christmas plans – card / calendar / gift or cooking. Please consider what skills the children will learn. How much they can do themselves? Look on TCA for inspiration...

### Safeguarding – (40 minutes)

- Group exercise looking at various scenarios.
- Practise filling in a Green Form
- Feedback

### Christmas Arrangements

- Christmas Concert – Online
- Stay & Play – At home
- Parties – 15<sup>th</sup>, 16<sup>th</sup> & 17<sup>th</sup> December; 9:30-11:00am and again from 1:30-3:00pm. No FC visit this year but we will give out gift bags to all the children from FC.
- Secret Santa – Not so secret santa...

### Development Matters – (30 minutes)

- From September 2021, we will all be working from the new and updated Development Matters.
- In preparation for that, I would like to spend some time each month, looking at an aspect and think about how we already support that here and what we could do to further support it.
- There are several changes but also several things that remain the same.
- We will look at these now...
- Please work in your teams to read the new PSED statements and fill in the boxes about how we already support these developmental areas and what we need to do to further support in these areas.
- We will collate the information throughout the year and be able to draw on it for September 2021.

### AOB

Date of next staff meeting: Monday 11<sup>th</sup> January 2021

PS – 11.11.2020

### **Please sign:**

PB	PM	TC	MD
KD	AP	TM	PS
EN	RT	ER	
LN	LU	CR	
JR		LW	
AW		CN	

**\*These minutes can also be found in the Staff Login section on the website\***