

## Staff Meeting – 30.03.2021

**Present:** AW, JR, LN, EN, CS, PM, AP, RT, MA, LU, LW, CR, CN, ER

**Apologies:** TM, KD

### General Business (20 minutes)



**Mariana's Moans**

**Appointments** – Lauren P (Babies) Shazeen H (Toddlers) Carly (Pre-School) Laura (Pre-School) – Starting between now and April.

**Assessment** – Reminder of assessment procedures – see sheet.

**Covid Tests** – Please keep taking the tests, even if you are away, and make sure that you send the results through.

**Noodle Now / Policies** – Please make sure that you are updating your Noodle Now training in the coming months as this is due.

### Updates (10 minutes)

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

- n/a

#### **SENDCO:**

- IEPs – What are they? How to complete them? Staff training to complete an IEP and look at how to write targets.

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

- n/a

#### **DSL Updates:**

- Safeguarding updates for staff from KD – see separate sheet.

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

- n/a

#### **Diary Dates:**

- See LTP & Standards Calendar

### Staff Team Meetings:

- Feedback in rooms from staff.

#### AOB:

- EAP. We have signed up for an Employee Assistance Programme. This is a service free to you which can support with all manner of mental health issues, stress, bereavement, medical information etc. This is available to you and your family to access.
- There is an app that you can all download which will have access to services (including 16 counselling sessions) webinars, videos and articles.
- Telephone helpline, live chat as well as video counselling.
- Further information will be sent via email.

**Date of next staff meeting:** Monday 10<sup>th</sup> May 2021

PS – 30.03.2021

#### **Please sign:**

MA	PM	CN	CR	RT
CB	TM	AP	JR	LU
MD	EN	LP	PS	LW
KD	LN	ER	CS	AW

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