

Staff Meeting – 06.10.2020

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

Apologies: PB

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.

Thank you – Thank you to everyone for all your hard work in celebrating our birthday. We had a good day and the children / families also seemed to enjoy themselves.

Assessments – All assessments should be complete by this Friday (9th October) ready for publishing next week. These are just the gradings and three next steps. Emma N please cover Katie, Alice, Poonam & Lilly next Thursday (15th October) so they can moderate and look at assessments. If you are unsure or concerned about levels etc, please speak to your Room Leaders for advice and support. If you didn't know about assessments, then please make sure you are looking at your Standards Calendar. This has all the dates on for the year.

Appointments – We have been interviewing this week. We have one final person to see tomorrow morning and after that we will let you know our decision.

Answering the door – When the bell goes, please come to the door, open it and speak to the parent to let them know that you have acknowledged them. Often, staff will look towards the door to see who it is and then go and organise the child. If that parent is looking away, they don't know that you have seen them and then they either continue to ring the bell or ring the bell of another room. We are not having them back in yet, so please do them the courtesy of at least answering the door when they ring the bell.

Staff Holiday – Holiday from 2020 will be rolled over to the end of January 2021 for anyone who has not managed to take it.

Tempest Photography – Lisa, our photographer will be here on Friday 16th October to take photos. We will use Baby Room (Room Two) and I will collect children as and when needed. We have a list of families at allocated times who will also be arriving to have their photos taken. Katie, please be on hand to help that day as the photographer is not allowed to touch the children, we will have to position them etc .

Harvest – Please encourage families to make donations. It is hard when they cannot get into the building but collecting for The Food Bank is important.

Staff Observations – These take place w/c 19th October. You have all been spoken to about this in your appraisals so hopefully will know what to expect.

Parents Meetings / Stay & Play – What are people's feelings on this and how can be best manage it? Would you like to do face to face (with PPE) appointments or would you like to do them online?

Staff Suggestion Box – Following on the appraisals and the information that Amy collected from the suggestion box, we have been looking at ways that we can change and improve the experience of staff here. As you hopefully will all appreciate, there is not an endless pot of money (unfortunately) and so while we can make some changes, we cannot do everything. I would like to address some of the issues raised and talk about what we can do to change and improve things.

Issue	Action
Children having visits on the same day.	Always an issue around September when we have an influx of children. This has been noted and we will aim to have one visit per room, per session. We already have some new starters booked in for January and we have made a note of this moving forward so that it is not overwhelming for staff or children.
People feel they spend more time cleaning than they do with the children or that cleaning gets left to the same people. (cleaner?)	Since Covid-19 everyone has had more cleaning to do. This is an ongoing issue. In an ideal world, having a team of cleaners at the end of each day would be great. This is not a luxury that we can afford at the moment (I will explain that later). There are rotas in place to support the cleaning so it does not get done by the same people each day. If you are unhappy with the rota in your room and feel that it always falls on you, please come and speak to me about this. The nature of the timetable means that sometimes people on early shifts do certain jobs and people on later shifts do different jobs. Having a pattern of early and late shifts each balances this out, but then that is not always what everyone wants either. Cleaning as you go through the day so that jobs are shared equally is the best way forward. I can help organise that if you feel it is unfair in your room.
Better break down on the payslips (e.g. holiday pay, sick pay, staff meeting, overtime etc.)	The software is not very helpful in doing this for us and so at the moment we have got no further. We will continue to explore new options for April when the new financial year begins.
Staff holidays – three people off at once.	Where possible we are trying to avoid this as it puts a huge pressure on us if someone else calls in sick. We are not strict about holidays and try to be as fair and flexible as possible. You have all been in the position where you have needed time off at short notice and we always try to cover this as much as possible. We don't want to be employers who will only give time off with six weeks notice, that is not the way that we wish to be treated so we wouldn't do it to you. However, I would say that there are times when it is really difficult to grant that time or that

	you may have to work extra to cover someone else. There is always a genuine reason for this. We don't use Bank Staff, we cover this ourselves so please try and be understanding.
Longer lunch break, people have suggested 45 mins? Or stick with a 30-minute lunch break but make it a paid break.	If people would like a 45 minute break, this is something that we can look at further but we cannot afford to make the breaks paid. There would also be others who would not necessarily want a longer break as they work shorter hours. This is up for discussion.
Accrue holiday (Extra day for each year people are there?)	We will look further at how we can incorporate this from April 2021 and set up a scheme that is fair. We have also already said that we will close on the 23 rd December and not open on Good Friday moving forward.
Badges for room leaders/senior members of staff.	I have looked at a company who can provide reusable badges for us so that as people's job roles etc change, the badges could be edited. Would people want a magnetic badge or one with a pin?
More training opportunities.	Everyone has been spoken to about this in their appraisal. No one is doing face to face training at the moment so getting visitors in is not going to happen. Anyone who expressed an interest in training at appraisals has been approached and training has been booked or is in the process of being booked.
Pay	<p>This was a huge issue in the feedback that I had, and so we needed time to address this. We have put together a salary structure based on qualifications and responsibility. I am not going to disclose the figures as it is not may place to do so. I will go through the scale so you are all aware:</p> <ul style="list-style-type: none"> - Unqualified / Apprentice - Level 2 - Level 3 - Level 3 + Additional Responsibilities - Level 3 + Room Leader - Level 3 + Room Leader + Additional Responsibilities - Deputy Manager - Assistant Manager - Manager <p>This will come into force from this month and so you will receive a note in your payslip as to what your salary is. Based on these increases, we are not in a position to be able to afford cleaners, a caretaker or a cook at this point. Therefore these roles will need to be fulfilled by us.</p> <p>This will also change in line with any rises in the Government National Minimum Wage and so there will only be pay rises each April moving forward, not each April and October as was the case previously.</p>

Updates (10 minutes)

Concerns about children:

- n/a

SENDCO:

- AI – Pre-School; S&L, IDS input. Has progressed since lockdown – more speech.
- IDS have asked for information about what we do 'above and beyond' other children.
- Ways to support her:
 - o Ask her to say goodbye / model this.
 - o Sitting on a chair during circle time.
 - o 1:1 at mealtimes – used to have blended food but now eats finger foods. Pours drink on food if she doesn't want to eat.
 - o Objects for reference: Nappies, bag, bowl, coat, shoes.
 - o Tickling games, stacking bricks, dancing, standing with other children.
 - o Now & Next boards
 - o Finding time for 1:1 to develop eye contact.
 - o All staff need to be consistent in their approach.

Time To Talk Updates:

- Continuing to screen Pre-School children.
- ET; concern about understanding / speech

DSL Updates:

- Safeguarding questionnaire for all staff so we can find out what people know or do not know.

Mental Health Champion:

- This week is EY Wellbeing week. Please include some wellbeing ideas in your planning.

Diary Dates:

- See LTP & Standards Calendar

Staff Team Meetings – (20 minutes)

- Messages from SLT / Planning ideas

Promoting Positive Behaviour – (20 minutes)

- Looking to amend and update our policy as the traffic light system is no longer used particularly. I would also like to see and end to the use of 'Time Out' as I believe that for some children this can have a detrimental effect on their wellbeing.
- We need to find a new, agreed policy that we can all follow (it may be a tiered system that builds from babies through to Pre-School). You may have read about how other nurseries do this, have experience of different policies in other settings or have ideas about how this should look from a personal perspective.
- Please share these ideas and jot down your thinking on paper. Please also continue to do this as you look at the new Development Matters.
- I would also like to take the time during EY Wellbeing Week, to remind people about how they speak to children and to make sure that the tone and content is appropriate.
- Children are little adults with the same thoughts and feelings as you.
- When they are crying (really crying) it is usually for a reason. It's our job to investigate the reason and help them to regulate themselves.
- When they soil themselves or wet themselves (most of the time) it is because they cannot help it. It's our job to care for them and not be judgemental towards them or embarrass them or talk down to them.
- If they can't cut their food properly, it is because perhaps they have not been shown how. It is our job to teach them.
- If they continue to eat the playdough, it is because they cannot tell the difference between food and play equipment. It is our job to keep them safe and help them to understand.
- Please treat our children with kindness, patience and respect. Please do not shout at them because they have done something they cannot help, or don't understand yet.
- Please don't huff and puff because you have just changed them, and they have wet themselves again – they are learning.
- If you find yourself doing some of those negative behaviours towards children on a regular basis, please stop and consider if you are in the right profession, because this is who children are and they are not going to change...
- I would also recommend doing the Noodle Now course 'Understanding Children's Emotions' to learn more about children and their feelings etc.

Development Matters – (30 minutes) Carried over until next staff meeting

- 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

- Dinner trays: Please make sure that you are cleaning the black trays as well as the silver dishes. Silver trays should be stacked into the black boxes.

Date of next staff meeting: Wednesday 11th November; 6-8pm

PS – 06.10.2020

Please sign:

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