**Staff Meeting Agenda**

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| Meeting Details |
| Date DD/MM/YYYY | **Time** 00:00 |
| Location \_ | **Leader** \_ |

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| Agenda Item | Time Allotted |
| **Welcome and Icebreaker activity*** Get everyone in the room and ready to engage with a quick, fun icebreaker.
 | 5 minutes |
| **Review of Previous Meeting Minutes*** Look back at what we discussed last time to refresh everyone's memory.
* Recap any action items or decisions made and check if they've been addressed.
 | 5 minutes |
| **Updates on Nursery Operations*** Share important updates or announcements related to how our nursery is running.
* Keep everyone in the loop about any changes or developments
 | 10 minutes |
| **Staff Training Session: Introduction to New Safety Protocols*** Dive into a training session to introduce everyone to new safety protocols.
* Make sure everyone understands their role in keeping our nursery safe and secure.
 | 30 minutes |
| **Discussion on Upcoming Events and Initiatives*** Talk about exciting events or initiatives coming up in the nursery.
* Get everyone on board and excited about what's happening next.
 | 20 minutes |
| **Role-Play or Scenario Discussion: Handling Challenging Situations*** Practice handling challenging situations through role-play or scenario discussion.
* Learn from each other's experiences and brainstorm effective solutions.
 | 20 minutes |
| **Interactive Quiz: Testing Knowledge on Child Development Milestones*** Test knowledge on development milestones with a quick, interactive quiz.
* Have fun while brushing up on important information that helps us support the children in our care.
 | 15 minutes |
| **Open Floor for Staff Questions and Concerns*** Give everyone a chance to ask questions or raise any concerns.
* Foster open communication and address any issues that need attention.
 | 10 minutes |
| **Wrap-Up and Closing Thoughts*** Wrap up the meeting with some final thoughts and reminders.
 | 5 minutes |