

Staff Meeting Minutes

Date: 27.03.07

Time: 5.30-7.30pm

Present: Carol, Camille, Celeste, Christine, Dave, Dinding, Indira, Jenny, Maria, Machille, Nancy, Rakhee, Sanitra, Sheina, Tasha, Vivienne, Xi and Zahra

Apologies: Tina and Zoe

- We had a general discussion of a few changes that have been brought up by Education Council as they are focusing on revision of Code of Ethics and Practicing Teacher Criteria.
- Celeste had informed that we would be having changes in our centre. Nothing is fully decided and UoA sent the consent to Auckland Council and we are at the stage of waiting for reply from Council.
- Park Ave will be closed on Friday the 24th of November and parents will be informed on 3rd and 4th Of April.
- Resources will be kept in the storage. Everyone will be working and all the jobs are safe. The staff will be sent to different centres and the names of the centres which staff will be attending will be announced closer to the dates.
- The staff will have the opportunity to work in different centres. For example, if the staff have professional goals to work in the different centre, they can go and work with them. Also, if they would like to work on Te Reo goal, they can work in Te Puna where the centre speaks fluent Te Reo.
- If staff have a long annual leave, they can go on a holiday
- The meetings with parents will be held on 3rd evening and 4th morning. Teachers will engage the children with different activities at Pre -school area while parents have meeting at Infant & Toddlers Room. The meeting will be held for half an hour and food will be provided for both parents and children.
- Ensure that we are giving the same message to our parents on our move. If the staff are not sure about parents' questions, please divert them to Celeste. Celeste will be actively checking her phone or emails. She will spend time at Park Ave in coming two weeks.
- Celeste and Anne Marie will be posting information about our move to the parents (Please find attached copy). Teachers were given a letter –Please see attached copy
- Parents will be given "Expression of interest" with the end date and available places in each centre (UoA). Vivienne will help us to sort out the expression of interest list. However, Te Puna and Kohanga Reo will be offering some places for children while other UoA centres are full.
- Best Start manager was contacted by Celeste and she kindly agreed to offer places for our children. She also agreed that she would match the fees with UoA's current rates and give a good deal for our families.
- UoA is looking to give at least six month notice to parents before we move.
- Architect is working very closely with the leadership team.
- Open plan building is going to be an L shape. Infants and Toddlers will be at one end and the kitchen and dining room in the middle and at the other end pre-school room. There will be a common playground for all the children and trying to keep it as flexible as possible. The final plan will be shared with everyone once it is finalized.
- Celeste answered any questions asked by staff
- The construction might take from 6-9 months
- The children numbers will slightly go up upto 90

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- There will be no car parking available for staff
- If everything goes well according to our plans, we will go to 9-11 Park Ave or else we will move to New Market
- Celeste and Annemarie will be sending emails to all the departments of UoA
- Zahra will leave a book in the staff room for the staff to write their ideas and thoughts about the new centre set up. They can place the photos if they wanted to

Planning Meeting

- Celeste encouraged us to think as a team as we seemed to be disjointed.
- Plan together as a team (Plan as a whole). For instance, Infants & Toddlers and Pre schoolers
- Celeste noticed that there improvements to be made in all areas of our centre. That's why Celeste sent a report where she mentioned suggestions and questions to reflect on. For example-rolling meal times
- Discussions about learning stories.

Infants & Toddlers planning Meeting:

- April Self review-Indira & Rakhee are planning do self-review on portfolio entries
- Sanitra who is in charge for March planning updated the planning
- There was a discussion about open communication and providing activities for children according to children's needs and strengths and interests.
- Sanitra will be writing up evaluation this week by considering all the teachers ideas and thoughts
- Jenny will be in charge of April planning

Written by
Indira

24/3/17



