

ECEY5006

2108847, 2109693, 2114402, 1451522

Fledglings Nursery Monthly Team Meeting.

Members in attendance

Janine Patterson – Nursery Manager, Chairperson in meeting today.

Hayley Sims – Additional Needs Co-Ordinator.

Kelly O’Leary – Health and Safety Officer.

Kalon Smithers – Safeguarding Officer.

Agenda for Team Meeting 01/12/2022.

1. Child with additional learning needs joining setting next term, Hayley Sims ALNCO
2. Care plans and risk assessments for new child, Kelly O’Leary HSO
3. New member of staff joining team, Janine Patterson, Nursery Manager.
4. Update on Safeguarding training and a Safeguarding issue that has arisen in nursery, Kalon Smithers, DSO.
5. Change of routine, Welcoming parents into setting following restrictions, All team members
6. Any other business (A.O.B.).

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