

ECEY5006- Leadership and teamwork in the early years.

I have not used AI within this portfolio.

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Section one: Group Agenda

Agenda for Team Meeting:

1. Introduction
2. Members in attendance
 - Katie – Safeguarding Officer
 - Kelly – ALNCo
 - Jack – Wellbeing Officer
 - Lyndsey – Foundation Phase Lead
 - Molly – KS2 Teacher
 - Cerys – Parental Engagement Officer
3. Support and development for new staff- Kelly (ALNCo)
4. Reviewing safeguarding policy and safeguarding update- Katie (Safeguarding Officer)
5. Consistency of Foundation Phase classroom practice and environment- Lyndsey (Foundation Phase Lead)
6. Jack- The importance of wellbeing for staff and what steps to take. (Wellbeing officer)
7. New curriculum update- Molly (KS2 Teacher)
8. Update on parental support and action plan- Cerys (Parental Engagement Officer)
9. Any other business.
10. Recap.

Section two: Personal script

Good afternoon, I would like to start by thanking you all for attending today's meeting and for your continued support. Can we first take a moment to check who is here?

I am Katie Taylor, safeguarding officer.

The main aim for today's meeting is to prepare for the two new staff members who will be joining our team in the coming weeks. This also allows us the opportunity to reflect on what is working and areas that require change. This meeting allows for the opportunity for collaborative leadership, where all staff will have the opportunity to be a part of the decision making, while encouraging open and honest communication as we are coming together to achieve the same goal (Rodd, 2013).

Under the schools pay and conditions (Wales) 2024, this staff meeting is taking place in working hours to ensure staff can maintain a healthy work life balance, this complies with Working time Regulations (1998) (Welsh Government, 2024). You all should have received a copy of today's agenda via email last week and this staff meeting will take no longer than one hour in line with guidance set out by The Teachers Union (NASSUWT The Teachers Union, no date).

To recap today's agenda will include:

1. Introduction
2. Members in attendance
3. Support and development for new staff- Kelly (ALNCo)
4. Reviewing safeguarding policy and safeguarding update- Katie (Safeguarding Officer)
5. Consistency of Foundation Phase classroom practice and environment- Lyndsey (Foundation Phase Lead)
6. Jack- The importance of wellbeing for staff and what steps to take. (Wellbeing officer)
7. New curriculum update- Molly (KS2 Teacher)
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9. Any other business.

10. Recap.

Kelly I would like to hand it over to you in line with the agenda.

Thank you for your update, Kelly.

In line with the Welsh Government Keeping Learners Safe Guidance (2024) we as practitioners have a legal duty to ensure we are protecting, promoting the well-being and safeguarding children. The safeguarding information that will be shared with you all today will be in line with the All-Wales Practice Guides (2021) which states information sharing is a key element to safeguarding practice and can prevent our pupils, families and ourselves being safeguarded from abuse and harm.

I would just like to take a moment to share information following observations by concerned staff last week with a pupil in KS2 this led to a single point of contact referral which has now resulted in a Section 47 being raised with one of our families. According to Section 3 Part 1 of the Wales Safeguarding Procedures (no date) during the section 47 social services are gathering information consider if the child is suffering or at risk of suffering harm.

Due to this specific case and dad being considered a risk to the children we are taking this opportunity to review our safeguarding practice. I will be setting up a safeguarding working group, if you would like to be involved for your own professional development, please email me. According to Garvey (2017, p244) staff having the opportunity to develop professionally intertwines with their own personal development, it allows growth and to advance knowledge in specific areas.

With two new members of staff this is the prime time for us to conduct a safeguarding audit; throughout this audit we will be seeing how robust our safeguarding procedure and areas of improvement. The Local Authority's child protection officer will also be visiting to conduct a local authority audit and give us areas of development. This will be completed by the end of autumn term. Estyn (2022) states that there is an enhanced focus on assessing the school's safeguarding culture and leaderships safeguarding arrangements will be analysed thoroughly as leaders set the foundations in creating a robust safeguarding culture in school. As a team we will be working together to complete the provider self-

evaluation form for safeguarding and children protection procedures, set by Estyn which allows the opportunity on reflecting beyond our safeguarding culture but also our health and safety practice (Estyn, 2024).

Following on from Kelly's update can I stress the importance of filling out HS3 forms when a child is displaying physical aggressive behaviours. Under the first aid guidance set by Swansea Council, (no date) it outlines these forms needs to be filled out with accurate information. HS3 forms will be scanned and emailed to the Local Authority where there will be a record of incidents and support will be offered from the health and safety officer. This is a specific area that we will be reflecting on throughout the safeguarding audit.

The next item on our agenda is consistency of foundation phase classroom practice and environment, over to you Lyndsey.

Thank you, Lyndsey, Jack when you are ready the floor is yours.

Thank you, Jack. Continuing with the agenda, Molly if you can present your update.

Thank you, Molly. We will now receive an update on parental support and an action plan from Cerys. Thank you, Cerys,

Before we end the staff, meeting is there any other business or concerns anyone would like to raise.

Thank you all for your input throughout today's meeting. Just to recap I will forward the minutes and next steps so we can review at our next meeting when the two new members of staff have joined our team, and I will look forward to developing a safeguarding working party.

Can I just end by thanking you all again for your passion in supporting our pupils, families, community, and each other. Without this team none of this progress would be possible and I appreciate you all for always going above and beyond to provide our pupils with a safe space. Thank you all.

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