

Agenda for Monthly Nursery Staff Meeting

Date: 05/12/2024

Time: 17:00pm

Location: Cardiff Star Nursery

1. Welcome and Apologies

Opening the meeting and welcoming everyone.

Note apologies from those unable to attend.

2. Preparing for a New Staff Member

- a. Discussing induction plans for Alice, our new Early Years Practitioner.
- b. Assigning a mentor and ensuring all necessary preparations are in place for her start.

3. Updates on the New Curriculum

- a. Reviewing key elements of the Curriculum for Wales.
- b. Planning next steps for implementing it into our routines.

4. Incident Review: Playground Safety

- a. Reflecting on a recent incident in the playground.
- b. Identifying any gaps in supervision or procedures and discussing improvements.

5. Supporting Additional Learning Needs (ALN)

- a. Updates on children with additional needs.
- b. Sharing strategies to support inclusion and development.

6. Staff Training: Allergy Management and EpiPen Use

- a. Reviewing policies for managing severe nut allergies.
- b. Preparing for upcoming staff training on administering an EpiPen.

7. Any Other Business (AOB)

- a. Open floor for additional matters or questions.

8. Summary and Action Points

- a. Recap of decisions made and next steps for all agenda items.

Reference List

Care Inspectorate Wales (CIW). (2023). *Regulatory Guidance for Childcare Providers*. Cardiff: CIW. Available at: <https://www.careinspectorate.wales>

Curriculum for Wales. (2022). *Supporting Early Years Education*. Cardiff: Welsh Government. Available at: <https://hwb.gov.wales/curriculum-for-wales>

Food Information (Wales) Regulations 2014. Available at:
<https://www.legislation.gov.uk/wsi/2014/2303/contents/made>

Health and Safety at Work Act 1974. Available at:
<https://www.legislation.gov.uk/ukpga/1974/37/contents>

Public Health Wales. (2023). *Allergy Management in Early Years Settings*. Cardiff: Public Health Wales.