

2413474 – Joelle

1301321 – Bobby

2408243 Cody

2408332 – Gwawr

2418872 – Gemma

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Appendix; I haven't used AI to help support me, with this assignment.

 SUNSHINE NURSERY – STAFF MEETING AGENDA

Monthly Staff Meeting

Date: 24th November 2025

Time: 7pm

Location: Nursery Staff Room

Minute Taker: Gwawr Lewis

In attendance

Bobbie – Staff training Lead

Gwawr – Incident officer

Cody – ALN coordinator

Joelle – New staff starter Lead

Gemma – Parent Partnership Lead

AGENDA

1. Welcome and Purpose of Meeting
2. Gwawr – Incident review
3. Cody – ALN lead, new starter
4. Joelle – New starter Leader, New member of staff

5. Gemma – Parent Partnership Lead, improving parent partnerships with the nursery

6. Bobbie – Staff training Lead, staff training discussion.

7. Any questions

Afternoon everyone.

My role in this nursery is Nursery Nurse Lead. Part of my role is to welcome and train all of our new starters. I guide them through our routines, explain their new responsibilities, and help them understand what their day to day work will look like and how we work here at Sunshine's.

Within this meeting, I have decided to use a collaborative and democratic style of leadership, as this will allow me to consider other people's opinions and thoughts when training new staff members. This approach is supported by Kurt Lewin's Leadership Theory, which highlights that democratic leadership encourages staff involvement, values their input, and leads to higher motivation and better outcomes (Channell 2025). If you have any suggestions or feedback, please speak to me at the end of the meeting so that we can use your ideas moving forward and continue to work effectively as a team.

Going through our process, after the new staff member completes the interview stage, we must ensure that the candidate has the correct DBS check and that all mandatory pre-employment checks are fully completed. This includes obtaining and verifying all required references before the new start can begin their role in the nursery setting or attend an induction day. Once everything is in order, I will arrange their induction. The reason for this is to ensure that all safeguarding requirements are met and to maintain a safe environment for the children in line with the Statutory Framework underlines within the curriculum for Wales (Welsh Government 2022).

Having an induction day is an important part of their starter journey with us, as it gives them the chance to get to know the environment, meet the team, and start to feel comfortable and confident in their role.

During this, I will take them on a full tour of the nursery, including all rooms, outdoor spaces, and key areas. They will begin to understand the environment from the child's perspective and see how each space supports different stages of development. They will also be introduced to the team, which helps you build early professional relationships and ensures that they feel part of a secure, supportive network. This is important not only for staff wellbeing but also because strong, consistent adult relationships positively influence children's emotional security,

linking directly to Bowlby's Attachment Theory, which highlights the importance of familiar, responsive adults in promoting healthy attachment (McLeod, 2025).

I will then guide them through our daily routines, from morning setup to end of day procedures, this will help them understand how structure creates routine for children. According to Cherry (2024), this is something supported by Piaget, who emphasised the importance of routine and repetition in children's cognitive development. The new start will also learn about their key responsibilities, including supervision, planning, safeguarding, and supporting children's learning and development. This connects with Vygotsky's Social Learning Theory, which emphasises the role of adults as crucial scaffolding for children's learning (Cherry 2025), and links with Bronfenbrenner's Ecological Systems Theory, which recognises that practitioners form a vital part of a child's immediate environment (Sincero 2012).

This induction process also connects to the McKinsey 7S Model, which looks at seven important areas that need to work well together for an organisation to run smoothly: Strategy, Structure, Systems, Shared Values, Style, Staff, and Skills. By going through our routines, expectations, values, and leadership approach, new staff can see how everything fits together in the nursery. This ensures everyone is on the same page, helps the team work well together, and supports the best outcomes for children's learning, safety, and wellbeing (McKinsey & Company 2028). McKinsey also highlighted that these seven elements are interconnected: a change in one area affects the others. By considering all seven together, we can improve as a team and create a more holistic approach. However, if one of these areas is overlooked, it can negatively impact the rest. As a team, we need to pay attention to all seven elements to be successful and maintain high performance.

I will also cover all health and safety and safeguarding expectations, including hygiene routines, first aid procedures, and how we maintain safe environments in line with statutory guidance. This includes understanding your legal responsibilities under the Children Act 2004 (GOV.UK 2004), Working Together to Safeguard Children (Gov, 2025), and Keeping Children Safe in Education (Gov, 2024).

These frameworks ensure that all staff know how to recognise, report, and respond to any concerns, placing the child's welfare at the centre of all decision making, as required by law and by the Early Years Foundation Stage (EYFS). However, if a new

employee does not yet have the essential training required, the team will support them in accessing the appropriate courses so they can develop the knowledge and skills needed to meet these expectations.

During the introduction process of visiting the nursery, we also spend time looking at One Page Profiles, children's IDPs (Individual Development Plans), and any relevant statements. We do this because it helps us understand each child as an individual, ensures we can provide consistent and appropriate support, supports inclusive practice, and helps you understand each child's current goals so that you can contribute to their holistic development. According to Abbot (2020), this approach links to Maslow's Hierarchy of Needs, as gaining this information allows us to meet each child's emotional, social, and safety needs, creating the secure foundation they require before effective learning and development can take place.

After reviewing the OPPs and IDPs/statements, the new staff member will need to shadow experienced staff to understand the needs of individual children, particularly those with more complex requirements. This ensures they gain a clear understanding of each child's specific needs and can provide consistent, appropriate support. Cody, as the ALN coordinator, can you liaise with the new staff member to arrange a further mentoring session to support this learning and build their confidence in meeting these needs effectively.

Finally, we introduce our nursery values and ethos, helping them understand the approach we take with children and families, and how our practice is built on nurturing relationships, high quality interactions, and inclusive, child centred learning that supports every child's development and wellbeing. This understanding forms an important part of the induction process, as it helps staff see how their role fits into the bigger picture of the nursery and the team.

Thank you for listening as I went over how we welcome and train new staff members here at the nursery. I hope this agenda point has helped you understand the process. It's also useful so that, if I am ever off, someone can cover this role, ensuring the nursery always operates as a team to support the children's learning, safety, and wellbeing, while helping new staff feel comfortable.

We've also looked at some key theories and frameworks to show the importance of strategy, structure, systems, values, and skills. By keeping these ideas in mind, we

can work more effectively together, support each other, and make sure every child in our care has the best start possible.

If you have any questions or thoughts, please don't hesitate to come and speak to me after the meeting. Remember, your input is valuable, and it's working together as a team that makes our nursery successful. Thank you again for your time and engagement today.

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