

I acknowledge using Grammarly (<https://grammarly.com/>) on November 26th 2024, to check my already completed work. This program was on my computer and automatically prompted suggestions on Microsoft Word.

I acknowledge using Copilot ([Microsoft Copilot in Bing](#)) on the following dates with the following prompts.

AI Prompts on 13/11/2024

- Early years theorist Vygotsky suggests that consistency with adults is advised. Certified references that support this.
- UK & Welsh Government employment law resources

AI Prompts on 25/11/2024

- Mentoring in the early years, certified resources.

I hold one draft of my work before using Grammarly on my university OneDrive.

I do not hold any drafts of my work before using AI as i did not write anything before these prompts. AI prompts allowed me to access alternative resources.

I confirm that I have not presented any AI-generated text as my work.

ECEY5006 Leadership and teamwork in the early years

Hayley: Hello everyone and good afternoon. Thank you all for attending today's meeting. I hope you are all well and settling into the new term.

Hayley: Even though I am the deputy head teacher, due to long-term sickness I am also acting head teacher in the absence of Mrs. Harrod.

Now that we are all here, can I check you have all received a copy of the agenda?

All: Yes

Hayley: Great, would anyone like to volunteer to take the meeting minutes?

Bianca: I am happy to take the minutes, no problem.

Hayley: Excellent thank you Bianca.

Firstly, please record the apologies for Mrs. Harrod and can we do a round of introductions for the minutes?

Bianca: I'm Bianca, Intervention Lead.

Sheridan: I'm Sheridan, Family Liaison Officer.

Jess: I'm Jess, Nursery Class Teacher and Mentor.

Ellin: I'm Ellin and the Additional Learning Needs Co-Ordinator.

Hayley: To start things off I will give feedback on the actions from the last meeting.

In the summer term, concerns were raised regarding staff sickness. There were episodes where staff did not call into work or share updates on their conditions during their absence.

I would like to remind you that all employees can take up to 7 days of self-certification sick leave before needing to provide any proof from a health professional called a Statement of Fitness (fit note) (UK Government, 2012).

The Attendance and Wellbeing Policy has now been circulated to all existing staff. If I can draw your attention to section 4.22, it states it is your responsibility as the employee to notify the head teacher or senior staff member on your first day of absence. If for any reason you cannot do this, please ensure your next of kin or representative makes contact (Cardiff Council, 2016).

In addition, section 4.25 says that it is also the responsibility of the employee or someone acting on their behalf to make contact each day thereafter for the next four days until a Statement of Fitness for Work is submitted (Cardiff Council, 2016). UK Government (no date a) recommends that fit notes are completed and issued following an assessment of their health and work by a health professional such as a doctor or nurse practitioner managing their care plan.

ACAS (2023) states that a return to work is not a legal requirement, however, there should be informal conversations between employee and manager to ensure the employee is ready to return to work. These conversations help monitor the employee's return to work by managing their health and acknowledging their condition whilst being supportive and patient (CIPD, 2021).

Has everyone received the Attendance and Wellbeing Policy?

ALL TO AGREE

The other actions link to the topic on the agenda for me to present. So, I'll move on to this.

New starters and Induction preparation.

At the end of the summer term, we lost a few members of the existing team. Since September we have all worked together to support flexible working practices in delivering the curriculum to our children (Department for Education, 2023).

This has provided the children with consistent and secure relationships to support their emotional and learning development (Holmes, 2014). Palm (2024) suggests that Lev Vygotsky's theory believes consistent familiar support from a knowledgeable adult empowers children's learning.

I can now confirm and share the good news that we have conducted a recent recruitment process and have successfully appointed two full-time, term-time only teaching assistants. Social Care Wales (2024) suggests that as employers we must provide a positive and safe recruitment selection to protect children, develop a knowledgeable workforce and attract values and behaviours that match the workplace ethic.

In line with UK Government (no date b) their qualifications have been approved by the Department of Education. The qualifications approved are the CACHE Level 2 Certificate in Working with Children in Early Years and Primary Settings and CACHE Level 2 Diploma for the Early Years Practitioner (NCFE, 2023).

In Wales, all schoolteachers and teaching assistants will need to be registered with The Education Workforce Council (EWC) which was established by the Education (Wales) Act 2014 (Education Workforce Council, no date). The National Assembly for Wales (2014) believes that EWC helps contribute to the quality and standards of teaching and learning in Wales and maintains professional conduct with teachers and teaching support staff. Furthermore, the legislation now in place since 1st April 2015, is prominent with Vygotsky's theory which supports ideas that effective learning practices positively contribute to the quality of standards with teaching and learning (University of Phoenix, 2021).

Jess: Hayley, do you know when the likely start dates are for the new starters?

Hayley: Unfortunately, no. There are many stages of pre-employment checks that we need to conduct before we can agree on a start date. These are their right-to-work check, employment history references, national insurance check and carry out a Disclosure and Barring Service (DBS) (UK Government, 2023).

NHS Employers (2024) say that a DBS is a background check of any criminal history that is recorded and stored outlined in the Data Protection Act 2018 and when applying for a DBS employers must indicate which workforce the individual will be working for i.e) adults, children or adults and children. Alternatively, if the employees are registered with the DBS Update service, employers can request permission to view the original DBS instantly on a free online check (Early Years Alliance, n.d). UK Government (no date c) suggests that DBSs are in place to help employers make safer recruitment decisions.

In preparation for the new starters, Jess has kindly offered to support some mentoring opportunities. Jess is that still the case?

Jess: Yes, with all my ongoing work regarding the EYC and them being employed for early years provision it will be beneficial to their training.

Hayley: Absolutely Jess, mentoring is a focused learning opportunity of the day-to-day experiences that provide key development on the process through early-year settings (Aubrey, 2016).

Lindon and Lindon (2011) encourage managers to be self-aware of what is humanly possible during the induction period of new staff. Ragins and Kram (2017) believe that sharing mentoring duties with other team members will minimise the stresses and strain making it a positive experience for all.

However, there are challenges with this, new starters may not be as experienced in a particular subject area and therefore will require further mentoring opportunities and this will be appropriately supported by different members of the team (Hayes *et al*, 2019).

As this is ongoing and we are still awaiting start dates for the new starters, I would welcome more volunteers to support the mentoring induction plan. This is an opportunity to take leadership in developing awareness of your learning gaps and ability to give and take constructive feedback (Scottish Social Services Council, 2015).

Bianca, let's pop that down for an action to circulate a staff newsletter to encourage mentoring opportunities.

Bianca: That's noted Hayley.

Hayley: Thank you. Well, that concludes my part shall we move on to the next topic on the agenda, Jess, are you happy to continue?

Introduce next topic on agenda

Hayley: Thank you, Jess, that was helpful. Elin, shall we go to you next with an update on ALN PCP meetings and IDP process?

Introduce next topic on agenda

Hayley: Excellent Elin, can we all just reinforce the importance of these meetings as they may disrupt the daily school routine, thank you. Bianca, you are next on the agenda, are you happy to continue regarding the New Intervention being introduced in the school?

Introduce next topic on agenda

Hayley: Bianca and Elin it might be worth arranging some time together to agree on appropriate recognised interventions for the children of concern, that can be implemented into IDP's. Would you both agree?

Bianca: Of course, this can be looked at as a targeted approach with all IDPs.

Elin: Agree, I'll organise dates after the meeting today.

Hayley: Great, thank you. Finally, we have Sheridan. Please present your topic regarding your recent involvement in providing Family Engagement as a Family Liaison Officer (FLO).

Conclude the meeting

Hayley: Thank you, Sheridan that is great.

Finally, is there any other business anyone would like to discuss?

Bianca: Elf day next week and need reminders sending out to parents.

Hayley: Absolutely we must not forget the Christmas festivities! I'll do this before i leave today.

If there is nothing else, thank you all again for attending today and presenting your agenda topics. Bianca, you can circulate the minutes to everyone in a timely manner. The next meeting will be Thursday 19th December at the same time of 4:30pm with a proposed bring a plate dinner as it's our last day of term before Christmas.

As always, my doors is always open if you wish to discuss any matters in-between meetings and thank you all again for attending today. Enjoy the rest of your evenings.

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