

Leadership and Teamwork in the Early Years

Monthly Service meeting – Primary Educational school setting

Friday 13th of May- 11:00 - 12:00

Attendees:

2014780: Danielle Davies (Headteacher)

2014257: Stacey Hopkins (Deputy Headteacher)

2006255: Natasha Cooney (Year 1 Teacher and Foundation Phase Coordinator) (FPC)

2009308: Viki Walsh (Additional learning need practitioner year 1) (1-1 ALN)

2004452: Caitlin Montgomery (Year 2 Teacher and School's Designated Safeguarding Officer) (DSO)

1. Apologies and Attendances

1.1 There are no apologies to make as all invited individuals are here in attendance.

2. Early Years Mental health – (Headteacher)

2.1 Discussion of government funding

2.2 Discussion of previous monthly meeting

2.3 Discussion of overall actions for the arising issue

3. Attendance - (Deputy Headteacher)

3.1 Discussion of overall low school attendance

3.2 Discussion of identified individuals who are in the risk category

4. Maternity leave and update – (Year 1 teacher and FPC)

- 4.1 Discussion of Year 1 update
- 4.2 Discussion of leaving arrangements
- 4.3 Discussion of transition of maternity cover staff
- 4.4 Discussion of responsibilities and next steps

5. Identified Hygiene issues (year 1 ALN 1-1)

- 5.1 Discussion of Identified child with hygiene issues
- 5.2 Discussion of health and well-being
- 5.3 Discussion of support and partnership with parents

6. Transition and behaviour – (Year 2 teacher and DSO)

- 6.1 Discussion of a child transitioning from a new school setting
- 6.2 Discussion of violent behaviour arising
- 6.3 Discussion of changes within the home
- 6.4 Discussion of safeguarding awareness

7. Any other business

Next meeting Monday 13th June: Monthly team leader meeting: at the school premises, the time will be confirmed later to date.

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