

Staff Meetings Policy

Staff meetings will be held on a regular basis. These meetings will be organised by the Leader/ Manager.

All staff members will have an opportunity to contribute to the agenda for these meetings.

The Leader/Manager will draw up a summary of the discussions/ decisions taken at the meeting and these records will be retained within the setting. A copy will also be provided to the Principal for consideration, where appropriate by the Management Committee. The Principal may also from time to time attend the meetings.