



HOLY TRINITY ENNISKILLEN

Preschool Staff Meeting Policy

Policy approved by Board of Governors

Dated

Signed

Review Date

Holy Trinity Preschool

Staff meetings will be held on weekly/daily basis. These meetings will be organised by the Preschool Leader/Principal.

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

The leader/Principal will draw up a summary of the discussions/decisions at the meeting and these records will be retained within the setting. A copy will also be provided to the principal for consideration and where appropriate for the Board of Governors. The principal may also at times attend the meetings.