

# Fun 4U Club

## 33.6 Staff Meetings policy

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### **Principle**

Fun 4U Club believe it is necessary in best management to have regular staff meetings.

### **Statement of intent**

Fun 4U Club believes that

- A formal meeting help concentrate and focus the staff members on the subject in question.
- When meetings are formally minuted, there is less changes of confusion between staff because the minutes are available for consultation afterwards.
- Meetings provide a platform for staff to raise issues that they would not be raised in the normal daily routine of the setting.

### **Procedure**

- Staff meetings should be held once a month in the facility this is the responsibility of the Facility Leader to hold and chair this meeting.
- An agenda should the formulated of any issues that may have arose from the last meeting.
- If there is any issues that may need the response of the management a member can be asked to attend the meeting.
- The minutes of each meeting should be taken for future reference.
- All staff should be given an opportunity to bring voice their opinion of the matters in the agenda.