

Sample agenda:

What to discuss at a PAG meeting

Below is a sample agenda for the first meeting you might like to use or adapt to get things moving. After the first meeting, you can shape meeting agendas in the direction the PAG wants to go.

At the first meeting, if you don't already have a PAG Convener, your representative educator will usually chair the meeting. Don't worry if you can't cover all of this in the first meeting, you can pick it up in the next one!

Agenda item	Example questions/content
Introductions	<ul style="list-style-type: none">• Everyone to introduce themselves - share details of your child, how long you've been involved in the service, and anything you'd like to gain from being part of the PAG
Terms of Reference	<ul style="list-style-type: none">• Review the sample Terms of Reference• Raise any questions• Share aspirations for the group and the service
Reflections and learning	<ul style="list-style-type: none">• Any previous PAG members can share a history of their experience and achievements• Educator to discuss their hopes for the PAG and share examples of types of activity done in previous years
PAG goals and roles	<ul style="list-style-type: none">• Brainstorm ideas for what you'd like to achieve together• Begin thinking about how you might find out more about the families who are accessing the service and how you can include them• What activities can you set up to create a sense of belonging for everyone?• What strengths, interests, capabilities are held in the group?• Who will be the Convener?• Are there any other roles that would help? (E.g. Social Coordinator/Community Liaison, etc.)
Working together	<ul style="list-style-type: none">• Discuss how you'd like to work together: how often to meet, how to communicate• What values and behaviours do you want to demonstrate? (Consider drafting a working together agreement)• Consider setting up Yammer PAG network access
Future meeting dates	<ul style="list-style-type: none">• Set a date for the next meeting (minimum once a term)• Plan the agenda items for next meeting (e.g. Plan annual calendar of events/activities)

For further advice, please speak with your local Area Manager or email community@ecms.org.au



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