|  | **Date of meeting** | **Topic** | **Person in charge** | **Date to be submitted to online forum** |
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| March 2020 | 02/03/20  10am | Duty of Care  Privacy and Confidentiality  Code of Conduct- Board and Staff / Volunteers  The Service Model  Financial Management  Business and strategic planning  Governance Policy and Procedures for Board | Viv | 17/02/20 |
| April 2020 | 20/04/20  3pm | Material aid  Emergency procedures | Barbara | 06/04/20 |
| Child Safe Policy | Jay | 06/04/20 |
| Client safety  Services for children | Viv | 06/04/20 |
| June | 02/06/20  3pm | Client welcome and Induction | Kate | 19/05/20 |
| Expectations of Behaviour and conduct for clients  Rainbow tick | Mark | 19/05/20 |
| Risk policy and procedures [Risk Management]:  Insurances  Management of risk  Risk appetite  Risk register  Risk protocols for common scenarios  Staff and volunteer risk  Client risk  OH&S | Viv | 19/05/20 |
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| July | 13/07/20 | Personal Care Services Protocols eg laundry, shower and boundaries of staff and volunteers | Jay | 29/06/20 |
| Food Handling | Joan | 29/06/20 |
| Managing Challenging Behaviours | Lynette | 29/06/20 |
| Eligibility protocols  Referral and Information | Mark | 29/06/20 |
| August | TBC | Human Resource Policy [Workforce] including  Scope of practice  Induction  Professional competencies required  Performance measurement and review  Professional Development  HR files and common practices  Integration of volunteer and paid workforce  Clients as volunteer workforce  Practice ethics eg Australian Community Work Practice Guidelines | Jay | tbc |
| Draft Constitution for Lilydale Lounge to become incorporated | Viv |  |
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