



Information Sheet

Chairing Early Years Networks meetings

Effective meetings are those with efficient time management and clear purpose.

As a Chair, you will need to ensure:

1. There is a clear agenda:
 - a. including items that benefit from discussion and avoiding items that could be addressed via email
 - b. relating to the Action Plan of the Network
 - c. including an Acknowledgement of Country
 - d. including an update on action items from the last meeting
 - e. distributed a few days before the meeting and including a short description of the meeting objectives
 - f. listing the topics to be covered, who will address each topic and for how long
2. The meeting follows the agenda closely, including the timeframes. This includes starting and finishing the meeting on time
3. Action items are assigned to members, with their consent, as they are discussed. Ensure each item has an action assigned to it, unless it is for information only
4. There is a summary of discussions and resolutions at the end of the meeting, as well the accomplishments, decisions and next steps
5. The meeting minutes / action list are distributed promptly
6. The members participate, actively listen, are respectful and open to diverse perspectives
7. There are opportunities for all members to participate and engage



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An inclusive, focussed meeting is more likely to obtain strong levels of engagement.

[There are Agenda and Minutes templates available.](#)

More information

To find out more about Early Years Networks, please visit our website or contact:

- **Web:** www.communities.wa.gov.au
- **Email:** EY@communities.wa.gov.au
- **Phone:** 0478 962 339 or 0481 061 924

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