



## **SouthEast Focus Care Limited**

### **Meeting Minutes**

**Meeting Title:** Monthly Staff Minutes

**Date:** 26th April 2025

**Time:** 12:30 PM – 01:50 PM

**Location:** Microsoft Teams

**Facilitator:** Florence Chihowa

**Minute Taker:** Michael Asante (Community Team Lead)

**Apologies:** Michael (for delay of original meeting)

**Staff Attended:** Clara Chihowa (Registered Manager) \* Abigail Pokuaa Karikari \* Agnes Ofosua Asifiri \* Boluwatife Oyedele \* Tendayi Nhira \* Elijah Adeleye Oyedele \* Idah Chingombe \* Kazeem Ade Adejumo \* Tanaka Musiyamhanje \* Farlen Shoriwa, Thabani Chris Mdlongwa \* Vida Amevor \* Langutani Muchokore \* May Aideloje \* Patricia Sibanda

### **Staff Introductions and Wellbeing Checks**

- All team members participated in personal introductions and shared reflections on their current workplace experiences.
- Emphasis was placed on the significance of staff wellbeing in delivering effective care to clients.

- Staff were encouraged to utilize available channels and support mechanisms to voice concerns.
- Individual challenges affecting wellbeing should be brought forward to ensure tailored support.

### **Annual Leave Entitlement**

- Staff were reminded of the methodology used to calculate annual leave.
- It was reiterated that the financial year commences in April, from which annual entitlement is determined.

### **Spot Checks and Audit Findings (Presented by: Mike and Clara)**

- **Staff Identification:** It was noted that some staff members continue to neglect wearing official ID badges.
- **Skin Integrity Protocol:**
  - Staff are permitted to photograph areas of concern following client consent.
  - Photographs must exclude any patient-identifiable features.
  - Approved images are to be uploaded to Care Control notes.
- **Lateness Monitoring:** Team Lead is tracking punctuality using login records.

### **Medication Audit**

- Staff must maintain a minimum stock level of two units per medication.
- Upon depletion, notification should be directed to Clara, who will liaise with the surgery for prescription renewal.
- Mike will collect prescriptions when delivery services are unavailable.

### **Appointment Support**

- Staff requiring time off to attend personal appointments must inform Florence in advance.
- Florence will ensure the necessary coverage and support are arranged.
- In instances where Florence is unavailable, Mike and Zack will provide assistance.

### **Training and Development**

#### **Upcoming online training modules provided by Training to Care Limited include:**

- Self-harm Awareness
- Managing Depression
- Anxiety Support
- General Mental Health and Wellbeing

### **Company Updates**

- The organisation is currently awaiting the outcome of due diligence procedures from Hampshire County Council.