



Committee of Management –
MEETING MINUTES

Held Tuesday 12th February 2019 – 7.00pm

Attendees:	Director: Janice Semple President: Geoff Kaandorp Vice President: Aislinn Guthrie-Jones Kinder Consultative: Kelly Chandler Kirsten McGregor	Geoff Kaandorp Rebecca Gill Anna Cramer
Apologies:	Shaun Begley Alastair Doherty	

Minutes confirmed from December 2019 meeting by Rebecca

President Report - Geoff

- Introductions.
- Talked through some of the roles of the committee. In more detail in the constitution (available on the website). Reminder of requirement for confidentiality.
- Christmas calendar – checked dates ok for closure and for Xmas concerts. Confirmed. Dates to go in newsletter.
- Complaints from parents regarding photographer. Janice will try to get old photographer back.
- ZIP tap – staffroom tap broken. Janice will seek quotes for replacement as current tap is deemed too broken to be fixed.
- Possibility of moving committee meeting permanently to the second Tuesday of the month discussed. Decision made to leave it on the third Tuesday.
- Looking at the strategic plan – we need to redesign the website, particularly in light of new centres opening. Website is also an important tool for communicating with parents. Also should set out ethos and ideals of centre – ie why Storypark is not used.
- Aislinn and Janice will look at costs for a new website to be produced and managed.

	On the waitlist at present	Acquired spots in Nov/Dec	Applications so far 2018	Vacancies
Joey	59	15		0
Possum	38	5		2
Koala	46	3		0
Kookaburra	20	3		0
Purple	4	2		2
Total	167	28	7	4

Janice

- QIP is not finalised. After attending a training session on QIP writing in January, Nellie and Janice will be looking at our QIP and making necessary changes. A consultant will also be coming in to give guidance on Quality Area 7 (Management).
- Car Park Update: the council have not been in touch yet to confirm start dates. Suggestions were made on including a sign in the carpark to remind parents not to leave children unattended, a sign showing the speed limit and a zebra crossing path to the gate.
- OH & S – no fire drill so far this month. One is upcoming.
- Child Safety Standards – all members of staff must now complete mandatory reporting. This policy and others will be updated this month.
- Bunnings account card is active and working.
- The Christmas tree sale from the carpark raised \$2,000.
- Speedyways skip due on the 21st December.
- The cleaners will be in over the holidays.
- 7th January is setup day for the staff with CPR training in the afternoon.

Kinder

- Kinder numbers are down throughout the Hobsons Bay area.
- New private centres are opening, meaning kinder is often integrated with LDC.
- Do we need to look at days and times of sessional kinder?
- Open day needed?
- Janice was thinking of a STEM night in August for current families.
- A consultant from Officeworks has been in to discuss pricing for a banner.
- Rebecca suggested advertising in the MCHC and 'Mama Mag' or 'Mamma knows West'.
- 7th January is setup day for the staff with CPR training in the afternoon.

Kinder Update - Janice

- Kinder vacancies:
Green – 3
Yellow – 4
3 year old kinder – 2

Kinder Consultative – Kelly

- First meeting of the year, so lots of introductions.
- DET representative present. Talked about funding.
- Talked over the new structure of ELLA.
- Training day discussed.

Treasurer's Report - Rebecca

- Operating profit is higher than usual at present.
- There is however a loss anticipated due to the Christmas shutdown and leave adjustment.
- YTD is close to forecast.
- Main movements are in wages.
- It is best to stay with lower assumptions for kinder numbers due to the impact on the budget.
- The next budget is due in April.
- An analysis is needed on employee provision cover – time needs to be set aside for this.

Correspondence In

- Kinder parent survey.

- Complimentary email from parent.

Correspondence Out

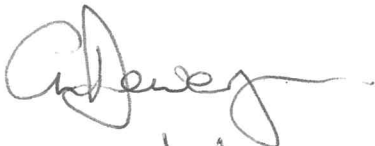
- Hobsons Bay City Council wants committee members contact details.
- Emergency Management plan to Hobsons Bay City Council and the DET.

New Business/Other

- Still interviewing for new cleaner.
- Training day is on Saturday 23rd February.

Meeting closed: 8.35pm

Next Meeting: Tuesday 19th March 2019 7pm.


19/3/19

