



Committee of Management –
MEETING MINUTES

Held Tuesday 19th March 2019 – 7.00pm

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

Apologies:	Kirsten McGregor
	Rebecca Gill

Minutes confirmed from December 2019 meeting by Rebecca

President Report - Geoff

- Introductions.
- Talked through some of the roles of the committee. Reminder that committee members need a WWCC.
- Kinder training update. Alastair related that members can Skype in to meetings if numbers are low. Janice will add to committee policy. Aislinn fed back on finance aspect of training and ratio information.
- Slides and handouts from training will be emailed around.

	On the waitlist at present	Acquired spots in Feb/Mar	Applications so far 2019	Vacancies
Joey	44	1		0
Possum	17	1		3
Koala	41	0		0
Kookaburra	4	1		1
Purple	19	0		0
Total	126	3	18	4

Janice

- We now have a child protection and health and safety display in the foyer including a helpline number.
- ELLA – will be negotiating for kinder staff for payrises. Decision will have to be made on how much we withhold in the budget to accommodate this.
- On the 5th March a fire drill was held. Wheels fell off one of the cots from the Joey room. This is now fixed – 2 new cots have arrived.
- From the 1st March all childcare workers need to complete mandatory training.
- QIP – Janice, Nellie and Robyn attended training. QIP needs re-doing in line with suggestions from training. Room Leaders are involved in feeding in centres strengths for report.
- Policy documents are being re-signed at present.

- One child in the centre has been diagnosed with whooping cough. All families and Health Register have been notified.
- Old photographer is unable to come this year, new photographer coming to quote.
- The carpark will no longer be done this year.
- Potential defibrillator on offer from Bendigo Bank – waiting to hear back.
- ZIP tap installed.
- In line with the Forgotten Child Policy, families will be called after 10.30am if they have not signed into the centre.
- New cleaner has started. Contract in negotiation stage.
- 13th March – electrical testing occurred.

Kinder Update - Janice

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

Treasurer's Report - Rebecca

- Email read out by Janice.
- All tracking well. We are ahead as lower Kinder numbers are being made up by LDC numbers.
- Rebecca and Thao are currently writing the new budget.
- Janice is still phoning around on outstanding debts.

Correspondence In

- Website grant information.
- Details on Kinder Consultative Meeting.

Other Business

- Website quotes to be looked at by Aislinn.
- Code of Conduct policy to be updated.

Correspondence Out

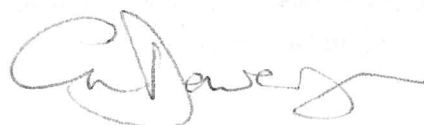
- Letter to Bendigo Bank regarding Defibrillator (Posted 14th February 2019)
- Email to families : New Policy , Forgotten Child Syndrome (Email 19 /02/2019)
- Mobil Grant Application emailed 26/02/2019 *Lets Discovery Lego*
- Smarty Grant Acquittal form emailed to Hobsons Bay Council (05.03.2019)

Correspondence In

- Mobil Grant (Email 14 February 2019)
- Zip Hydro Tap Quotation (email 15/02/2019)
- Email from a family regarding feedback (19/02/2019)
- Email from Jenny Denouden re Child Safe Standards (01/03/2019)

Meeting closed: 8.15pm

Next Meeting: Tuesday 16th April 2019 7pm.



16/4/19.