



Committee of Management –MEETING MINUTES

Held Tuesday 18<sup>th</sup> June 2019 – 7.00pm

---

Attendees:	Director: Janice Semple	Kinder Consultative:
	President: Geoff Kaandorp	Rebecca Gill
		Rebecca Caulfield
		Shaun Begley
		Alastair Doherty
		Anna Cramer
		Kelly Chandler
		Kirsten McGregor

---

Apologies: Carey Dewerson  
Aislinn Guthrie-Jones

---

**Minutes confirmed from May 2019 meeting by Kelly Chandler**

Update – President

- Welcome to the committee members.
- Inspection update:
  - The Inspection has been undertaken.
  - Geoff was interviewed about Quality Section 7, his thoughts on the educational focus of the centre and the role of the Committee. They also questioned about the financial viability of the Centre.
  - The Committee acknowledge the hard work and effort that was put into the inspection process by Janice Semple and the staff.
- Hobsons Bay Community Fund – **Geoff** will report back on this next meeting.

Update/Report – Treasurer

- Financial Report – Results for May showed a small loss, this was due to the leave provision and inspection related costs. It is anticipated that June could be a loss month as well, but YTD the Centre should break even.
- Current fee structure for Kinder is \$434, we had anticipated an increase to \$450-460 (i.e. around 2.8%) in next year's budget. The Council has suggested that the increase should only be 2%, and give a range of pricing, which we are still under. There is a Kinder consultative meeting this next week, that Kelly will attend, and give feedback to Rebecca after that. Letter to the Council to be drafted to explain the increase, **Rebecca**. Possibly review what the other day cares in the area are charging for this service, **Rebecca**.

Update – Director

- Inspection – the Inspector was here for two days. There was a trainee with the Inspector. The draft report is due in 4/6 weeks. The Inspector complimented the centre on the feeling that the children are very involved and that there is evidence of participative learning in the Centre.
- QIP and Centre Philosophy – staff appraisals need to be on their anniversary, it's all on track. The Council will be updating the outside furniture. Staff newsletter is up and running and can be signed off. The Centre Philosophy is not up for review for another two years.
- OHS Fire Drill – not one in June due to activities related to the inspection.
- Child Safety Update – training was cancelled due to inspection.

- Policy Update – two policies need to be updated in July.
- Kindergarten Numbers – a number of additional children in the classes.
- Reconciliation Action Plan – this will be included into the website.
- Working with Children – **ALL** to forward their certificates to Janice.
- Staff thanks – staff say thank the committee for the hard work.
- Working Bee – thank you to all of those that participated in the day.
- New Menu – the new menu will be in place shortly; it is being reviewed by Nutrition Australia. Awaiting feedback and will have the new menu put shortly.
- Road Safety – need to pick a project for the grant and work out what to do. A survey to the families will be going out shortly.
- Beyond Blu Modularised Course – 12 (one hour) modules online, all to do with mental health. The staff are doing this course, trying to figure out how to get time for the staff to be able to participate in this.
- Tuning into kids – teaching kids to deal with their emotions. A course on this that will be investigated how many parents are interested in this.
- Web Site – ‘draft’/test URL will be sent to the committee to review. Some changes are underway. There will be a feedback facility on the new web site. New site should have links to AGM minutes, etc.

#### Waitlist May/June 2019

	On the waitlist present	at	Acquired spots in May/June	Applications for 2019	Vacancies
Joey	56		0		0
Possum	16		0		0
Koala	45		0		0
Kookaburra	4		0		0
Purple	14		0		0
<b>Total</b>	<b>135</b>		<b>0</b>	<b>37</b>	<b>0</b>

#### Correspondence In:

- Letter of confirmation from the Department of Education
- Three-Year-Old Kindergarten DET Update (email 30/05/2019)
- VMIA Incorporated Certificate of Currency (email 31/05/2019)
- Strategic Plan update (email 31/05/2019)
- Fair work Ombudsman increase to base rates (email 31/05/2019)
- Email letter from Megan Jung (Williamstown Church of Christ 03/06/2019)
- Email from Tienne Smith Fees, Session Times and 2 year Number for 2020 (07/06/2019)
- Funded Agency Channel (Notice of proposed Variation to Extend End Date of DET and ACFE 2015-2019 Service Agreement to December 2019 (email 06/06/2019)
- Kindergarten Consultative Committee Agenda (email Friday 14/06/2019)

#### Correspondence Out:

- Fee Letter Increase (Family Pockets 27/05/2019)
- Kindergarten staff changes (Family Pockets 02/06/2019) VMIA Incorporated Certificate of Currency to Hobsons Bay Council (email 31/05/2019)

### General Business

- Kindergarten Consultative Meeting Thursday 20th June 2019 (Kelly to attend)

### Ongoing Action Item

- Letter for the parent social representative for the classes, is being drafted. Intend to look at getting this going for July. May need a representative on the Committee, who will be able to manage and guide this initiative.

### New Business/ Other

- May consider looking at advising parents when there is sickness in the rooms. The 'Blue Book' gives direction on what to do. Janice will investigate using the email room-groups to advise parents in this respect.

---

Meeting closed: 7:53 pm

Next Meeting: Tuesday 23<sup>rd</sup> July 2019 7pm

A handwritten signature in black ink, appearing to read "Janice", is written in a cursive style.

