



Committee of Management –
MEETING MINUTES

Held Tuesday 17th September 2019 – 7.00pm

Attendees: Director: Janice Semple
Kinder Consultative: Kelly Chandler
Carey Dewerson
Anna Cramer
Kirsten McGregor

Apologies: President: Geoff Kaandorp
Alastair Doherty
Shaun Begley
Rebecca Gill
Aislinn Guthrie-Jones
Rebecca Corfield

Minutes confirmed from August 2019 meeting by Kelly

Chair Report

- Welcome.
- Nothing to report on QIP.
- Lockdown drill on 06/09. There were no issues.
- The Emergency Management Plan will be submitted by Janice this week.
- Nellie and Sally recently attended a Child Protection PD. The centre is aligned with best practice.

Janice

- The excursion policy is under review. The Kinder classes currently struggle to undertake local excursions due to the high ratio of staff to children (1 to 4). They have asked whether local excursions (to Woolworths etc) could be on a ratio of 1:11 – the same as in the centre. This will be checked with parents before the policy is changed. Any children in the group requiring extra support would mean an additional adult would attend. The incursion ratio of 1:4 would remain the same for under 3-year olds.
- The letters are done for 4-year old sessional Kinder and will be going out this week. Janice phoned any parents who didn't get the group they requested.
- The rooms for LDC are still being organised for next year.
- Jenny Denouden from the Council came to the centre on 05/09 to talk infrastructure. The centre is due for a council funded refurbishment. This isn't earmarked to happen for four years.
- The centre has been told it can't roll out 15 hours of three-year old Kinder with its current infrastructure. Still waiting to see if any building changes will be suggested.
- The Road Safety Project is now under Janice's remit. The funding for the upgrade of the carpark could be covered by a grant.
- ELAA are negotiating on behalf of Kinder staff for their pay award. Janice passed on an email from Fair Work Australia on this issue to staff on the 2nd September.

Treasurer's Report

- August and YTD revenue is tracking well against budget. Minimal room vacancies have helped.
- There have been no major cash or balance sheet movements.
- We are behind budget for payroll, but this is a timing variance, and will adjust in the coming months.
- The centre made a small profit in FY19.
- We will be moving some money from the operating account into provisions after Christmas.

Kinder Consultative

- Minutes sent out. Nothing else to report.

Kinder Update - Janice

- Kinder vacancies:
Green – 0
Yellow – 3
3-year old kinder – 0
Purple – 0

	On the waitlist at present	Acquired spots in Mar/Apr	Applications so far 2019	Vacancies
Joey	63	0		0
Possum	22	0		0
Koala	34	0		0
Kookaburra	23	0		0
Purple	16	0		0
Total	158	0	61	0

Correspondence In

- Email in on Learning CPR (09.09.19)
- DET Survey Final version (Email 21st /08/2019)
- Minutes – Kindergarten Consultative Meeting (22nd August 2019) by Email on 2nd September 2019
- Notice of employee representational rights VECTA Consultation by email on 2nd September 2019

Correspondence Out

- AGM letter to parents
- Days for 2020 Emailed to the families 29th August 2019
- AGM letter /Invitation Family pockets 26th August 2019
- Notice of employee representational rights – VECTA Consultation by email on 2nd September to the Kindergarten staff and by return email to ELAA
- Email to families about upcoming events – 6th September 2019

New Business/Other

- AGM presentation almost complete.

Meeting closed: 7.55pm

Next Meeting: Tuesday 19th November 2019 7pm.

