



Committee of Management –  
MEETING MINUTES

Held Tuesday 19<sup>th</sup> November 2019 – 7.00pm

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Attendees: Director: Janice Semple  
President: Geoff Kaandorp  
Kinder Consultative: Kelly Chandler  
Alastair Doherty  
Aislinn Guthrie-Jones  
Rebecca Corfield  
Carey Dewerson  
Jarrod Pohl

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Apologies: Anna Cramer  
Kirsten McGregor  
Rebecca Gill

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**AGM 2019 minutes to be confirmed at 2020 AGM**

**President**

- We will confirm the September minutes at the next meeting.
- Geoff reminded all committee members of the importance of signing and adhering to the confidentiality declaration.
- The committee questionnaire will be sent out shortly.
- Meetings will remain on the third Tuesday of the month for 2020.
- Kelly will be absent from the next meeting.
- Positions were considered for next year's committee:  
President – Geoff  
Vice – President - TBC  
Kinder Consultative – Kelly  
Secretary - Carey
- Aislinn will be resigning from her position as Vice-President some time at the start of next year. Thank you for all your hard work Aislinn.

**Janice**

- The QIP is in the process of being tied up for the year.
- A recent fire drill proceeded with no issues.
- The new excursion policy is working well.
- Purple Kinder had their orientation last week. Yellow and Green will have theirs prior to starting in January/February.
- There will be Parent/Teacher interviews offered in Term 1.
- The centre gardener has left. We could potentially start to use the funeral home gardener instead.
- Christmas update – all the books for the children are nearly all wrapped. Geoff is just confirming the fire engine for Santa's arrival. Santa is arranged.
- From a change to last year, parents will stay with children just prior to their performance.

- The brochure detailing the night's events will be distributed shortly to parents.
- Questions were raised regarding queueing for Santa – whether this could be done by room. Too difficult to limit people to only one time slot.
- Friday 13<sup>th</sup> Dec is the staff Christmas dinner. Vouchers are organised as gifts for the staff.
- New website has been well received. Management are still learning all the features.
- The Mobil Refinery Open Day has been postponed until February.
- Committee information will be sent off to the Council.
- Geoff offered to help Janice with preparation for the upcoming road safety presentation.
- Louise Dorrat gave a informative Road Safety information presentation. Thirteen staff attended, but no parents.
- A new subcommittee will need to be formed to deal with all the changes required with the upcoming change in 3 year old Kinder provision.
- There have been no problems with the new cleaner.

### Treasurer's Report

- Email sent from Rebecca to all committee members.
- Budget is tracking well.

### Kinder Update - Janice

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

	On the waitlist at present	Acquired spots in Oct/Nov	Applications so far 2019	Vacancies
Joey	70	0		0
Possum	26	0		0
Koala	37	0		0
Kookaburra	30	0		0
Purple	18	0		0
<b>Total</b>	<b>181</b>	<b>0</b>	<b>88</b>	<b>0</b>

### Correspondence In

- Rod Clark email in regards to updated parking (Email on 03/10/2019)
- Email from Tienne Smith 3 year Old Kindergarten Information session ( 01/10/2019)
- Bright Future Grant Recipients – Invitation to display – Refinery Open Day 7- Anniversary Celebration (Email 04/10/2019)
- Email (09/10/2019) from Nikki Calcraft in relation to the Refinery Open Day 70 Anniversary Celebration
- Patrik Falck Email ( 11/10/2019) 3 year old Presentation
- ELAA memberships AGM 14<sup>th</sup> November by email (16.10.2019)
- Financial Report For Year Ended 30 June 2019

- Email from Jenny DenOuden asking to explain the Financial Report (17.10.2019)

#### Correspondence Out:

- Financial Report For Year Ended 30 June 2019 send to the Department of Education and Training and to Jenny DenOuden
  - Email from Rebecca on 17.10.2019 answering Jenny DenOuden email
  - Cleaning works Quote ( email on Friday 18<sup>th</sup> October 2019)
  - Email from Tienne Smith on 18<sup>th</sup> October 2019 3 year early years reform
  - Thank you email from Shaun
  - Email 2020 committee of management Contacts and Operating Hours from Hobsons Bay Council
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- Minutes of Kindergarten Consultative Committee Meeting 17<sup>th</sup> October 2019  
(Email 08 /11/2019)
  - Mobil Grant Open Day Change of date (11/11/2019)
  - Environment Grants 2020 Ceres Excursion – Submission to Hobsons Bay 11<sup>th</sup> November 2019

#### New Business/Other

- Parents' have asked whether before and after care could be offered for Yellow and Green Kinder. Janice will gauge interest with a letter to all families concerned. Numbers will have to be sufficient to fund staff.
- A parent also requested the option to have a cooked lunch for Kinder. This was discussed and it was decided we don't have the capacity to offer this.
- Maternity pay for Long Day Care staff was also discussed and will be explored further.

**Meeting closed: 8.20pm**  
**Next Meeting: Tuesday 17th December 2019 7pm.**

