

The Range Children's Centre

Minutes of Annual General Meeting

Held Tuesday 22nd October 2019 at 6:30 PM

Attendance: Janice Semple, Sally, Rebecca Corfield, Carey Dewerson, Rebecca Barber, Stephanie Dow, Jarrod Pohl, Anna Cramer, Kelly Chandler, Annabel Kent, Amy Chrimes

Welcome, Acknowledgement of Country and Introduction – Geoff Kaandorp

Apologies: Aislinn Guthrie, Rebecca Gill, Shaun Begley, Nellie

Acceptance of previous AGM minutes: Anna Cramer and Rebecca Corfield.

Thanked staff and committee for all their hard work in 2019.

Finance – Geoff Kaandorp

- Geoff talked through the finance report sent by Rebecca Gill. There is a small profit of \$8,000. The majority of the income comes from the Long Day Care and most of the costs are employee salaries. The centre had an income of \$2.2million in the past year.
- Profit and loss statement, balance sheet and cash position were presented.

Strategic Plan – Geoff Kaandorp

- The Centre achieved an Outstanding rating in all seven Quality areas. This should enable the centre to maintain its reputation in the local area and help in continuing to attract people to the facility.
- The new website is just being given its last test and will be finalised by the end of the week – this will further strengthen the centre's visibility and promotion.
- Robyn is now full-time in the education leader role. This has been a benefit for the staff and children having this guidance and support.
- The centre is retaining quality staff. TRCC continues to offer a above award pay to all staff.
- The financial position of the centre is positive.
- The increase in LDC fees has been moved to tally up with the CPI pay increases annually.
- The centre would like to use some capital works money to increase the office/work room space.
- The centre will also have to consider issues relating to the increase in 3 year old provisions by the government in the next few years.

Janice

- All staff have access to Professional Development. Everyone has First Aid and Anaphylaxis training. The staff meet once a month for training.
- Anthony Seaman has been working with the room leaders and Kinder teachers to further best practice in 'reflective thoughtfulness'. This will be done with all staff members next year.

- Child Protection – all staff must do mandatory reporting online module annually. Nellie and Sally went on a child protection course this year.
- Nicole, Rachael, Sally and Kimberley are attending an Inclusion expo. this year.
- A number of staff attended diabetes training at the Royal Children’s Hospital this year.
- The Altona Refinery will be holding an open day on the 23rd and 24th November. They have asked local schools and Kinders in receipt of their grants to showcase where the money has been spent. TRCC will be showcasing the Lego and STEM material purchased by the grants.
- Nicole is the centre representative at Early Learning STEM Australia. She feeds back the information gathered to the centre.
- Summative reports and parent/educator interviews happened this year.
- The Reconciliation Plan is available in the Foyer.
- There is a road safety presentation on the 12th November which the parents are invited to.
- The Excursion Policy has changed. Ratios are now 1:11.
- We had trainee teachers visit the centre from Beijing. They enjoyed the visit and were amazed at the independence of the children.
- We are participating in an Achievement program through the council. We have achieved the Sunsmart accreditation so far and are working on Wellbeing and Safe Environment.
- Nellie and Janice have trained to be Mental Health First Aiders.
- The carpark change was deemed necessary to ensure optimum safety. Further markings will be added by the council.

3 Year Old Kindergarten – Janice

- Reforms will mean that every child will be entitled to 15 hours of subsidised 3 year old Kinder.
- This will be rolled out progressively.
- Surveyors from Ernst and Young have been to assess the building’s scope to extend 3 year old provision.
- The committee may need to create a sub-committee for 3 year old Kinder reforms.
- The Centre is full for 2020.

Committee Members

- Thank you and farewell to the outgoing committee members: Shaun Begley.
- Welcome to the committee Jarrod!

Meeting closed at 7.35pm