



Committee of Management –
MEETING MINUTES

Held Tuesday 18th August 2020 – 7.00pm

Paul Dewerson
18/9/20

Attendees:	Director: Janice Semple	Treasurer: Rebecca Gill
	President: Geoff Kaandorp	Kirsten McGregor
	Kinder Consultative: Kelly Chandler	Neil Savage
	Carey Dewerson	Chris Jones
	Jess O'Brien	Aislinn Guthrie-Jones
	Kirsten McGregor	Peter Jones

Apologies: Neil Savage

Minutes confirmed from July by Aislinn

Geoff – President's Report

- Although we didn't meet long ago we need to make some decisions/pass changes to the constitution and AGM.

COVID-19 Update

- With the quick turn of events and lack of certainty over permits, the decision was made to close the centre on the 6th/7th August and not charge fees for these days. This gave the management time to evaluate the permit regulations and ensure all the necessary protocols were followed.
- The committee also made the decision not to charge the gap fee for non-attendance, but will be charging families that use the service (with permits) during Stage 4 restrictions.
- There are currently around 20 children attending the Centre each day since Stage 4 was implemented.
- Half the staff are now working from home. There will always be a Kinder teacher on-site.
- There haven't been any issues with permits so far.

Constitution

- This is the governing document for the Centre. Auditor picked up ours was out of date.
- The sections that need changing:
 - People can only be on the committee for 4 years
 - We need six members of the committee, not 10

AGM

- This will be held in October via Zoom. Our constitution allows this.
- We will send out a Zoom link for families to join if they wish to.
- Will need to look at nominations and committee positions for next year. President, Treasurer and Secretary will all be available.

Rebecca – Treasurer's Report

- TRCC liquidity rating is currently 1.38.
- Next month's position will be telling.
- Will need more time to see the impact of Stage 4.

Janice – Director's Report

- Staff are currently rostered one week on and off.

- Staff have been asking to use AL and LSL.
- Janice and Nellie have a good eye on staff wellbeing at the moment.
- Lots of staff are undertaking PD at the moment. Janice emailed the Council for ideas.
- Michael who did the website is organising remote working for Thao.
- Children from Kinder are getting mailed out packs if they aren't attending.
- The LDC rooms are also emailing ideas for activities home to families.
- Toyota grant received.
- We received a \$5000 school readiness funding package.
- Next Christmas – parties etc will need to be reviewed.

Kinder Update - Janice

- Kinder vacancies:
Green – 0
Yellow – 1
3-year old kinder – 4

	On the waitlist at present	Acquired spots in Jun/Jul	Applications so far 2020	Vacancies
Joey	37	0		1
Possum	25	0		0
Koala	23	0		0
Kookaburra	11	0		0
Purple	31	0		1
Total	127	0	35	2

Correspondence In

- Hobsons Bay Early Years Consultative Committee Meeting Agenda 17th June 2020
- 18th June 2020 Audit Engagement letter from Walker Wayland Advantage Audit Partnership Audit and Assurance Services
- 21st June 2020 Fair work Ombudsman Minimum wages to increase by 1.75% Email 22nd June 2020
- Kindergarten Funding – Letter from Minister for Education Tuesday 23rd June 2020
- Email from a family regarding the state government announcement reading they will provide \$230 per kinder child for term 3 email 24th June 2020
- Early Years Consultative Committee meeting (30th June 2020)
- Australian Government Department of Education , Skills and Employment Response to COVID-19 09/07/2020
- Early Childhood Education Coronavirus Update 09/07/2020
- Early Childhood Education coronavirus Update Sunday 12th July 2020

Correspondence Out:

- 10th July 2020 Letter to the families regarding Victorian Government Significant Announcement about the re-introduction Stage 3 Restrictions
- 14th July 2020 letter to the families regarding Health and Hygiene Practices

Meeting closed: 8.20pm

Next Meeting: Tuesday 15th September 2020 7pm.

