



Committee of Management –  
MEETING MINUTES

Held Tuesday 21<sup>st</sup> July 2020 – 7.00pm

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Attendees:	Director: Janice Semple	Treasurer: Rebecca Gill
	President: Geoff Kaandorp	Alastair Doherty
	Kinder Consultative: Kelly Chandler	Kirsten McGregor
	Carey Dewerson	Neil Savage
	Jess O'Brien	Chris Jones
	Anna Cramer	Jarrold Pohl
	Kirsten McGregor	Peter Jones

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Apologies: Neil Savage

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Minutes confirmed from May by Anna

Geoff – President's Report

**COVID-19 update**

- The Federal government has put the Centre in a difficult position – they are suggesting waiving fees for non-attendance during Stage 3 Restrictions.
- The Centre has decided to offer families 2 weeks of no-gap fees for those who choose to keep children home due to Covid. The Centre cannot afford to fund non-attendance for the whole of the lockdown period.
- The government has, as yet, announced for further funding after free childcare ends on the 12<sup>th</sup> July. Jobkeeper will also be ending for the sector.
- The Centre would be looking at a substantial loss if lots of families keep their children at home.
- We do have the transition payment of 25% of CCS – but waiving the gap fee will erode into this – and we won't have that buffer in enrolments drop off in September.
- The priorities of the Centre at this time are:
  - To minimise the risk of transmission
  - To maintain the financial viability of the Centre
  - Ensure that the staff are treated fairly and transparently.
- All of the transmission minimisation practices we put in place are still being adhered to. New thermometer is in and children and parents (along with staff) are checked every day.
- Recommendation from the President to the Committee is that we waive the gap fee for non-attendance for 2 weeks and send a letter to families explaining our position and why it is not feasible for the Range to waive fees indefinitely.
- The letter will include a link to the Dan Tehan announcement and a link to the increased CCS payments available to families in financial difficulty.
- Motion passed unanimously.

Rebecca – Treasurer's Report

- TRCC liquidity rating is currently 1.06 – pretty good, though it was 1.2 this time last year.
- We managed to protect our financial position well.
- We have an extra \$61,000 EBITDAR
- The budget is 90% done.

- The Fair Work wage increase is 1.75% - higher than last year.
- The Transition payment will end in September. Will need to look at a fee increase to cover high staff wages.
- Potentially 4% fee increase.

#### Janice – Director’s Report

- QIP carrying on as usual.
- No current sub-committee group for 3 year old Kinder.
- Parents are now having temperature taken on entry. If high, re-test after 15 minutes.
- Spare masks will be available for the first week if a parent forgets.
- Annual wage review has gone out to staff.
- Constitution needs reviewing in light of audit. Janice has contacted ELAA to help with this.
- Building Blocks grant received - \$50,000 for upgrading the toilets.

#### Kinder Update - Janice

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

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

#### Correspondence In

- 4<sup>th</sup> March 2020 Minutes from 3 year old working group session
- 6<sup>th</sup> March Email from Tienne Smith Early Years Consultative Meeting Minutes
- 17<sup>th</sup> March Email from Tienne Smith Canceling Early Years Consultative Meeting – Thursday 23<sup>rd</sup> April 2020
- 16<sup>th</sup> April Early Years Consultative Committee Meeting Minutes
- 04/05/2020 Letter from the HON Daniel Andrews MP
- 05/05/2020 Letter from the Hon James Merlino MP Deputy Premier and Minister for Education
- 12/05/2020 Letter from Department of Education and Training (email 12/05/2020)

#### Correspondence Out:

- May / June Newsletter 2020

Meeting closed: 8.20pm  
Next Meeting: Tuesday 18th August 2020 7pm.

