



Committee of Management –
MEETING MINUTES

Held Tuesday 15th September 2020 – 7.00pm

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
	Neil Savage	Rebecca Corfield

Apologies:

Minutes confirmed from July by Kirsten

Geoff – President's Report

COVID-19 Update

- Stage 4 extended.
- There are around 20 to 30 children attending at present.
- Lots of phonecalls regarding permits.
- Families will need new permits due to extension.
- Phone calls will be made to check up on families who haven't attended since the first lockdown.
- Letter to families to remind of re-opening on the 28th.
- Hand sanitiser automatic dispenser to be placed at the entrance.
- Temperature monitoring to continue.

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

- August adjusted profit \$17,000 due to tail end of government funding.
- Should set us up well to wear any potential losses.
- Annual fee increase – reminder this has been changed to July in line with staff pay increase. This will move to November this year due to Covid.
- Fee increases suggested – to \$121. Agreed unanimously.
- Letter next week to remind of Covid hygiene practises at The Range and fee increase.

Janice – Director's Report

- Robina Scott is decreasing groups. Council have asked if we can take another group or increase numbers. Still to be decided.
- Fire drill due this week.
- Staff meeting due on the 29th September. Haven't had one for a while.
- Still working on staffing and which rooms people will be in next year.

- Letter will go out to families on the 28th September asking which days they would like next year.
- Grants from Council – now looking at spending them.
- We should hear about the Building Blocks grant by the end of November.
- Christmas activities with Covid: pizza/disco night. Will take kids picture in graduation outfit – parents won't be allowed on site still presumably. LDC – there will be no bog Xmas party celebrations will be in the rooms. Book presents are just being sorted out.
- QIP will be looked at in the staff meeting.
- Child safety – no update.
- Be You – Beyond Blue training for staff.
- Policies to sign off include Centre Philosophy. This will go out to parents to review first.
- Reconciliation Plan – will start future meetings with an Acknowledgement of Country. Add this to the Agenda.
- October 7th – 3 year old update from Council.
- People's roles stop at the AGM.
- Geoff will draft the strategic plan – lots achieved.

Kinder Update - Janice

- Kinder vacancies:
Green – 0
Yellow – 5
3-year old kinder – 0

	On the waitlist at present	Acquired spots in Aug/Sep	Applications so far 2020	Vacancies
Joey	41	0		0
Possum	25	0		0
Koala	23	0		0
Kookaburra	7	0		0
Purple	16	0		3
Total	112	0	43	3

Correspondence In

- Western Melbourne email 22 July 2020 Communication Pack which contains template communications to support Early Childhood Education and Care service in the event of a closure due to a confirmed case of coronavirus
- Soil Exposure Reduction audit – Hobsons Bay Council 14 August 2020
- Family Permitted Worker Permit

Correspondence Out

- 5th August Stage 4 Restrictions letter to families
- 6th August – COVID letter to families
- 10th August Permitted workers update

0.1.1

Meeting closed: 7.55pm
Next Meeting: AGM Tuesday 20th October 2020 6.30pm.

