

Committee of Management –

MEETING MINUTES

Held Tuesday 17th November 2020 – 7.00pm

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| Attendees: | Director: Janice Semple  President: Aislinn Guthrie-Jones  Rebecca Corfield Carey Dewerson  Jessica White  Simone Zulic  Chris Jones  Jacqui Trethowan  Kirsten McGregor |  |
| Apologies: |  |  |

**Minutes confirmed from November 2020, by Jess**

**President’s Report**

* Welcome and Acknowledgement of Country.
* Minutes confirmed by Jess
* COVID 19 update:  
  Aislinn and Janice attended a meeting last week discussing the developing COVID19 situation.   
  -Centre needs to continue to limit visitors   
  -If visitors are going to be in the centre longer than 15 minutes, they will need to a QR code, which is set up by the visitors sign up book  
  -For those families attending orientation who are staying longer than 15 minutes, they have just been asked to scan in, which has caused no issues  
  -Janice held a team meeting with the leaders of the centre to confirm that permits are definitely not required as there were some concerns that permits were required again.   
  -Janice has reiterated the covid safe plan with the staff.
* Community License agreement  
  All need to review the emailed document. Any questions or feedback, please provide directly to Janice. The council provide the centre with a license for four years and the committee is required to review it. If there are no questions or concerns, the executive committee needs to sign off on it.   
  Peter Jones to review old and new licenses and provide commentary.
* Format for meetings for 2021  
  Every third Tuesday of each month at 7pm, held by zoom until further notice.
* TRCC Strategic Plan   
  Strategic plan to be reviewed by committee members with any commentary or initiatives to be provided back to the committee group.   
  Action: Time to be set aside in next month’s meeting for review of strategic plan

**Treasurer’s Report**

* As of January,
* Jan income $176688 with a $10119 deficit against the forecast
* Overbudgeted fees for Jan by $4500 which represents a deficit
* CCS transition funding, we received $19k of it through February, but we overbudgeted by a week which represents $9000 and Thao is looking into the other $9k
* Kinder term fees weren’t budgeted for Jan, we’ve got $29700 which was reallocated from another account
* Operating expenses: 21148 against a target of 22529, positive of 6%
* Payroll very under budget- $103867 against a budget of $164330. Due to higher amounts of leave in Jan, the budget taks a positive hit. This will balance itself out over the year with the leave slowing petering out
* Didn’t use any contract staff for the month of jan which reflected a saving
* Profit of $49638 against a budget loss of $
* YTD, $14406 over, mainly from kindergarten   
  $38576 due to come back through Feb
* Equipment expenses don’t have a specific budget so any expenses will put as over budget

**Janice**

* Quality improvement plan is in full swing for this year with two key focus areas to be wellbeing and program and practice.
* Centre has applied for three separate grants which were all won.  
  Serenity: Grant of $1k which was used to purchase a wooden teepees to allow for safe, quiet spaces for the kids to go in the rooms and the yard.   
  CERES environmental grant: $2k grant. Looking to take all funded kindergarten children on an excursion Monday and/or Tuesday   
  Whole centre grant: $2200, $1000 wellbeing resources (books, puppets etc), $1000 for parents group, looking to bring in a psychologist for two parents evenings, tentatively booked for May
* Te centre philosophy is up for renewal. There was a reminder in the newsletter, in the email and in the staffroom asking for feedback, no responses ye
* OHS: at the beginning of each year, the centre always has an announced fire drill because of new students, will be an unannounced fire drill at start of march
* Child protection: all staff to complete training again online
* Toilets at the centre upgrade update: grant to be funded in three weeks. Builder has asked for a $5k deposit to begin the project which has been paid. Project to start on Thursday 8th of April and will finish on the 30th of April.

Every 15th of the month, the centre has to log into a website to provide an update on the project (Janice has been completing this and will continue to do so). Centre has already laid out plans to move children during this period. Centre areas will be out of bounds whilst the builders are here, once they’ve left at the end of the day, the areas will be reopened. Practice run to ensure all ok before the project begins.   
Builders to be asked to park outside of the carpark to allow drop offs to continue without problem.  
Janice to check whether tools are going to be left onsite. If so, who is responsible for the insurance?

* Committee members to pop into the office when next in the centre to allow Janice to take photos for the committee wall
* First aid program booked in for all staff members on Tuesday the 23rd with half staff doing basic first aid and the other half to focus on CPR
* All incursions on hold due to COVID
* All rooms apart from the possum rooms have vacancies  
  Joey- 2  
  Possum-0  
  Koala-7  
  kookaburra- 7  
  Purple room- TBC  
  Banner advertising vacancies to be placed up on building exterior.   
  Neliie and Janice to go through waitlist from Monday, when Nellie returns from leave
* Kookaburras and purple room will struggle to be filled, joey, possum and kookaburra likely to be filled
* Can potentially do advertising in local schools or online social marketing campaigns   
  need to be mindful of COVID supportive programs dropping off in 6 weeks, and the effect that may have on enrolment
* Check in with Janice about the way kids are being moved- according to age/rooms.
* **Kinder Update – Janice**
* Kinder Consultative Committee.   
  Janice to bring up the committee at the next staff meeting to see if any other staff members are wanting to get involved.
* Three year old kinder applications go straight to council, it’s no longer completed by the centre. To be confirmed: if they’re going to reduce the days down to 5 hours or keep at 6.5 hours.
* School readiness funding program: based on means, we’ll only receive $7700 but can only spend $5069 which will be used to hire a psychologist who will work with the kinder staff across the two rooms on wellbeing and development.

**Correspondence In**

* Invitation to Hobsons Bay three old working group 26/11/2020)
* ELAA negotiations for the next Victorian Early Childhood Teachers and Educators 27/11/2020
* Minutes- Hobsons Bay Meeting Tienne Smith 03/12/2020
* Dates Hobsons Bay Early Years Consultative Committee meeting Dates 2021 09/12/2020
* Hobsons Bay 3 year old survey results presentation – Patrik Falck Friday 11 /12/2020
* Building Blocks Improvement Application letter via email on 16/12/2020
* Jenny Denouden – Community License The Range Children’s Centre 12/02/2021
* Victorian Commission for Gambling and Liquor Regulation Application 04/01/2021
* Vicgov QR code – update – Monday 15th February 2021
* Early Childhood education and care COVID update – Kim Little Deputy Secretary Early Childhood 15th February 2021
* Kindergarten on Site Attendance Survey every week for term 1 – (Nam)

**Correspondence Out**

* Christmas Letter with dates to families on 18th November 2020
* Committee dates for 2020/2021 18th November
* Building Blocks Improvement Application signed documentation accepting the grant to Tienne Hobsons Bay Council on 16/12/2020
* Letter to families update the toilet Project 03/02/21
* Email to the families COVID Update ( 12th February 2021)
* Progress update to the department of Education - the building project (12/02/2021)

**New Business/Other**

* If any requests for the 3yr old kinder working group, please pass them onto Jacqui who is the committee’s representative for the group.
* Janice to add the QR code to the front door with a note mentioning that if parents would like to sign in OR if they will be in over 15 mins, they can sign in.
* Alastair: can the centre start to look at more digital methods of communications? Not only relying on emails but also free apps (seesaw or schoolbag?).   
  Janice happy to support the use of an app for regular communications however, not for the use of constant updates of the children’s activities/photos.  
  If going down the route of the app, need to confirm ownership of the data.   
  Can we potentially use a group text option as opposed to use of an app?

**Meeting closed: 8:33pm   
Next Meeting: 16th of March**