

*Secretary*  
20/03/21



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Date	15 <sup>th</sup> March 2021
Time	7pm onwards
Location	The Range Children's Centre/ Zoom

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### AGENDA

#### 7.00–8.00pm Updates

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- Present / Apologies:

#### **Update – President**

- Welcome: Acknowledgement to Country
- Confirmation of Pervious (February Minutes)
- COVID-19 Update
- Jenny Denouden – Community License The Range Children's Centre 12/02/2021- Peter
- TRCC Strategic Plan

#### **Update/Report – Treasurer**

- Budget update
  - Wages below forecast by approx. \$60k. Thao is currently on leave, so will confirm reasons for difference once she returns.

#### **Update – Director**

- QIP and Centre Philosophy
  - No feedback from families
- OHS Fire Drill Practice - 16<sup>th</sup> March In preparation for toilet project
  - Successfully completed. No concerns noted.
- Child Safety Update - Early Childhood Protecting Children Mandatory Reporting
- Policy Update - Philosophy under review
- Toilet Project Update choose the bathrooms titles
  - All proceeding well, wall and floor tiles confirmed.
  - Janice to confirm option of new curtains with Treasurer.

**Correspondence In:**

VECTA Voter Roll Confirmation (emailed Friday 19<sup>th</sup> 2021)

Kindergarten Funding Information and Action: Key Operational and Funding Updates for Term 1

(Emailed on 19<sup>th</sup> February 2021)

Patrik Falck 3 year old Kindergarten working group invitation (Wednesday 17<sup>th</sup> March 2021)

Tienne Smith Hobsons Bay Kindergarten Central Registration scheme Policy and procedures

(22/02/2021)

KIMS training (2<sup>nd</sup> March 2021)

Tienne Smith Minutes – Hobsons Bay Early Years Consultative Committee Meeting (04 /03/2021)

**Correspondence Out:**

Email to families upcoming events (05/03/2021)

Newsletter (16/03/2021)

## 8.00–9.00pm General Business

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### Ongoing Action Items

New Policy: Terms of Reference: Policy Sub Committee of Management / Medication / Rest and Sleep Policy /Behaviour Guidance Policy

- Philosophy under review , parent and staff newsletter for feedback  
-No commentary required. Jess to sign more policies when in the office next.
- Reconciliation Action Plan Update – Alastair  
-Waiting to see if any parents are wanting to join the action group.
- Three year Old Kindergarten Jacqui next working group ( 17<sup>th</sup> Match 5-6pm)  
-No commentary
- School Readiness Funding 20/2021  
-Money has been received and all kinder staff are going to emotional and cultural training. All already booked in. Feedback from Nam who has already completed the course has been really positive.
- Kindergarten Consultative Update - Rebecca and Kirsten  
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- Skool bag – school communication Platform Enquiry ( emailed 17 February 2021)  
-No updates, awaiting further information on appropriateness of the apps
- Schoolzapp Information ( emailed 17<sup>th</sup> February 2021)  
No updates, awaiting further information on appropriateness of the apps
- Staff CPR and First Aid Training 23<sup>rd</sup> February 2021  
- No further updates. All successfully completed.
- Centres Defibrillator (03 March 2021)  
-Defib installed in the cente, all staff have been trained.

Ceres

Trip, buses, staff have all been booked. The kinder children are going on the 24<sup>th</sup> and 25<sup>th</sup> of May. Will put a letter out to parents to see if anyone would like to attend (if so, they'll need their working with children's check).

**New Business/ Other**

- Next: 20<sup>th</sup> April 2021
- Kindergarten Consultative Committee
- ( Thursday 29<sup>th</sup> April )