



Jan. White
18/06/21

Jessica White - Secretary

Date	17 th May 2021
Time	7pm onwards
Location	The Range Children's Centre/ Zoom

AGENDA

7.00–8.00pm Updates

- Present / Apologies: Christopher Jones

Update – President

- Welcome: Acknowledgement to Country
- Confirmation of Previous (April Minutes) - Confirmed by
- COVID-19 Update- No change
- TRCC Strategic Plan Update – Item postponed to June committee meeting
Action: Aislinn to follow up with Janice
- Staff Christmas Holidays 2021/2022 –
Confirmed: will allow for the longer leave period (6 days of downtime for staff, 6 days of no children at center)

Update/Report – Treasurer

- Budget update
Still running at a slight deficit in childcare fees due to ongoing vacancies (vacancies have dropped from 17 to 10)
General expenses approximately \$6k favorable to plan
Payroll expenses approximately \$8k favorable to plan (using less agency staff)
- Detailed plan and run through of budget postponed to June committee meeting (delays due to difficulties found in trying to compare 20/21 FY to 19/20 FY due to COVID related issues).
Action: Steve to meet with Janice & team to review prior years (prior to COVID) to have a more stable baseline to build 20/21 FY plan upon.

Assumptions currently built in 20/21 FY budget:

- 9.5% increase in child care fees
- 2% increase in wages

- Kinder fees going back to non-government funded (back to pre covid arrangement) & as a result, will be budgeting for slightly lower enrolments

Notes:

- 3 & 4 year kinder fee increases are impacted by council decisions/agreements, long day care increases are set by the center.
- Centre needs to provide families with four weeks' notice before raising fees

Update – Director

- QIP and Centre Philosophy
QIP finalized, copy distributed to committee.
- OHS Fire Drill Practice
Fire drill for May TBC.
- Child Safety Update
No update.
- Incoming funds (approx. \$2k) from Christmas tree fundraiser.
Janice to allocate funds to new cots for Joey's room.
- Bathroom update
Bathroom upgrades completed. Janice awaiting info re doors & cupboards from council
- Staff vacancy
Two interviews set for this week
- Mother's day update
Kinder rooms held traditional mother's day celebrations
Long day care rooms had takeaway morning tea
- Garden grant
Architect visited the center early May. Grant application has been finalized and sent to council who will review and update.
Action: Janice to get soil tested and plans finalized
- Janice and team working on application for Melbourne tunnel grant (\$100k)
- New committee member joining as of June committee meeting

Correspondence In:

- Early years Consultative Committee meeting agenda (20/04/2021)
- Tienne Smith Community License and Service Agreement 21/04/2021
- Hobsons Bay Council - Service Agreement (email 21 April 2021)
- Signed Service Agreement emailed to council (29th April 2021)
- Minutes of Hobsons Bay Early Years Consultative Committee meeting (14/05/2021)

- Landscape Design The Range Fee Proposal 10th May 2021
- VECTEA vote Results Ballot Results 14th May 2021
- Room Leader Job applicants Seek
- Email from Tienne Smith –Hobsons Bay Council Re Flu Immunization schedule 14th May 2021
No mass immunizations at center. Team have been encouraged to arrange their own immunization and can bring in receipts for reimbursement
- Draft Fee structure – Hobsons Bay Council 14/05/2021
- Sally Mc Robb Resignation email 05/05/2021

Correspondence Out:

- Email to the parents – update of toilet Project (26th April 2021)

8.00–9.00pm General Business

Ongoing Action Items

New Policy: Working on a number of policies

- Reconciliation Action Plan Update – Alastair
Action: Janice to pass on details of parent and staff volunteers to Alastair
- Kindergarten Consultative Update - Rebecca and Kirsten
- Three year Old Kindergarten Jacqui - Working Group Information
Action: Working group to meet in term 3 and decide upon potential plans.
Plans to then be put to parents via a survey with results to be reviewed and taken into consideration for planning
Action: Janice to send further info to Jacqui

New Business/ Other

- Next: 15th June
- Kindergarten Consultative Committee 24th June (Kirsten)
- Staff meeting – Frances Bilbao Mums Matter Psychology 6th May 2021
Action: Janice to distribute information to the families as the sessions were valuable, with great feedback from all staff in attendance
- School Readiness Update Nicole Puppet Training 13th May / Co Health SRF Team (Michelle Roberts)
- Moving the meetings back in the centre or both
Note: committee meetings to move back into the centre from June committee meeting onwards
- Room Leader requirement update

