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03/08/21

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Date	20 <sup>th</sup> July 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: Matt Parkes, Alastair Doherty, Jarrod Pohl

#### **Update – President**

- Welcome: Acknowledgement to Country
- Confirmation of Previous (June Minutes)
  - Confirmed by Kirsten and Aislinn
- COVID-19 Update
  - Aislinn and Janice met independently to chat through COVID practices
  - Will be reminding parents to use the QR codes and to sanitise upon entry and exit
  - Have put further info in the staffroom to ease their worries as there are general feelings of anxiety
  - Given the highly infectious nature of the Delta variant, we need to ensure all protocols than can be followed are followed effectively
  - The centre has strategies in place in the instance that we have a positive case (letters prepared, action plan ready)
  - Staff have been told to follow the centre illness policy in the event of unwell children
  - Staff continue to be encouraged to speak up if they're concerned or worried about the health of any children
  - Regular communications, when relevant, to keep both staff and parents abreast of updates and changes to keep everyone informed and calm
  - Action: Janice to send an email to families to remind them to sign in using QR codes and sanitise upon entrance
- TRCC Strategic Plan Update
  - No update. Moved to next month's agenda

### **Update/Report – Treasurer**

- \$1000 over budget for month of June
- Vacancy update: Joey, possum, purple all full. Seven spaces in the Kookaburra room (no impact upon budget this month)
- Operating costs for the month \$206 below budget- not remarkable
- \$28k over in salary for the month however, this is an expected surplus as it's a result of salary accounting plans
- Operating profit of \$27k
- End of financial year summary
- Total income \$145k up on year prior
- Operating expenditure circa \$27k under budget, which is \$7k under spending of year prior
- \$116k under wages budget annually, \$44k under expenditure of year prior
- Sitting at \$355k in main account
- A percentage of the +tive financial outcomes attributable to the COVID payments received in 20/21 financial year

### **Update – Director**

- o QIP and Centre Philosophy
- o OHS Fire Drill Practice - 7<sup>th</sup> July Issues : Emergency contact folder
- o Child Safety Update - 17<sup>th</sup> June Training
  - Attended by Janice and Nellie
  - Seven standards and principles changing to 11. Janice to distribute when appropriate.

#### Extra items:

- o Garden grant has been applied for, awaiting outcome. Also awaiting outcomes of furniture and technology grants.
- o Centre being inundated with calls/emails about three year old kinder.
- o Staff meeting rescheduled to August due to lockdown
- o Kitchen inspection postponed due to covid
- o VECTEA finalized. To be funded by the department, not the centre
- o Staffing update:
  - Sam has begun her maternity leave. Replacement has been organized
  - Robyn is retiring September 3<sup>rd</sup>. Janice to continue to search for suitable replacement.

Correspondence In:

- Tienne Smith Confirmation of Building Blocks Program 02/07/2021
- Hobsons Bay Early years Consultative Committee Meeting 02/07/2021
- Early learning Association Australia professional Development Event (09/07/2021)
- ECEC Resource Development Project (10/07/2021)
- Tienne Smith Screen time Parent Forum 12/07/2021
- VECTE 2020 Implementation 13/07/2021
- Puppets for Learning Workshop – Canceled due to the COVID Lock down 16<sup>th</sup> July 2021
- Hobsons Bay Council Three Old Kindergartens 2022 – Offers 19<sup>th</sup> July 2021

Correspondence Out:

- Tienne Smith Screen time Parent Forum 12/07/2021
- Newsletter –emailed to the families Monday 19<sup>th</sup> July 2021
- Letter to families about the upcoming photos –week of 2<sup>nd</sup> August 16/07/2021
- Reminder Email to families- COVID update 16/07/2021
- Three and Four Kindergarten Fees to Hobsons Bay Council 16/07/2021

**8.00–9.00pm General Business**

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**Ongoing Action Items**

New Policy:

- Privacy and Confidentiality Policy emailed to the committee signed 30/06/2021  
-All completed, no further action required.
- Changes to Occupational Health and Safety Policy to cover Mental Health  
-New updates to occ health and safety: if any member of staff reports mental health issues, they could potentially be eligible for work cover (to be explored further when policies are updated).
- Victoria New Child Safe Standards update Policy ( 1 July 2022)

**New Business/ Other**

- Next: 17<sup>th</sup> August 2021
- Hobsons Bay Early Years Consultative Thursday 28<sup>th</sup> October 2021 (Rebecca)