



## The Range Children's Centre

### Minutes of Annual General Meeting

Held Tuesday 20<sup>nd</sup> October 2020 at 6:30 PM

Attendance: Janice Semple, Taryn Gaskin, Rebecca Corfield, Carey Dewerson, Stephanie Dow, Kelly Chandler, Annabel Kent, Geoff Kaandorp, Neil Savage, Chris Jones, Jenny Royes, Jessica O'Brien, Penelope Shone, Alastair Doherty, Aislinn Guthrie-Jones, Rebecca McGill, Peter Jones, Jacqui Trethowan, Michelle Raymond, Karolina Daaboul, Sandhya Burgess.

### Welcome, Acknowledgement of Country and Introduction – Geoff Kaandorp

Acceptance of previous AGM minutes: Penelope Shone and Rebecca Corfield.

### President's Report – Geoff Kaandorp

A quick history of the Centre provided. TRCC is a not-for-profit run in the interests of the community. Centre is well regarded and parents comment on the inclusive and happy 'feel' of TRCC. Testament to the staff.

### Covid-19

There was a great deal of anxiety and uncertainty at the start of the pandemic – no one quite knew the impact it could have on the children, staff or TRCC as a whole. Committee decided on four priorities in our response to Covid:

1. Safeguarding the health and safety of children and staff at the Centre.
2. Maintaining the financial viability of the Centre.
3. Ensuring that all information was passed onto staff in a transparent, timely and fair way.
4. To communicate up-to-date information to families.

A massive thank you to staff in their professionalism and dedication in dealing with difficult and anxious times. Neil and Jenny thanked the staff and committee.

### Finance – Rebecca McGill

- TRCC has a larger profit than normal at present - \$91,000. This is due to government payments during the pandemic. This is a huge benefit – particularly in the instance we get a case and need to close and pay for a deep clean. We paid out less on staples such as food and craft supplies when numbers at TRCC were low during lockdown, which has boosted our reserves.
- The cash reserves at the Centre have improved and our liquidity is good. This means we are well set up for any eventualities.
- Aislinn thanked Rebecca for all the hard work she has put in this year. Much appreciated.

### Janice – Director's Report

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- Remote Learning was well set up in the second round. Kinder moved from a Facebook page to posting packs home. LDC rooms emailed activities to families.
- This year Robyn has been running a music program. Resources have been purchased (instruments etc) to facilitate this.
- Nicole continues to implement STEM programs within the Centre.
- We received a Serenity grant of \$1000 which has been spent on 'quiet time' teepees for the rooms.
- TRCC also received \$2000 wellbeing grant. This can be spent on an allied health professional leading PD or parent workshops at the Centre.
- We have a CERES grant for the kids to visit the Moonee Ponds site – this will be used next year.
- We are still pursuing the Building Blocks grant to pay to refurbish the toilets.
- It has been great to see all the children back – they have settled back in well.
- In 2021 TRCC will look at providing summative reports twice a year.
- Focus will need to be shifted towards 3 year old funded Kinder and its roll out.

#### **Strategic Plan – Geoff Kaandorp**

- The Centre achieved an Outstanding rating in all seven Quality areas and should continue to promote this in marketing.
- A major focus this year has obviously been the response to Covid – this will need to be ongoing.
- The centre is retaining quality staff. TRCC continues to offer a above award pay to all staff.
- The financial position of the centre is positive.
- The centre would like to use some capital works money to increase the office/work room space.
- The centre will also have to consider issues relating to the increase in 3 year old provisions by the government in the next few years.
- The Reconciliation Plan is available in the Foyer.
- There is a road safety presentation on the 12<sup>th</sup> November which the parents are invited to.
- The Excursion Policy has changed. Ratios are now 1:11.
- We had trainee teachers visit the centre from Beijing. They enjoyed the visit and were amazed at the independence of the children.
- We are participating in an Achievement program through the council. We have achieved the Sunsmart accreditation so far and are working on Wellbeing and Safe Environment.
- Nellie and Janice have trained to be Mental Health First Aiders.
- The carpark change was deemed necessary to ensure optimum safety. Further markings will be added by the council.

#### **Committee Members**

- Thank you and farewell to the outgoing committee members: Geoff Kaandorp, Rebecca McGill and Kelly Chandler. Big thanks for all your time, effort and commitment to TRCC.
- Nominations for committee membership should be brought to Janice.

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- Geoff discussed the roles and the positive impact you can make on the committee.

Meeting closed at 7.15pm

