



The Range Committee Meeting Minutes December 2022

Date: Monday 12th December 2022
Time: 7pm onwards
Location: The Range Children's Centre/ Zoom

7.00–8.00pm Updates

* Present: Aislinn Guthrie-Jones, Ana Garcia-Melgar, Bridget Smith, Daniel Vlahovic, Janice Sample, Jenna Montgomery, Kirsten McGregor, Lauren Hill, Matt Parkes, Nicole Caruana, Rebecca Corfield, Adrian Truan

* Apologies:

Update – President

- Welcome: Acknowledgement to Country
- Confirmation of Pervious (November Minutes/ AGM Minutes)
- Strategic Plan Update – review every meeting – updated at start of year
- Thank you and farewell to Alistair for his time and commitment throughout the years on the Range Committee
- COVID- 19 Update – 18 cases throughout November / December – 5 days isolation but staff still poorly

Update/Report – Treasurer – (Matt)

The Treasurer advised that the Centre saw a monthly net operating loss of \$72,000. An operating loss was budgeted due to the unusual case of three fortnightly payroll cycles falling within the month. Indeed, the result was more favourable (the operating loss was approximately \$22,000 less) than what had been forecasted. No other material irregular items were noted.

This result continues a trend of the Centre performing better than its expected budget and appears on plan to report a more favourable annual result. Five months into the financial year, the Centre has an operating surplus of \$97,000 - albeit much of this is expected to be absorbed by reduced turnover during the summer break.

Rebecca Corfield

1/3/23.



Update – Director

- QIP and Centre Philosophy
- OHS Fire Drill Practice - December 08/12/2022
- Update on the New Safe Standards Training
- Stove Update – council to fix or replace
- Traffic School Tuesday 13 th December 12.30pm-2pm Green group – cancelled on previous but new date scheduled to go ahead
- Kinder Clean-up Day 1 19 th December Day 2 20 th December – meeting 13.12.22
- LDC Clean-up day Thursday 22 nd December
- Bins organised for Kinder and LDC clean up – Extra staff to help
- Insurance update – Insurance due 22nd December – Confirmation on e-mail, an inventory would be required for everything that needs to be replaced. Flood damage is not covered within a dry land area like the Range. However, damage due to water from the ceiling, fresh storm water coming from the street is covered, as long as it is not identified as a maintenance issue or neglect. Insurance coverage includes 400,000 for contents and 50,000 for theft
- IT quote from clever IT systems of – new computes, 8,245 to update computer systems within the centre, to include 4 monitors, 4 workstations and 4 licenses for Microsoft office – Discussed in meeting the benefits of laptops for use within the centre and home working.
- Painting to commence mid / late December – walls cleared for painting, to be completed by 1st week of January
- Kindergarten Consultation – Online training and welcome

Correspondence In:

- Annual Kindergarten parent Opinion Survey 16/11/2022
- Fair Work Ombudsman – New paid family and domestic violence leave. Effect from 1 February and to be changed and covered within policies
- Ingrid Stitt Email one –off \$5,000 grant to every kinder in the state
- 28/11/2022 Hobsons Bay Early Years Consultative Meeting – Minutes
- Tienne Hobsons Bay Council 07/12/2022 Stove Issues email
- Somi Fardipour The Range Children's : Business Renewal Invitation
- Hyatt Nidam Team Leader Strategy Economy and Sustainability Hobsons Bay City Council..
- Kinder Recycling session 06/12/2022
- Email: Andrew Wilson First Aid 06/12/2022

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- AFL Victoria Kinder Play 04/12/2022- Tuesday 13 th December at 9am

Correspondence Out:

- Committee email and telephone numbers 17/11/2022
- Annual Information Statement Submission 17/11/2022
- Annual Kindergarten parent Opinion Survey 16/11/2022
- Fair Work Ombudsman – New paid family and domestic violence leave. Effect from 1 February 2023 15/11/2022
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- Somi Fardipour The Range Children's : Business Renewal Invitation
- Hyatt Nidam Team Leader Strategy Economy and Sustainability Hobsons Bay City Council, Kinder Recycling session 06/12/2022
- Email: Andrew Wilson First Aid 06/12/2022
- Carly Robb Uniting Feedback Form 05/12/2022
- AFL Victoria Kinder Play 04/12/2022- Tuesday 13 th December at 9am

8.00–9.00pm General Business

Ongoing Action Items

- Reconciliation Action Plan Update Date has been approved
- Hobsons Bay Early Years Consultative Update 24 th November 2022 - Ana

New Policy:

- Interactions Policy PP- 0048-1.3
- Kindergarten Enrolment and Orientation Policy PP-0066-1.1
- Overtime Policy PP 0056-1.2
- Manual Handling Policy PP-0046-1.3
- Staff Health and Wellbeing PP-0060-11
- Hobsons Bay Early Years Consultative 23 rd February 2023
- Committee Meeting February- 21 st February 2023 In House / Via Zoom

