



The Range Children's Centre February 2023 Committee Meeting Minutes

Date: Tuesday 21 st February 2023
Time: 7pm onwards
Location The Range Children's Centre/ Zoom

AGENDA

Present: Janice Semple, Aislinn Gutherie-Jones, Adrian Truan, Ana Garcia, Bridget Smith, Daniel Vlahovic, Kirsten McGregor, Nicole Caruana

Apologies: Matt Parkes

Welcome to Andrew who will be taking over from Matt in the coming year as treasurer for the committee and a big thank you Matt for all his help and support throughout the years at the Range.

Update – President (Aislinn)

- Welcome: Acknowledgement to Country
- Confirmation of Pervious (October AGM Minutes and December Minutes)
- Strategic Plan - is a continuant to amend and adapt methods of improvement in the delivery of the service and open to thoughts of maintaining or improving standards. This is a monthly focus in the committee meeting each month. The Range has a high commitment of attracting and maintaining high quality staff. In doing so, the committee are continuing discussions and reviewing the market in salary, to include within the budget.
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- Committee on-line training including “the Role of Government in Early Years’ Service” (9th Feb); Kindergarten in Hobsons Bay – A Positive Experience for all children (15th Feb); “starting from the beginning Essential Governance requirements” (16th Feb); Developing positive working relationship (22nd Feb)
- COVID- 19 Update – no reported or known cases within the centre
- Thank you to Jenny

Update/Report – Treasurer – (December / January)

- In December, the Centre saw a \$40,000 loss - a loss was expected due to Christmas closure and the performance was a favourable \$20,000 variance on budget.

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- In January, the Centre saw an operating profit of nearly \$34,000 - despite having budgeted a monthly loss of \$44,600. This is a material favourable variance of \$78,400.

January

The usual Treasurer's report with line-by-line detail is attached, but a summary is pasted below (based on feedback from you during last meeting).

	Actual, Jan 2023	Budget	Variance		Note
Childcare Income	132,522	135,040	(2,518)	Unfavourable	
Kinder Income	35,966	20,213	15,572	Favourable	Note 1
Other Income	141	30	111	Favourable	
TOTAL INCOME	168,628	155,283	13,345	Favourable	
Non-Payroll Operating Exps	18,658	20,978	(2,320)	Favourable	
Payroll Expenses	116,177	178,920	(62,743)	Favourable	Notes 2,3
TOTAL OPEX	134,835	199,898	(65,063)	Favourable	
OPERATING PROFIT / LOSS	33,793	(44,615)	78,408	Favourable	

The variance is significant but is mostly a combination of three explainable factors:

- Note 1: We now receive a significant Teacher Supplement from the State government for having a certain number of skilled teachers, this was not known when the Budget was first set.
- Note 2: Leave provision reflects employees taking leave during Christmas holidays. This line item fluctuates significantly and we have not tried to forecast these movements in the Budget in past years (it's instead 'straight-lined' across the year). This is a timing difference which should wash out over future months. I've spoken to Thao today and we've agreed that we should try to reflect this known seasonal variation in next year's Budget.
- Note 3: Based on past years we usually have to resort to significant casual staff in January. Happily, this wasn't required this year (we only spent \$800 of the budgeted \$8,000).



Year to Date

After seven months the Centre is in a much stronger financial position than budgeted. This mostly reflects ongoing trends of strong income and lower-than-anticipated payroll expenses, rather than any one-off events.

Based on the budget for the remainder of the year, it now appears likely that the Centre will post an annual profit for the year.

	YTD	Budget	Variance		Note
Childcare Income	1,212,634	1,196,928	15,706	Favourable	
Kinder Income	226,661	184,500	42,161	Favourable	
Other Income	8,586	210	8,376	Favourable	
TOTAL INCOME	1,447,881	1,381,638	66,243	Favourable	
Non-Payroll Operating Exps	143,578	160,656	(17,078)	Favourable	
Payroll Expenses	1,209,692	1,303,564	(93,871)	Favourable	
TOTAL OPEX	1,353,270	1,464,220	(110,949)	Favourable	
OPERATING PROFIT / LOSS	94,611	(82,581)	177,192	Favourable	

Update – Director (Janice)

- QIP and Centre Philosophy – unchanged
- OHS Fire Drill Practice - February Announced Fire Drill
- New computer update – majority of computers updated.
- Stove Update – stove is to be supplied and updated by council
- Painting completed – handy man hired to assist with noticeboard applications, burst water pipe – repaired by council
- \$2,000 earned from Christmas tree sales – put towards new chairs
- Meet and Greet – 17th March
- First Aid Update
- Staffing Update –



- Training Update – Early Childhood Conference / Catharine Hydon (early childhood consultant) – continuing to work with staff to strengthen the curriculum by engaging in meetings with educators and delivering professional development.
- Insect Repellent Spray Update – it is now a government requirement for children to be sprayed with insect repellent under parent permission. This is guided by pharmacy advice as some insect repellents are unsuitable for the babies.
- Cassandra Davis – Korrie Preschool Assistant Meeting (13/02/2023)
- New students In the service
- School Readiness Update

Correspondence In:

Hobsons Bay Wetlands Centre – Community Campaign 9 08/02/2023)

Woolworths Junior Land care Grants (09/02/2023)

SkoolBag parent Instructions (14/02/2023)

Staff Resignation (13/02/2023) and 14/02/2023)

Free Webinar: Responding to Challenging Behavior (14/02/2023)

Educational Leaders Conference 2023 15/02/2023

Counting Smiles (15/02/2023)

Information for Service about Kinder kits (15/02/2023)

Committee Member Welcome and Committee Training Invitation (30/01/2023)

Correspondence Out:

Seek Cook Application (13/02/2023)

SkoolBag parent Instructions (14/02/2023)

EYLF Belonging, Being and Becoming Changes January 2023 (27/01/23)

Kindergarten team agenda (27/01/20230)

SRF Allied Health Support (29/01/2023)

Committee Member Welcome and Committee Training Invitation (30/01/2023)



8.00–9.00pm General Business

Ongoing Action Items

- Reconciliation Action Plan Update Date has been approved
- Hobsons Bay Early Years Consultative Update 23 rd February – Ana
- Buying and Selling Days (Bridget) - limited when outbreaks occur e.g. covid / gastro
- Early Years Strategy Ana apo-nid321456.pdf
- Grants : Woolworths Junior Landcare Grant- (Nicole) - \$1,000 to go towards an indigenous garden; Make It Happen Grants Now Open (Ana) - \$25,000 towards equipment not inclusive for teaching and learning
- Upcoming Meet and Greet – 17th March – sausage sizzle, the great shave fundraising with Aiden, speeches

New Policy:

- o Hobsons Bay Early Years Consultative 23 rd February 2023 – Ana
- o Committee Meeting February- 21 st March 2023 In House / Via Zoom