



## The Range Children Centre Committee Meeting March 2023

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

### AGENDA

**Present:** Janice Semple, Aislinn Gutherie-Jones, Lauren Hill, Rebecca Corfield, Adrian Truan, Ana Garcia, Bridget Smith, Daniel Vlahovic, Kirsten McGregor, Nicole Caruana, Matt Perkes, Andrew Silver

### Apologies:

### Update – President

- Welcome: Acknowledgement to Country
- Confirmation of Pervious (February 2023 Minutes)
- Strategic Plan Update
- Family Meet and Greet Evening – successful turn out and good feedback.

Update/Report – Treasurer – Matt / Andrew

|                                  | Actual, Feb<br>2023 | Budget         | Variance      |                     | Note   |
|----------------------------------|---------------------|----------------|---------------|---------------------|--------|
| Childcare<br>Income              | 169,928             | 168,960        | 968           | Favourable          |        |
| Kinder Income                    | 58,993              | 58,400         | 592           | Favourable          | Note 1 |
| Other Income                     | 19                  | 30             | (11)          | Unfavourable        | Note 2 |
| <b>TOTAL<br/>INCOME</b>          | <b>228,939</b>      | <b>227,390</b> | <b>1,549</b>  | <b>Favourable</b>   |        |
| Non-Payroll<br>Operating<br>Exps | 25,041              | 20,978         | 4,064         | Unfavourable        | Note 3 |
| Payroll<br>Expenses              | 188,614             | 182,259        | 6,354         | Unfavourable        | Note 4 |
| <b>TOTAL<br/>OPEX</b>            | <b>213,655</b>      | <b>203,237</b> | <b>10,418</b> | <b>Unfavourable</b> |        |

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|  |               |               |                |                     |  |
|--|---------------|---------------|----------------|---------------------|--|
| <b>OPERATING<br/>PROFIT /<br/>LOSS</b> | <b>14,284</b> | <b>23,569</b> | <b>(9,285)</b> | <b>Unfavourable</b> |  |
|--|---------------|---------------|----------------|---------------------|--|

|                                | YTD              | Budget           | Variance         |                   | Note |
|--------------------------------|------------------|------------------|------------------|-------------------|------|
| Childcare Income               | 1,382,562        | 1,365,888        | 16,674           | Favourable        |      |
| Kinder Income                  | 285,624          | 242,900          | 42,754           | Favourable        |      |
| Other Income                   | 8,604            | 240              | 8,364            | Favourable        |      |
| <b>TOTAL INCOME</b>            | <b>1,676,820</b> | <b>1,609,028</b> | <b>67,792</b>    | <b>Favourable</b> |      |
| Non-Payroll Operating Exps     | 169,004          | 181,633          | (12,629)         | Favourable        |      |
| Payroll Expenses               | 1,398,306        | 1,485,823        | (87,517)         | Favourable        |      |
| <b>TOTAL OPEX</b>              | <b>1,567,310</b> | <b>1,667,456</b> | <b>(100,146)</b> | <b>Favourable</b> |      |
| <b>OPERATING PROFIT / LOSS</b> | <b>109,510</b>   | <b>(58,428)</b>  | <b>167,938</b>   | <b>Favourable</b> |      |

(1) Higher than usual kinder income from State government (\$625/child instead of \$517) – offset by two timing differences this month

(2) Other income does not include interest being accrued in term deposit – approx. \$1K / month

(3) Higher than usual monthly spend on equipment purchases, but YTD equipment purchases are near budget

(4) Timing difference on Annual Leave provision is within usual variances.

Update – Director

- QIP and Centre Philosophy
- OHS Fire Drill Practice - February / March Announced Fire Drill 16th March No issues.



- New computer update – almost complete – some issues on instalment and transfer of data
- Stove Update Cooker Installation after 12pm
- New staff Update – Cook / Kindergarten teacher.
- Current and on-going discussions – the centre is considering updating to “quick kids” software which is an Australian wide cloud system within a number of childcare centres. Features including:
  - Office / Administration – management of CCS, reporting, payments, booking management and detailed child and contact records.
  - Playground (educators)– observations and documentation, programming and planning, attendance and emergencies and health events and incidents
  - Home / Parental Portal – Learning and Health, Attendance, and sign-ins, Booking and Payments and expert parenting content.

Correspondence In:

16/03/2023 Quality Assessment and Regulation Division Newsletter

16/03/2023 Free Energy Bill Review

16/03/2023 QK Office Walk through

16/03/2023 Certificates for Kitchen from Melbourne Food Distribution

15/03/2023 Tienne Hobsons Bay 2024 Forecasts

15/03/2023 Advocacy Update on Industrial Relations Negotiations for Long Day Care (ELAA)

15/03/2023 Public Health- Inspection Assessment

14/03/2023 Kindergarten Funding and Operations update

14/03/2023 Invitation EYALT and TLDS workshops (Jenny)

14/03/2023 Tienne Smith Hobsons Bay Council Community Grants

14/03/2023 UMS – Requested Quote

14/03/2023 Tienne Smith Hobsons Bay Minutes- Hobsons Bay early Years Consultative Meeting

09/03/2023 Tienne Smith Promote Your Service

05/03/2023 Service Leader Meeting – 10am – 12pm

Correspondence Out:

16/03/2023 UMS confirming the work on Saturday 18 th March 16, 2023

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16/03/2023 Andrew First Aid Confirming staff number of  
15/03/2023 David Wouda – Children's Paint update  
15/03/2023 VECTA Long Day Care (Update on Award Negotiations)  
15/03/2023 Interim Funding Application  
15/03 2023 Minutes – Hobsons Bay Early Years Consultative Committee Meeting  
14 /03/2023 Kindergarten Funding Operations Update  
14/03/2023 Meet and Greet Evening  
10/03/2023 Tienne Smith Stove Update  
09/03/2023 Bronwyn Gentzen – Upskill Your Qualification in Early Childhood  
09/03/2023 Kindergarten Inclusion Support Application  
07/03/2023 Elizabeth Cooke ANZUK ECT Rates  
07/03/2023 Lauren Hill Donation Letter- Woolworths  
03/02/2023 member of staff resonation email  
03/02/2023 Tim Watts Easter Hamper 2023  
02/02/2023 Whiteboards and Pin boards Invoice

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8.00–9.00pm General Business

Ongoing Action Items

- ☐ Reconciliation Action Plan – New REP
- ☐ Hobsons Bay Early Years Consultative Update 23 rd February – Ana
- ☐ Hand Man Update

New Policy:

- ☐ PP- 0045 Excursion
- ☐ PP-0002 behaviour Guidance
- ☐ PP-0004 Sun Protection
- ☐ PP- 0006 Rest and Sleep



☐ PP-0008 Medication

☐ PP-0020 Fee and Fee Collection

☐ PP- 0029 Role of the Committee of Management

o Hobsons Bay Early Years Consultative Meeting Thursday 27 th April – Ana

o Committee Meeting: 18 th April 2023 In House / Via Zoom