



TRCC April 2023 Committee Meeting Minutes

Date: Tuesday 18 th April 2023
Time: 7pm onwards
Location: The Range Children's Centre/ Zoom

AGENDA

7.00–8.00pm Updates

- * Present: Janice Sample, Aislinn Guthrie-Jones, Becca Corfield, Andrew Silver, Matt Parkes, Adrian Truan, Bridget Smith, Lauren Hill, Ana Garcia, Daniel Vlahovic, Kirsten McGregor
- * Apologies: Nicole Caruana

Update – President (Aislinn)

- Welcome: Acknowledgement to Country
- Confirmation of Pervious (March 2023 Minutes)
- Strategic Plan Update: emailed to committee members to assist with amendments
- Kindergarten timetable update – further discussions in the following weeks to be had with Hobsons Bay Council to discuss the increasing need for 3 and 4 year old Kinder – proposed changes for expansion out to the car park area to accommodate more rooms

Treasurer Report – Matt / Andrew

Operations largely in line with expectations. Higher income principally due to increased 3YO kinder payments and increased interest on the term deposit. Higher expenses largely due to higher wage costs than expected. Net result was more profit than anticipated.

Items extracted from the financials of particular note are:

Description	Actual	Budget	Difference	%
Child Care Fees	\$187,008.00	\$191,488.00	(\$4,480.00)	-2.30%

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Kinder Per Capita Funding - 4YO	\$17,346.00	\$16,781.00	\$565.00	3.40%
Kinder Fee Subsidy	\$26.90	\$1,055.00	(\$1,028.10)	-97.50%
Kinder Per Capita Funding - 3YO	\$9,251.53	\$2,378.00	\$6,873.53	289.00%
School Readiness Funding	\$2,753.91	\$0.00	\$2,753.91	NA
Kinder Ratio Topup	\$8,151.25	\$0.00	\$8,151.25	NA
Bank Interest Received	\$10,836.73	\$30.00	\$10,806.73	
Art Consumables	\$1,660.90	\$250.00	\$1,410.90	564.40%
Excursions & Incursions	\$0.00	\$667.00	(\$667.00)	-100.00%
Recruitment Costs	\$850.00	\$123.00	\$727.00	591.10%
Annual Leave accrued	\$6,112.27	\$417.00	\$5,695.27	1365.80%
Wages	\$155,713.71	\$151,636.00	\$4,077.71	2.70%
Wages - Internal Casuals	\$6,645.00	\$8,320.00	(\$1,675.00)	-20.10%
Operating Profit	\$22,044.90	\$5,928.00	\$16,116.90	

Regarding bank interest - higher interest is now received on the term deposit. The interest figure of \$10,806.73 is not a month by month figure but an accumulation (so don't expect that every month). While the increased interest revenue will assist in the medium term to cover increased costs, we should be cautious about relying on it in the long term.

Update – Director (Janice)

- QIP and Centre Philosophy (Under review in May)
- OHS Fire Drill Practice -. Appliance Tagging Service – Booked Thursday 20 th April.
- Staff Meeting / Training Update / Safe Sleep Training
- Child Protection Training Tuesday 5 th September at 6.15am
- Early years Assessment and Learning Toll Implementation
- Visit from Department of Education (12/04/2023)

Correspondence In:

- Tienne Smith Hobsons Bay Council – Confirmation Kindergarten Numbers for2023
- David Wouda Modern Teaching – Gluten Free Paint / Glue
- Michael Piechowicz QK Office Walkthrough

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- Student Placement Request – Victoria University
- VECTA Long Day Care Providers Consultation Session – Monday 27 th March
- Free Energy Bill Review (Zembl)
- Building Blocks Equipment 2022 Reminder - Inclusion Grant
- Cassandra Davis Koorie preschool March Update
- Information Session from Department of Education: Delivering A Funded Kindergarten Program
- Australian Government Department of Education Weekly Edition
- Early Learning Leadership Forum
- 2023 Funded Organisation performance Monitoring Framework meeting 9 th May 10am – 11.11:30am
- ACECQA newsletter update
- Uniting – Kindergarten Inclusion Support (KIS) Funding
- Early Childhood Improvement Branch April Newsletter
- Early Childhood Update – Kim Little Deputy Secretary Early Childhood Education
- Victorian Building Blocks Funding Opportunities Update
- Funded Agency Channel Newsletter

Correspondence Out:

- QK Office Walk through with Michael Piechowicz
- Meet and Greet Family Evening
- Email to Michael IT – Fraud Email
- Tienne Smith – 2024 Timetables
- Early Years Assessment and learning Tool Login Information
- Asthma Training
- Certificates for Kitchen from Melbourne Food Distribution 2023

8.00–9.00pm General Business

Ongoing Action Items

- Reconciliation Action Plan – New RAP Committee Member
- Hobsons Bay Early Years Consultative Update 23 rd February – Ana
- Street Library
- New QikKids Update



New Policy:

0012 Nappy Changing and Toileting

0013 First Aid

0015 Asthma

0018 Uniform

0019 Expenses

0021 Dental and Oral Hygiene

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

o Committee Meeting: 16 th May 2023 in House / Via Zoom