



TRCC Committee Meeting Minutes September 2023

Date 12/09/2023

Time 7pm onwards

Location The Range Children's Centre/ Zoom

- Present: Matt Parkes, Janice Semple, Lauren Hill, Aislinn Guthrie-Jones, Ana Garcie-Melgar, Kirsten McGreggor, Adrain Truan, Nicole Caruana, Bridget Smith
- Apologies: Daniel Vlahovic

Update – President (Aislinn)

- Welcome: Acknowledgement to Country
- Confirmation of Pervious Minutes (15th August 2023)
- Strategic Plan Update

Update/Report – Treasurer – (Matt)

The Treasurer's report shows an operating profit of \$16,700 for August, which is slightly ahead of the forecast performance. There are no material or unusual items to note to the Committee in respect of August performance.

The Year-to-Date figures reflect the updated monthly allocation of the annual Budget - as approved by Committee last week - to appropriately budget for the year-end accounting entries made in July 2023 and June 2024. The year-to-date performance for operating profit is now \$31,000 ahead of plan for YTD 2024, which represents a strong start to the financial year.

Update – Director (Janice)

- QIP and Centre Philosophy
- Child Protection Update Training -28th November at 6.15pm
- Work Place Health and Safety Information
- Work Safe Visit - Friday 1st September 2023 –
Recommendations by workspace:



Policy for Manual Handling wasn't strong enough. Roles of Occupational Health Officers replaced with Workplace Supervisors as OHS officers have not been elected.
Ground work around slide to be replaced with soft sponge due to new regulations. Quote for \$18,000

Correspondence In:

Anthony Semann - Early Years Assessment and learning Tool 16/08/ 2023

Nathaniel Anson – Sixfam update 16/08/2023

Ryk Eksteen Special Purpose Financial Report 18/08/2023

Hannah Power St Mary's Prep Transition 2024 23/08/2023

Pebble Time Drama Workshop certificates 30/08/2023

Hannah Foster VU Confirmation of Placement Birth -2 years 01/09/2023

Sandra Fontana Workplace Inspection Report 04/09/2023

My Xplor Offer Detail 05/09/2023

Package Landscapes Quote 11/09/2023

Correspondence Out:

Indigenous Literacy Day 2023 18/08/2023

Email to families regarding statement 08/09/2023



Ongoing Action Items

- o Reconciliation Action Plan- New RAP Committee Member
- o Hobsons Bay Early Years Consultative Update- Ana 24 th August 2023
- o New Xplor system
- o Kindergarten 2024 update –
 - 3-year-old kinder – 39 applied and 30 accepted – not everyone received a place within the centre
 - 4-year-old kinder – green room – 3 vacancies and 1 on waitlist
 - Red room – 1 vacancy and 0 on waitlist
 - Yellow room – 1 vacancy ad 1 on waitlist
- o WorkSafe Victoria Inspector Visit – further visit to be arranged
- o Playground Quote - to be implemented
- o Staffing Update



New Policy for Review the Month of September

- o Workplace Health and Safety Policy

- o No lift Policy

- o Financial Policy

- o New Meeting date Hobsons Bay Early Years Consultative Meeting Thursday 19 th October 2023- Ana to attend

- o Committee Meeting: Tuesday 17 th October 2023/ AGM 24 th October in House / Via Zoom

Rebecca Corfield

18.10.23

R Corfield