




TRCC Committee Meeting Minutes October 2023

*Aislinn Gutherie-Jones
President*


Date: 17/10/2023
Time: 7pm onwards
Location: The Range Children's Centre/ Zoom

- Present: Aislinn Gutherie-Jones, Janice Sample, Lauren Hill, Matt Parkes, Adrain Truan, Ana Garcia, Bridget Smith, Becca Corfield, Daniel Vlahovic,
- Apologies: Kirsten McGregor

Update – President (Aislinn)

- Welcome: Acknowledgement to Country
- Confirmation of Pervious (19th September ,2023 Minutes)
- Strategic Plan Update
- 3-year Kindergarten Integrated Kindergarten Update – sadly has been little interest this year and the centre has now offered and accomplisher sessional kinder
- AGM Presentation and Nomination Forms

Update/Report – Treasurer – (Matt)

There were no material abnormal items for the Treasury report for the month ended September 2023.

The Centre posted an operating profit of \$4,624, despite having budgeted a loss of approximately \$8,000. The main reason for this variance is due to lower payroll expenses - explained by permanent staff positions remaining unfilled. The Centre's income remained strong and ahead of projections.

Update – Director (Janice)

- QIP and Centre Philosophy
- Child Protection Update Training -28th November at 6.15pm
- Work Place Health and Safety Information
- Maternal and Child Health Outreach Service Age and Stage Visit Update
- Work Place Health and Safety Training, Emergency Evacuation
- Manual handling – All staff training evening with ELAA on Monday 23rd October and on 14th November- Safety – Not Childs Play Janice and Nellie to attend
- Gratitude Week (9th October -13th)



Correspondence In:

03/10/2023: Internal Review Unit Work Safe
03/10/2023: 3-year-old update kindergarten list from Hobsons Bay Council
03/10/2023: Kindergarten funding and Operations update
04/10/2023: MCH Visit/ Spread Sheet from Jo Grima
04/10/2023 School Readiness workshop
05/10/2023 Photos rebooking date
04/10/2023 Joanna Cooper – PSFO Newsletter and Professional Conversation Invitation
09/10/2023 Hobsons Bay – Childrens week Flyer
09/10/2023 Transition Statements update
10/10/2023 Food Safety Assessment – Mark Upton Environmental Health Officer Hobsons Bay Council
11/10/2023 Compass Seminars SRF Kindergarten Training
11/10/2023 Sandra Fontana (Work Safe) – Manual Handling Training

Correspondence Out:

02/10/2023: Email to Families - Emergency service attending the service
02/10/2023: Kaitlin Hayes school visit
02/10/2023: Danielle Cogley: Invitation to attend Hobsons Bay Early Years Learning Network Meeting
13/10/2023 Childrens week / AGM/Service update

Ongoing Action Items

- Reconciliation Action Plan- New RAP Committee Member
- Hobsons Bay Early Years Consultative Update- 19th October 2023
- Kindergarten 2024 update
- Staffing Update

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New Policy for Review the Month of October

- Manual Handling Policy
- New Meeting date Hobsons Bay Early Years Consultative Meeting Thursday 19th October 2023- Ana to attend
- Committee Meeting: Tuesday 21st November – Nomination of new committee in House / Via Zoom

