



TRCC Committee Meeting Minutes November 2023

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

- Present: Janice Semple, Aislinn Guthrie-Jones, Lauren Hill, Bridget Smith, Matt Parkes, Rebecca Corfield, Ana Garcia, Kirsten McGreggor, Adrian Truan
- Apologies: Daniel Vlahovic, Nicole Caruana

Update – President (Aislinn)

- Welcome: Acknowledgement to Country
- Confirmation of Pervious (AGM Minutes 24 th October 2023) – confirmed by Bridget
- Strategic Plan Update

Election of New Committee 2023/2024

- o President – Aislinn Guthrie-Jones
- o Vice President – Lauren Hill
- o Secretary – Rebecca Corfield
- o Treasurer – Matt Parkes
- o Reconciliation Representative- Daniel Vlahovic and Adrain Truan
- o Kindergarten Consultative Representative – Ana Garcia
- o General Member – Kirsten McGreggor
- o General member – Adrian Truan
- o General Member – Bridget Smith
- o Garden Representative – Nicole Caruana

Times and Dates for Committee Meeting 2024 – To be changed to 2nd Tuesday of the month

Expectations of the Committee and Declaration Form to be completed by new committee members – no new committee members for the year.

87 Kororoit Creek Road, Williamstown 3016
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Treasurer Report (Matt)

The result for October is stronger than budgeted (a loss for the month of \$18K instead of \$37K). This is largely due to

- strong income across the board (5% up on budget, indicating we are running at capacity) and
- lower spending on general expenditures and office equipment
- lower payroll costs - we are dipping into casual staff more than expected but the drop in wage costs for permanent staff is greater than the extra casual staff expense.

This month's result further strengthens our Year-to-Date position (now \$62K ahead of plan after 4 months).

Update – Director (Janice)

- QIP and Centre Philosophy – unchanged
- Child Protection Update Training -28 th November at 6.15pm
- Workplace Health and Safety Information
- Maternal and Child Health Outreach Service Age and Stage Visit Update – poor communication from maternal health and needing to be rearranged
- Workplace Health and Safety Training, Emergency Evacuation
- Staff update – staffing discussed for 2024

Correspondence In:

03/10/2023 – Kindergarten Funding and Operations Update

03/10/2023- Linda Finn Photo Vision Portraits

04/10/2023 Bunnings Statement

04/10/2023 Notification of Incident

04/10/2023 Jo Grima Early Years Engagement Officer

04/10/2023 Joanna Cooper PSFO Newsletter and Professional Conversation Invitation

05/10/2023 Resignation letter

05/10/2023 Cancellation of Manual Handling Training

05/ 10/2023 Early Childhood Update

09/10/2023 Hobsons Bya Childrens Week 2023

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09/10/2023 Cancellation of Bus to Traffic school

10/10/2023 Charter Wyndham – Bus Cancellation (Traffic School)

10/10/2023 Hobsons Bay Early years Learning Net work Meeting for

Correspondence Out:

09/10/2023 Childrens Week Poster

09/10/2023 Survey: Evaluation of Three Old Kindergarten Implementation

09/10/2023 KIS Satisfaction Survey

Ongoing Action Items

o Reconciliation Action Plan- Daniel

o Hobsons Bay Early Years Consultative Update- 19 th October 2023.

o Kindergarten Time Table 2024 update

o End of Year Celebrations

New Policy for Review the Month of November

o Manual Handling Policy

o New Meeting date Hobsons Bay Early Years Consultative Meeting Thursday 23 rd November 2023

o Committee Meeting: Tuesday 12 th December 2023

Robert Corfield
R CORFIELD secretary

