



TRCC Committee Meeting Minutes February 2024

Date: 13/02/2024
Time: 7pm onwards
Location: The Range Children's Centre/ Zoom

- Present: Aislinn Gutherie-Jones, Janice Semple, Lauren Hill (taking Minutes), Matt Parkes, Adrain Truan, Ana Garcia, Daniel Vlahovic, Kirsten McGregor, Emma (?)
- Apologies: Bridget Smith, Becca Corfield

Update – President (Aislinn)

- Welcome: Acknowledgement to Country
- Confirmation of Previous Minutes (December 2023)
- Strategic Plan Update
- Welcome to Committee – Emma. Thank you to outgoing member Nicole.

Update/Report – Treasurer – (Matt)

No official financial report was circulated to the Committee due to personal reasons affecting Thao's ability to generate this month. Matt spoke to the figures he had obtained however and noted that for the month of November, we had projected/budgeted for a loss of \$23K but had only suffered a \$5K loss. For the month of December, we had projected a loss of \$71K but had actually achieved a profit of \$7K. These discrepancies can, in part, be put down to lower payroll expenses than previously anticipated over these traditionally quieter months. There are still 2 FTE's to be filled at the centre. The Centre is in a good position going into the new calendar year.

Update – Director (Janice)

- QIP and Centre Philosophy
- OHS Fire Drill Practice – February / March Announced Fire Drill
- Staffing Update: There are still 2 vacant positions to be filled at the centre and work continues to fill these vacancies.
- Telephone Update – new quote from Commanda 12/2/2024: Janice advised of competing quotes received from 2 different franchises of Commander with each party under quoting the other. Daniel will review the quotes on behalf of the Committee and will speak to all parties concerned and make recommendations to Janice as to who to accept noting that service offering is as important as cost.
- Upcoming Staff Training
- Hobsons Bay Early Years Learning Network meeting Jenny/Nanisi – Thursday, 22 February 2024
- Flu Jabs for Staff – parent offer: Two new parents (of a child at the centre) who are Dr's have offered to give free flu jabs for staff at the centre by way of saying thank you. Janice and Centre Management will coordinate this worthwhile endeavour to those who wish to take up this offer and will pass on the Committee's thanks to the parents.



- Carpets – the kinder rooms are on a carpet waitlist and scheduled to receive new carpets in these rooms in 2024/25 FY. Nellie's carpeted area in the office is to be replaced in March due to black mould being discovered in the underlay.

Correspondence Received:

22/01/2024 Greater Western Water Rebate

24/01/2024 Early Childhood Teacher Supplement Information

25/02/2024 Annual Centre Photos – dates to be advised in due course

22/01/2024 Greater Western Water Rebate

31/01/2024 OHS Risk Register – Draft Policy: Lauren spoke to this item and detailed to the Committee the changes that had been made to the Hazardous Manual Handling Policy in light of recent meetings and discussions with WorkSafe Victoria. The key change was around the inclusion of the reference to the Centre's approach to a 'No Lift' Policy for children of walking or crawling ability, unless in specific and necessary circumstances. The Committee expressed an uneasiness about this new inclusion as it would seemingly only benefit insurers and not those who currently fall under the insurance, however were satisfied that the adoption must be made in order to satisfy WorkSafe Victoria's directions given this is an area of focus for childcare centres around Victoria. The Policy was signed off at the meeting.

02/02/2024 Craig Mitchell UMS – Proposed Shade sail Installation. A date for this to be erected will be communicated to the Committee as soon as possible.

02/02/2024 Hobson Bay Early Learning Network

ACECQA Newsletter Issue 1 2024

05/02/2024 Tienne Smith Committee Training Sessions 2024

06/02/2024 West gate Neighborhood Fund Open

06/02/2024 Commander Proposal – Discussed as part of the Director Update

07/02/2024 Hobsons Bay Kindergarten Committee Training Sessions 2024

07/02/2024 Auslan Museum Dinosaurs Program Confirmation

08/02/2024 Kindergarten Funding and operations Update

Correspondence Sent:

09/02/2024 Andrew Wilson First Aid Certificates

09/02/2024 Work Safe Notification

09/02/2024 Notification of Incident to ACECQA – Discussion was held around the recent incident in the 3 Year Old Kindergarten session (Friday, 9 February 2024) whereby a new student at the centre was involved in an unfortunate accident by way of crushing a finger on his left hand in the outdoor scales. The incident had been reported to all relevant authorities with an investigation into the matter underway between Janice with the assistance of Lauren. Despite the scales being in the centre for over 14 years without incident, the Committee will take action to modify or replace the items once a report from WorkSafe Victoria has been received. The Committee will review and decide on the modification or replacement before or at the next meeting and Lauren has undertaken to keep the family of the child updated as to this action as a matter of courtesy. It was noted how complimentary the parents and medical staff were of Aiden, his quick thinking, support offered and first aid administered.

09/02/2024 School Readiness Information

12/02/2024 Junior Landcare webinar advice Tuesday 27th Feb 4pm to 5pm



Ongoing Action Items

- Reconciliation Action Plan- Daniel / Adrian
- Hobsons Bay Early Years Consultative Update
- Garden Incident – 12/2/2024 – discussed under correspondence sent

New Policy for Review the Month of March:

- TBC

Policy Reviewed in February:

- Hazardous Manual Handling Policy

Planning:

- Next Hobsons Bay Early Years Consultative Meeting
- Next Committee Meeting: Tuesday, 12th March

Becca Coe
R Coe
Secretary

