



March 2024 TRCC Committee Meeting Minutes

Date: Tuesday 11th March 2024
Time: 7pm onwards
Location: The Range Children's Centre/ Zoom

Present – Aislinn Guthrie- Jones, Janice Semple, Adrian Truan, Matte Parkes, Ana Garcia, Becca Corfield, Bridget Smith, Daviel Vlahovic, Emma Harvey, Lauren Hill

Apologies – Kirsten Freisler

Update – President (Aislinn)

- Welcome: Acknowledgement to Country
- Confirmation of Pervious (February 2024 Minutes) – Confirmed by Becca Corfield
- Strategic Plan Update – ongoing

Update/Report – Treasurer (Matt) –

The treasurer reported that final financials for January and February remain unavailable, due to delays with the transition back to the QK reporting software.

- Interim financial numbers were presented for January and February. The Centre's interim results are (\$19,057) behind budget for January and (\$47,931) behind budget for February.
- The February numbers included a once-off timing shortfall of approximately \$30K of Teacher Supplement Funding and Per Capital funding, which should be resolved once numbers are confirmed with the Department.
- The Treasurer raised concern, however, that LDC fees in both months are \$10,000 behind budget. This is consistent with some vacancies in LDC positions, as explained

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by the Centre Director due to some new children having not commenced at the Centre at the time expected. The Centre Director undertook to look into these and concentrate on filling spaces where possible.

- Agency Wages have increased, which is explained by the staffing pressures explained by the Centre Director.
- On a year-to-date basis, the Treasurer advised the Committee that despite these two adverse results, the Centre remains slightly ahead of plan after 8 months

Update – Director (Janice)

- QIP and Centre Philosophy
- OHS Fire Drill Practice – February 28th / March Announced Fire Drill 11 th March
No issues
- Telephone Update – NBN is on Tuesday 12th March 2024 – fibre cable difficulties – council coming to site to help with connection issues
- Kindergarten 2025 / Confirm session times 2025 – timetable requests from Hobsons Bay Council for next year still to be confirmed
- New carpet in office and p
- Staffing Update – continued vacancies and agency fillings for sick leave / annual leave and long service.
- Kindergarten Information Management Update – ongoing
- Flu Jab Update – Flu vaccinations offered within the centre

Correspondence In:

10/03/2024 Catharine Hydon: Infants and Toddlers Practice, Pedagogy and Research Conference 22nd

November – 23 November

07/03/2024: ELAA Newsletter

07/03/2024: Early Childhood Update from Department of Education

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07/03/2024: Information about Foundation (prep enrolments for 2025)

05/03/2024: Kindergarten Application Timeline – Hobsons Bay Council

04/03/ 2024: Garden Equipment Update (Garden Scales) – Hobsons Bay Council

01/03/2024: Natasha Trickey SRF OT Coaching Dates

16/02/2024: Sandra Fontana (WorkSafe Policy) to add: My only suggestion is to update the definition of manual handling to Hazardous Manual Handling in your definitions section.

Correspondence Out:

01/03/2024: Confirm Natasha Trickey SRF

08/03/2024: Emma Madigan – Kindergarten Information System Query

05/03/2024: Weekly Lists from Adrain Scerri – Hobson Bay Council

Ongoing Action Items

- Reconciliation Action Plan – No further update yet
- Hobsons Bay Early Years Consultative Update 23 rd February – Ana
- Landcare Grant (Jenny)
- Outside Garden (Catherine)
- Annual Photos: Week Beginning Monday 5 th August 2024
- Pet Education Booked for Tuesday 16 th April and Wednesday 17 th April
- SunSmart Early Educator Review Update – education for staff

New Policy:

Changes to Hazardous Manual Handling Policy

Next Meeting

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- Hobsons Bay Early Years Consultative Meeting Thursday 2 nd February / Thursday 18th April – Ana
- Committee Meeting: 7th / 16th April 2023 in House / Via Zoom

Signed: *helen hui*

16 April 2024

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