

10.05.17 asWalmsley



Committee of Management –
MEETING MINUTES

Held Tuesday 18 April 2017 – 7.00pm

Attendees: Janice Semple, Albrey Walmsley, Michael Green, Jo Attard, Craig Taylor, Steve Fuller, Kelly Chandler, and Ciara Doherty

Apologies: Stephanie Dow, Amber Cassidy, and Anthony Pearce

- Minutes confirmed for March: Kelly and Craig
- Director Report: Janice
 - Robyn has proposed that we buy a street Library to place at the front of the centre. Plans to move forward with this idea are underway.
 - Staff are happy with Christmas holidays which will be communicated to families in the next newsletter.
 - Janice has applied for funding for an assistant for children with complex medical needs in the kinder room. The funding was granted and the extra head has started.
 - Council are replacing the curtains and blinds in addition to the carpet. They have requested a measure and quote. Staff have been invited to pick out the colours.
 - The bookkeeper requires a new computer which Janice is in the process of sourcing.
- QIP –
 - Training on the topic of allergies to be provided to staff.
 - Catherine Hayden came and updated the STEM. She recommended we notify parents of the plan in the newsletter.
- Long Daycare Professional Fund –
 - Staff will be invited to attend an upcoming ELAA conference in May. We will not be closing down the centre this year.
 - Kinder staff all going on a transition to school course.
- OHS
- Waitlist Flow Data –

	On waitlist at present	Acquired Spots in March/Apr	Applications so far (2017)
Joey	84	3	
Possum	35	4	
Koala	37	2	
3-5 Rooms	26	2	
Total	182	11	38

- President Report: Michael
 - Discussion regarding the progress of our traffic signals request
- Treasurer Report: Steve
 - There are some questions with the budget which Steve is following up on with Julie so we get a better understanding of where things are and ensure the transition between staff is running smoothly.
 - The expense side of it looks fine.
 - Steve will work with Julia to ensure everything is being allocated correctly in the balance sheets.
 - Need to look at options for getting better payment rates and chasing late payments. This may include direct debits, debt collectors, and late fees.
- Correspondence In:
 - Resignation from Donika
 - Resignation from Ann
 - Response from Vic Roads re traffic signals. Centres who are part of the 'Starting out Safely' program will be prioritized and criteria is currently being developed for the distribution of lights.
- Correspondence Out:
 - Email committee VOTE on Christmas holidays. Committee Decision: Children's last day 21st December returning 9th January. Staff clean up/set up days 22nd December and 8th January.

General Business

- Kindergarten Consultative meeting:
 - Michael to attend next meeting on 4th May
- Policies: N/A
- Profile and Marketing Strategy – N/A
- Ongoing Action Items:
 - 15/10 hour funded kinder planning
 - Considerations for After Hours Kinder Care
 - Grants

Meeting closed: 8:15 pm.

Next Meeting: Tuesday 16 May 2017, 7pm