

agudalmsley 21/03/17



Committee of Management –
MEETING MINUTES

Held Tuesday 21 February 2017 – 7.00pm

Attendees: Janice Semple, Albrey Walmsley, Jo Attard, Michael Green, Craig Taylor, Kelly Chandler, Stephanie Dow, Amber Cassidy, and Anthony Pearce

Apologies: Tara Luketic

- Minutes confirmed for November: Jo & Kelly
- Director Report: Janice
 - Janice has finished adding all but 5 children to the Kindergarten Information System and has updated all the staff.
 - Some problems with the website have now been addressed.
 - QIP – The QIP is still being finalised. Catherine Hydan came in at the beginning of the year to discuss with the team. The focus this year will be STEM and each room will be choosing one aspect to focus on.
 - Long Daycare Professional Fund – Staff have all been asked to set goals for the year and Janice will assess what training can be sought out to address these goals.
 - OHS – 14th February fire evacuation drill – all went smoothly.
 - Waitlist Flow Data –

	On waitlist at present	Acquired Spots in Jan/Feb	Applications so far (2017)
Joey	88	18	
Possum	44	5	
Koala	30	3	
3-5 Rooms	20	8	
Total	182	34	8

- President Report: Craig
 - Training with the council for committee members on Saturday
 - Need to start a discussion around Christmas holidays and put forward some options for staff.
- Treasurer Report: Steve
 - Karilee the bookkeeper has resigned
 - Applications are currently being reviewed – Janice to set up interviews tomorrow.
 - The wage budget is quite tight this year due to a few extenuating circumstances
 - Income seems good with a few outstanding questions to be followed up
 - There are a few vacancies on a Friday in the Kookaburra room which we are currently trying to fill
 - 3 spots open for 3 year old as well
- Correspondence In:
 - Mobile Grant notification

- Lee has resigned
- City West water replacing the water meter
- Kindergarten Consultative Meeting Reminder
- MTK cleaning services price increase notice
 - We have requested they postpone the increase until the new financial year
- Correspondence Out:
 - Committee details updated in the Australian Charities and NFP Commission Charity Portal
 - 2016 Annual Information Statement completed

General Business

- Kindergarten Consultative meeting: Kelly
 - As this was the first meeting of the year it was mainly filled with introductions and information on the purpose of the meetings
 - Info folders were updated
 - ELAA representative introduction
 - Sustainability Grants to open soon
 - Next Meeting 16th March 7pm
- Policies: 18 Updated with no major changes
 - Behaviour Guidance
 - Nappy Changing and Toileting
 - First Aid
 - Anaphylaxis
 - Asthma Management
 - Uniform
 - Expenses and Payments
 - Dental and Oral Hygiene
 - Diversity and Equity
 - Dangerous Products
 - Supporting Children's Individual Needs
 - Supervision
 - Employment of Childcare Professionals
 - Routine
 - Medical Condition
 - Water Safety
 - Determining Fit & Proper Person
 - Enrolment and Orientation
- Profile and Marketing Strategy – N/A
- Ongoing Action Items:
 - Considerations for After Hours Kinder Care
 - Grants

Meeting closed: 8:30 pm.

Next Meeting: Tuesday 21 March 2017, 7pm