

Albrey Walmsley  
15/08/17



Committee of Management –  
MEETING MINUTES

Held Tuesday 18 July 2017 – 7.00pm

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

Apologies: Stephanie Dow, Ciara Doherty, and Anthony Pearce

- Minutes confirmed for July: Amber and Kelly
- Director Report: Janice
  - Food & Safety Audit came back clear
  - Tuning into kids starts on the 26<sup>th</sup>
  - Sustainability grant has been allocated but no money spent yet.
  - Staff award letter went out
  - New printer arrived
  - Letter to parents re Lukas resignation. 6 applicants were interviewed and Nicole was hired. She has plenty of experience and will be a great addition to the team.
- QIP
  - Friday 22<sup>nd</sup> September a STEM science fair has been scheduled
    - Staff are organising experiments for each room
    - Melbourne museum is donating a box of equipment/experiments
    - Science teacher from bayside will be coming to assist
- Long Daycare Professional Fund
  - Long Daycare professional meeting scheduled for 8<sup>th</sup> August. A facilitator will be training staff on music to children.
- OHS
  - Unexpected fire drill executed as a precaution. The evacuation ran very smoothly and everyone was out quickly.
- Waitlist Flow Data –

	On waitlist at present	Acquired Spots in June/July	Applications so far (2017)
Joey	85	0	
Possum	30	0	
Koala	35	0	
3-5 Rooms	25	0	
<b>Total</b>	<b>172</b>	<b>0</b>	<b>57</b>

- President Report:
  - Spoke to Telstra re NBN proposal
    - They plan to mirror what we've got now as closely as possible
    - New system will save us some money but there is no urgency to change
  - Street library has been empty several times so parents may need to be reminded to bring books
  
- Treasurer Report: Steve
  - Steve & Thao met to discuss the financials
  - Budget and projections are required so that we can sign off fees and budget for August meeting.
  - An auditor has been scheduled and books are being finalised in preparation
  - Craig to send report out once questions have been answered
  
- Correspondence In:
  - Kindergarten Sustainability Grant has been awarded - \$1765
  - Proposal to move to NBN
  - Kindergarten Consultative Meeting Minutes
  - Council approval of our fees increase
  - Letter of resignation for Lukas
  
- Correspondence Out:
  - Notification to parents re centre refurbishment over school holidays

#### General Business

- Kindergarten Consultative meeting: N/A
- Policies: Ratio to children on outings to be reviewed soon
- Profile and Marketing Strategy – N/A
- Ongoing Action Items:
  - 2018 Fee structure
  - Considerations for After Hours Kinder Care
    - A survey is being designed to get a better understanding of needs
  - Grants
    - Look into City West Water grants to see whether we are eligible

Meeting closed: 8:45pm.

Next Meeting: Tuesday 15 August 2017, 7pm