

Al Walmsley 18.07.1



Committee of Management –  
MEETING MINUTES

Held Tuesday 20 June 2017 – 7.00pm

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

Apologies: Steve Fuller

- Minutes confirmed for May: Stephanie and Kelly
- Director Report: Janice
  - New bookkeeper is going really well and settling in nicely.
  - Tuning into kids has been offered with an overwhelming response from parents – around 20 families have signed up.
  - Parent teacher interviews are happening over the next few weeks and off to a good start.
  - The centre has been asked to provide feedback on “The Hub” being built in Altona.
  - New blinds & flooring to be put in over the holidays. A notification will be sent to families.
- QIP
  - The centre is starting a new “zoning” program in all rooms. The program will help with behaviour management and staff will be trained by a psychologist.
  -
- Long Daycare Professional Fund
  - More professional development courses booked in for later in the year to use the rest of the funds.
- OHS
  - 7<sup>th</sup> June Emergency Evacuation completed
- Waitlist Flow Data –

	On waitlist at present	Acquired Spots in May/June	Applications so far (2017)
Joey	80	0	
Possum	30	1	
Koala	39	1	
3-5 Rooms	26	1	
<b>Total</b>	<b>175</b>	<b>3</b>	<b>51</b>

- President Report:
  - Kinder fee increase discussion. **VOTE** to increase 4 yo kinder to \$425 passed **unanimously**.
- Treasurer Report: Steve
  - Steve & Thao to sit down next week for training and to begin to reconcile the year
  - An auditor is to be booked in for July
- Correspondence In:
  - Council notification re 2018 fee structure
- Correspondence Out:
  - Notification to Parents re Tuning into Kids Parenting Program

#### General Business

- Kindergarten Consultative meeting:
  - Fees focus this month
  - New preschool officers in place to facilitate and support children requiring extra assistance
  - ELAA advised of yearly CPI increases for staff and upcoming training available
  - Next meeting 17<sup>th</sup> August
- Policies: N/A
- Profile and Marketing Strategy – N/A
- Ongoing Action Items:
  - 2018 Fee structure
  - Considerations for After Hours Kinder Care
    - Janice & Jenny put together some initial thoughts
    - Plan to visit Emma McLean to see how theirs works
    - A subcommittee to be developed
  - Grants
    - Look into City West Water grants to see whether we are eligible

Meeting closed: 8:33 pm.

Next Meeting: Tuesday 18 July 2017, 7pm