

18.04.17 AEWalmsley



Committee of Management –  
MEETING MINUTES

Held Tuesday 21 March 2017 – 7.00pm

Attendees: Janice Semple, Albrey Walmsley, Michael Green, Stephanie Dow, Amber Cassidy, and Anthony Pearce

Apologies: Jo Attard, Craig Taylor, Steve Fuller, Kelly Chandler

- Minutes confirmed for November: Amber and Stephanie
- Director Report: Janice
  - Science Fair being planned for later in the year.
  - Mobile grant application has been put through with the request to set up a science lab in the gardens.
  - Lines in the car park have been repainted by council.
  - Easter eggs have been purchased for each child.
  - Catherine is going on long service leave and will have her winter menu planned before she leaves. Rachel and Ann will cover work in the kitchen while she is away.
  - A pair of children's shoes have gone missing. The centre has been searched top to bottom and rewards offered for staff who find them.
  - Consumer Affairs Vic have contacted us to notify us that part of our annual report was missing. Janice has now supplied the missing document.
- QIP –
  - The QIP is now complete and ready to be posted on the clipboards in the entryway.
  - Nutrition Australia to come educate the staff around food intolerances.
- Long Daycare Professional Fund – Catherine Hayden scheduled to come in and talk about STEM.
- OHS – No fire drill yet this month. One to be scheduled in.
- Waitlist Flow Data –

	On waitlist at present	Acquired Spots in Jan/Feb	Applications so far (2017)
Joey	78	8	
Possum	24	2	
Koala	37	2	
3-5 Rooms	28	0	
<b>Total</b>	<b>172</b>	<b>12</b>	<b>30</b>

- President Report: Michael

- Carly has resigned. Her last day will be 12<sup>th</sup> May and a letter of acceptance was sent 20.03.17.
- Staff conference has been approved. Michael to liaise with Steve on the costs.
- Janice to email out an enquiry to parents about joining the committee to fill Tara's position.
- Treasurer Report:
  - Julie provided a report to Steve today. Steve will email it out once reviewed.
- Correspondence In:
  - Tara Luketic has resigned from the committee, as her family will be moving.
  - Williamstown Primary has sent an Enrollment flyer to be passed on to parents.
- Correspondence Out:
  - Enquiry to VIC Roads regarding acquiring old traffic signals to use in the gardens.
  - Committee vote to allow all staff to attend the ELAA conference and close the centre for the day. Committee decision: YES 10/03/17.
  - Letter to MTK cleaning services requesting they postpone the price increase until the new financial year.

#### General Business

- Kindergarten Consultative meeting: Kelly
  - Child safety standards covered
  - Discussion around the possibility the government will cut funding to 10 hours per week for kinder. Committee's encouraged to start considering how they would manage this.
  - Need someone to attend the next meeting.
- Policies: 2 updated with no major changes
  - Accounting
  - Employment of child care professionals policy
- Discussion had around grant opportunities. Stephanie is going to prepare an application for a quick response grant through the council.
- 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 18 April 2017, 7pm