

asidamsley 20.06.17



Committee of Management –  
MEETING MINUTES

Held Tuesday 16 May 2017 – 7.00pm

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

Apologies: Jo Attard, Kelly Chandler, and Ciara Doherty

- Minutes confirmed for April: Craig & Amber
- Director Report: Janice
  - Room leaders meeting was held to discuss the upcoming inspection and ideas for the Science fair in September.
  - Angie the new cook is settling in well.
  - The dishwasher has broke and a repairperson is coming to assess.
  - Curtains and carpet are to be installed over the June school holidays. A notification to parents will go out closer to the date advising of how it may affect their child's room.
  - Allergies training to go ahead this month.
  - Department of Health is coming in next week to collect food samples for a routine review.
  - Staff are settling in well after the recent resignations.
  - \$1000 has been spent on a cultural incursion using funds from the quick response grant.
  - The street library has been installed and has had great feedback.
  - The sustainability grant has been put through requesting funds for various items around the centre.
  - Quotes for a new computer have been received and Michael (IT) is coming in to review them and advise.
- QIP – N/A
- Long Daycare Professional Fund – N/A
- OHS
  - A lockdown was called when the front gate was found with a brick holding it open. It was simply a precautionary measure and all was fine.
- Waitlist Flow Data –

	<u>On waitlist at present</u>	<u>Acquired Spots in March/Apr</u>	<u>Applications so far (2017)</u>
Joey	74	0	
Possum	31	1	
Koala	37	0	
3-5 Rooms	27	2	
<b>Total</b>	<b>169</b>	<b>3</b>	<b>39</b>

- President Report: N/A
- Treasurer Report: Steve
  - Received an updated treasury report
  - Staffing costs have come down
  - Food costs over budget and need to be reviewed – may be due to the prices of our new online ordering process
  - Some other expenses are also high and need to be reviewed to determine whether it is due to overspending or timing.
- Correspondence In:
  - Ministerial announcement re 15 hour kinder
  - Hobson's Bay Quick Response Grant funding confirmed
  - Refurbishing kinders and boosting IT equipment applications open
- Correspondence Out:
  - Staff changes letter sent to families
  - Newsletter placed in pockets

#### General Business

- Kindergarten Consultative meeting:
  - No attendance – minutes sent
  - Fee structure needs to be decided by June
- Policies:
  - Sun Protection, Hydration and Heat Policy
- Profile and Marketing Strategy – N/A
- Ongoing Action Items:
  - 2018 Fee structure
  - Considerations for After Hours Kinder Care
  - Grants

Meeting closed: 8:15 pm.

Next Meeting: Tuesday 20 June 2017, 7pm