



TRCC

Committee Meeting Minutes April 2024

Date Tuesday 16<sup>th</sup> March 2024  
Time 7pm onwards  
Location The Range Children's Centre/ Zoom

Present:

Janice Semple, Aislinn Guthrie-Jones, Adrian Truan, Ana Garcia, Becca Corfield, Bridget Smith, Emma Harvey, Kirsten Frisler, Lauren Hill,

Apologies: Matt Parkes, Daniel Vlahovic

Update – President (Aislinn)

- Welcome: Acknowledgement to Country
- Confirmation of Pervious (March 2024 Minutes) - Kirsten
- Strategic Plan Update – to be emailed out for committee to review
- Welcome Jane to the committee

Update/Report – Treasurer –

Treasurer Report – Matt

No treasurer report available at time due to personal leave

- Auditor Update
- Budget 2024/2025 – meeting in coming month to discuss what needs to be included

Update – Director

- QIP and Centre Philosophy (previously updated by Jenny)
- OHS Fire Drill Practice – successful fire drill and lockdown, no need for repeat, although some younger children were upset during drill as their first experience
- Kindergarten 2025 / Confirm session times 2025 – confirmed over e-mail by committee – no changes to last year's program. Ongoing discussions within the



council about increasing 4-year-old kinder hours from 15hr to 30hrs. No current plans for the next year

- Staffing Update – vacancies still exist. 3 new staff to start on part-time basis instead of full time
- Flu Jab Update – Staff to be vaccinated on a Friday afternoon. Service offered by local GP who is current within the centre
- Telephone update – NBN connection short – plan for council to assist
- Wellness initiatives for staff – well being dinner and yoga Saturday

Correspondence In:

RMIT Student Placements (03/04/2024)

VECTEA 2024 05/04/2024 Early Learning Association Australia (04.04.2024)

School Readiness Funding Session meeting zoom link (04/04/2024)

Shirley Pearly and her Bush Friends- New Kindergarten Initiative (05/04/2024)

Early Learning Leadership Forum – Hosted by the Department of Education (09/04/2024)

Hobsons Bay Council Weekly Lists -08/04/2024

Portable Long Service Authority LSL Quarterly Return (08/04/2024)

Quality Assessment and Regulation Newsletter (08/04/2024)

Responsible Pet Booking Program 08/04/2024

Adrian – Hobsons Bay Council Tienne is finishing in the Early Years Team this Friday. Moving to a

different role within the council 08/04/2024)

Jo Grima Hobsons Bay Council, promoting free event at Altona Gate Shopping Centre (08/04/2024)

Tienne Smith, Hobsons Bay Council Winter Warmers Campaign – Big Group Hug (10/04/2024)



Correspondence Out:

Quality Assessment and Regulation Newsletter (08/04/2024)

Staff meeting agenda email to all staff (09/04/2024)

Pre School-Field Officer RE behaviour management training (09/04/2024)

Ongoing Action Items

☑ Confirmation of Christmas Holidays 2024/2025

Thursday 19<sup>th</sup> December – Families Last Day

Friday 20<sup>th</sup> December – Clean Up Day

Staff Back Monday 6<sup>th</sup> January

Children Back Tuesday 7<sup>th</sup> January

☑ Letter to families- Respect @Work

☑ Kindergarten working group to discuss Pre-prep Kindergarten Expansion

☑ New telephone update

New Policy:

Hygiene and Infection Control

Anaphylaxis

Security Cameras

Physical Activity and Movement

o Hobsons Bay Early Years Consultative Meeting Hobsons Bay Early Years Consultative Meeting - Ann

o Committee Meeting: 14<sup>th</sup> May at 7pm